



# NCURA REGION III POSITION DESCRIPTION

## SPONSORSHIP COORDINATOR

### A. FUNCTION OF THE POSITION

Identifies and cultivates relationships with vendors for annual regional meeting

### B. RESPONSIBILITIES

- Identify philanthropic organizations with which to partner at the Regional Meeting
- Coordinate activities at the NCURA Annual Meeting in support of the Education Scholarship Fund
- Develop activities to support both external philanthropic organizations and the Education Scholarship Fund, within the limits of what is allowed by NCURA, state, and local guidelines
- Remain apprised of NCURA guidelines, and keep the EC apprised of state and local fundraising guidelines
- 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 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