



# NCURA REGION III POSITION DESCRIPTION

## DIVERSITY & INCLUSION

### COORDINATOR

#### A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision through diversity and inclusion initiatives, representation, and action

#### B. RESPONSIBILITIES

- Works with the Executive Committee to identify opportunities to improve diversity and inclusion action in the Region
- Initiates formal data collection processes for diversity and inclusion purposes in collaboration with the Executive Committee and the Survey and Evaluations Committee
- Serves on the planning committee for Regional meetings to assist Chair-Elect in diversity and inclusion matters
- Works collaboratively with other Committee Coordinators to fulfill diversity and inclusion needs

#### C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws)
- Must be a current member of Region III and maintain membership status throughout the term of service

#### D. TERM LENGTH AND LIMITS

- Serves a term of one (1) year beginning after the Regional Meeting
- Eligible for one (1) additional term at the discretion of the Executive Committee
- May not serve more than two (2) consecutive terms

#### E. REPORTING LINES

- Reports to the Chair

#### F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 8 hours per month
- Attends the Annual Regional and National meetings or work with the Chair to arrange a designee to attend in your place

#### G. BENEFITS AND PRIVILEGES

- Professional Development and Recognition within NCURA Regionally and Nationally

#### H. ADDITIONAL INFORMATION

- Works with chair to identify new diversity and inclusion committee members
- Keeps committee members engaged in the Region's diversity and inclusion planning

#### I. VOLUNTEER ACKNOWLEDGMENT

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Annual Conflict of  
Interest/Commitment  
Disclosure filed? • YES • NO

Approved: 9/22/21