

NCURA Region I

Advisory Committee Member

DESCRIPTION OF POSITION: Serve as an Advisory Committee Member for Region I Chair in guiding the affairs of the region and shall develop activities and programs for Region I that are consistent with the goals and objectives of the National organization and of the regional membership.

DURATION: One year term, on a calendar year appointment basis, beginning January 1 to coincide with the Chair's term. During the period between the formal announcement of the Chair's election and the effective date of his/her term, the Advisory Committee's role shall be one of assuring the a smooth transition, and of organizing the RADG sessions for the coming year.

A. Function of Position – Represents Region 1 in a professional manner at all NCURA meetings, functions, etc.

B. Essential Duties and Responsibilities – Assist Chair in the organizing of RADG meetings (topics, speakers, etc.), discuss matters in Advisory Board Meetings (roughly 3 per year) that are important to the governance of Region I such as bylaw changes, spring meeting issues, selection of recipients for Region I Merit Award and travel awards to regional and national meetings, and other relevant topics that either need further discussion.

C. Time Commitment – 2 to 3 hours for approximately 3 Advisory Committee meetings per year. An Advisory Committee Member must be available for an occasional ad-hoc Advisory Meeting, if necessary.

D. Public Speaking – Minor; may need to introduce a speaker for RADG, if necessary.

E. Qualifications/Requirements

1. Knowledge and/or Skills – Previous experience with NCURA Region I activities is desirable. Research Administration experience is required.
2. Education and/or Experience –Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.
3. Eligibility – Must be a member of Region I.

F. Training and Support – Support from Chair, Immediate Past Chair, Chair-Elect, Treasurer, Secretary, and other members of the region who have held positions within NCURA Region 1.

G. Additional Information –

The Advisory Committee shall have as its members the Chair of the Region (who shall serve as Chair of the Advisory Committee), the Chair-Elect, the Immediate Past Chair, the Treasurer, the Secretary, the Board Member from Region I, and at least five (5) individuals from the Region I Membership. The appointed members of the Advisory Committee may be either Members or Associate Members of NCURA.

(1) Benefits: Professional development and recognition regionally and nationally within NCURA.

(2) Travel: Travel is required/recommended to attend Advisory Committee meetings, the Region I Spring meeting, and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – – Advisory Committee members shall be appointed by the incoming Chair before he/she assumes office on January 1.