



NCURA REGION III POSITION DESCRIPTION

SURVEYS & EVALUATIONS

COORDINATOR

A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision by conducting periodic surveys of the regional membership to evaluate impressions of NCURA and Region III

B. RESPONSIBILITIES

- Identifies topics appropriate to be included in surveys of the region
- Coordinates the development of surveys with the Executive Committee
- Analyzes the data received from surveys
- Presents results to the Executive Committee
- 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 2-4 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