



NCURA REGION III POSITION DESCRIPTION

NEW MEMBER COORDINATOR

A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision by developing and implementing programs to encourage membership and involvement in NCURA

B. RESPONSIBILITIES

- Responsible for outreach to and retention of new Region III members
- Represents Region III to all new Region III members
- Sends out e-mails monthly welcoming new members to the Region
- Collaborates with Volunteer Coordinator to promote involvement in the Region
- Coordinates with Volunteer Services coordinators for planning of new member activities at Regional and National meeting
- Review and follow Committee's Standard Operating Procedures and suggest 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 assign a designee from your committee to attend in your place
- Attends special events at Regional and National Meetings

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