

NCURA Region I

Nominating Committee Member

DESCRIPTION OF POSITION: 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.

DURATION:

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

B. Essential Duties and Responsibilities – Members of the Nominating Committee will work with the Chair of the Committee and have responsibility 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 4-6 hours for meetings and/or e-mail discussions with Nominating Committee members, plus phone calls/e-mails to prospective nominees.

D. Public Speaking – None.

E. Qualifications/Requirements:

(1.) Knowledge and/or Skills – Knowledge of the requirements of the 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: Travel might be required to attend meetings with Nominating Committee members. Reimbursements for travel expenses are not available under normal circumstances.

H. Election Procedures – The Nominating Committee Members shall be appointed by the Nominating Committee Chair.