



NCURA REGION III POSITION DESCRIPTION

HONORS & AWARDS COORDINATOR

A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision by developing and implementing programs to recognize the service and achievements of the Region's membership on both a Regional and National level

B. RESPONSIBILITIES

- Oversees the Regional awards/recognition program
- Develops timeline for awards/recognition program
- Coordinates solicitation of nominations with Communication Committee
- Ensures nominees are eligible to receive the award
- Selects award recipients in accordance with the Honors & Awards Standard Operating Procedures
- Coordinates announcement of results with Communication Committee
- Ensures representation in the national awards programs
- Coordinates with Communication Committee to recognize the achievements of the Region's membership
- Reviews and follows Committee's Standard Operating Procedures and suggests updates as needed.
- Other duties as agreed upon

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

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 Chair
- 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 4 hours per month
- Attends both the Annual Regional meeting and the Annual National meeting, or assigns a designee from the committee to stand in

G. BENEFITS AND PRIVILEGES

- Professional development and recognition within NCURA Regionally and Nationally

H. ADDITIONAL INFORMATION

- Travel is required to attend the Regional and National meetings. Reimbursement of travel expenses is not available
- Reflective of NCURA's [Diversity and Inclusion Statement](#), we are committed to achieving diversity of all kinds in its appointments, including experience, geographic area, institution type, gender, and ethnicity, and we encourage ALL interested members to become involved in NCURA.

I. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed?

• YES • NO

Approved: 9/22/21