

NCURA Region I

Nominating Committee Chair

DESCRIPTION OF POSITION: The Chair of the Nominating Committee will be responsible for overseeing the election of Region I Officers, including the solicitation of nominations, presenting a slate of candidates and overseeing the election process, which consists of distributing ballots, validating votes, and certifying the election at the Regional Business Meeting held during the NCURA Annual Meeting.

DURATION:

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

B. Essential Duties and Responsibilities – The Chair of the Nominating Committee will be responsible for overseeing the election of Region I Officers, including the solicitation of nominations, presenting a slate of candidates, overseeing the election process, and certifying the election at the Regional Business Meeting held during the NCURA Annual Meeting.

C. Time Commitment – Approximately 6-10 hours for meetings and/or e-mail discussions with Nominating Committee members, discussions with Region I Chair and/or the National Office to coordinate the on-line election. Additional time for phone calls or e-mails to prospective candidates.

D. Public Speaking – None.

E. Qualifications/Requirements:

(1.) Knowledge and/or Skills – Knowledge of the requirements of elected positions in Region I. Previous experience with NCURA Region I activities is desirable. Research Administration experience is required

(2.) Education and/or Experience –Familiarity with operations in Region I, 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 the Advisory Committee and other members of the region who have held positions within NCURA Region 1.

G. Additional Information -

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

(2) Travel: Attendance suggested at the national NCURA meeting to certify election results at the regional business meeting. Some travel may be required to attend Nominating Committee meetings Reimbursement for travel expenses are not available under normal circumstances.

H. Election Procedures – The Nominating Committee shall be chaired by the Region I member concurrently serving on the national Nominating and Leadership Development Committee, or, if this person is unable to fulfill this role, an appointee of the Region I Chair.