



NCURA REGION III POSITION DESCRIPTION

HOSPITALITY COORDINATOR

A. FUNCTION OF THE POSITION

Facilitates networking activities at hospitality suite at regional and national meetings

B. RESPONSIBILITIES

- Identify and implement appropriate networking activities for hospitality suite
- Develop theme for hospitality suite
- Promote participation in the hospitality suite
- Coordinate with Volunteer Coordinator to recruit volunteers for hospitality suite
- Coordinate with Chair-Elect and Treasurer food and beverage orders for hospitality suite
- 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-Elect
- May not serve more than two (2) consecutive terms

E. REPORTING LINES

- Reports to the Chair-Elect

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 2 hours per month with additional time before regional and national meeting
- Attends both the Annual Regional meeting and the Annual National meeting

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