

# NCURA Region I

## Immediate Past Chair

---

**DESCRIPTION OF POSITION:** Serve as a member of the Region I Advisory Committee, providing assistance to the current Chair and other members of the Committee.

**DURATION:** Serves for a one year term, immediately following the term as Chair, beginning January 1.

### A. Function of Position

Represents Region I at all NCURA meetings, activities and other functions as necessary. The Immediate Past Chair will be a voting member of the Region I Advisory Committee.

### B. Essential Duties and Responsibilities

The Immediate Past Chair will advise and counsel the Chair, Chair-Elect and other members of the Region I Advisory Committee about all regional business and activities.

### C. Time Commitment

Approximately 3-6 hours total to attend Advisory Committee meetings and the Region I business meeting at regional and national NCURA meetings. An additional 1-2 hours per month may be spent advising the current Chair.

### D. Public Speaking

Minor public speaking required.

### E. Qualifications/Requirements

(1) Knowledge and/or Skills: Previous experience as Region I Chair required. Research administration experience is required.

(2) Education and/or Experience: Must be a member of Region I. 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

Advisory Committee members and other members of the region who have held positions within NCURA.

### G. Additional Information

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

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

### H. Election Procedure

Not applicable. The Immediate Past Chair position will be assumed annually by the previous Chair of Region I.