



# NCURA REGION III POSITION DESCRIPTION PHILANTHROPY COORDINATOR

## A. FUNCTION OF THE POSITION

Promote the mission and vision of the Region by Identifying and promoting philanthropic partners for Regional meetings subject to EC approval. Promotes the Education Scholarship Fund

## B. RESPONSIBILITIES

- Identify potential vendors to sponsor regional meeting
- Cultivate relationships with vendors by sending e-mail, holiday cards, etc.
- Coordinate with Chair-Elect and Treasurer sponsorship costs and criteria
- Maintain listing and costs associated with each sponsorship tier
- Seek sponsorship commitments for Region III
- Coordinate sponsorship payments with Treasurer
- Liaison between sponsors and Treasurer/Chair-Elect
- Coordinate sponsor set-up at the meeting
- 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 Treasurer
- May not serve more than two (2) consecutive terms

## E. REPORTING LINES

- Reports to the Treasurer

## F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 2 hours per month with additional time before regional meeting
- Attends both the Annual Regional meeting and the Annual National meeting, or assign a designee from your committee to attend in your place

## G. BENEFITS AND PRIVILEGES

- Professional Development and Recognition within NCURA Regionally and Nationally

## H. ADDITIONAL INFORMATION

- Travel is required to attend the Regional meeting. 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: 11/17/2020