



NCURA REGION III POSITION DESCRIPTION

WEBSITE COORDINATOR

A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision by keeping the website up to date and carrying out the Region's communication strategy in coordination with the PR Coordinator and Social Media Coordinator

B. RESPONSIBILITIES

- Identifying relevant content to be added to the regional website
- Ensuring content on the regional website is accurate, up to date and relevant
- Carrying out the Region's communication strategy
- Serves as a member of the regional meeting planning committee and is responsible for:
 - Posting the call for proposals on the website
 - Sending submissions to the program committee
 - Ensuring meeting information is up-to-date, including information about hotels, ground transportation, attendee experience activities, volunteer opportunities, sponsorship opportunities, etc.
 - Maintaining forms for proposal submissions, award nominations, etc.
- Reviews and follows the 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 4-8 hours per month
- Attends the Annual Regional meeting or assigns a designee to stand-in.

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

Approved: 11/3/2020