



NCURA REGION III POSITION DESCRIPTION

REGIONALLY -ELECTED BOARD MEMBER

A. FUNCTION OF THE POSITION

Serve on the Governing Board of the National Council of University Research Administrators

B. RESPONSIBILITIES

- Serves as non-voting guest of the Executive Committee
- Serve on the Governing Board of the National Council (see description in National NCURA administrative policies)
- Informs region membership of pertinent information from the National Organization
- Other duties as agreed upon

C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National Bylaws)

D. TERM LENGTH AND LIMITS

- Two (2) year term beginning January 1
- May serve two consecutive terms (see description on NCURA website)

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately five (5) hours per month
- Attends both the annual Regional Meeting and the annual National Meeting
- Attends special events at Regional and National Meeting
- Attends monthly Executive Committee conference calls
- Attends Executive Committee Retreats

F. BENEFITS AND PRIVILEGES

- May receive travel support to Executive Committee meetings and/or leadership conferences as funds allow
- Professional development and recognition within NCURA both regionally and nationally

G. ADDITIONAL INFORMATION

- Must attend Board meetings as described in NCURA administrative policies
- The office will be held free of Conflicts of Interest, and the incumbent shall complete a COI form as prescribed in the administrative procedures
- 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.

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Conflict of Interest/Commitment Disclosure filed? • YES • NO

Signature

11/23/20