



# NCURA REGION III POSITION DESCRIPTION

## PUBLIC RELATIONS COORDINATOR

### A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision by identifying and communicating items of interest and information the Executive Committee wishes to share with the membership.

### B. RESPONSIBILITIES

- Drafts the regional corner article in collaboration with the Executive Committee for each issue of NMAG
- Creates monthly eblast with coordination of the Executive Committee to be sent to the regional membership
- Identifies accomplishments (new jobs, promotions, appointments, achievements, certifications) of Region III members for submission to NMAG & Regional communications.
- Monitoring the regional email account and disseminating mail to appropriate Executive Committee members.
- Collaborates with the Volunteer Coordinator to maintain a list of email addresses in MailChimp (or similar venue) for e-blasts.
- Assists the Executive Committee with drafting communications on an as-needed basis
- Ensures all activities are in accordance with National and Regional By-laws and Administrative Policies/Procedures
- 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 Secretary
- May not serve more than two (2) consecutive terms

### E. REPORTING LINES

- Reports to the Secretary

### F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4-6 hours per month
- Attends the Annual Regional meeting or assigns 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

- 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