

# NCURA Region I

## Secretary

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**DESCRIPTION OF POSITION:** Serve a Region 1 Secretary, supporting Chair in representing all members with regard to membership, meetings, and planning for Region I NCURA activities.

**DURATION:** Two year term, on an odd calendar year appointment basis, beginning January 1.

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

**B. Essential Duties and Responsibilities** – Takes minutes and maintains records of all Region I business meetings (Spring, National, and Advisory Committee). The Secretary is responsible for RADG attendee mailing and registration duties.

**C. Time Commitment** – For RADG meetings, roughly 1-2 hours attending to registration duties. For spring and national business meetings, roughly 2-3 hours recording minutes, and 1-2 hours typing and finalizing minutes.

**D. Public Speaking** – Welcome RADG attendees and occasional speaker introduction at RADG meetings, as a back-up for the Chair.

### **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 – 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** – Support from previous Secretary 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 is required to attend Advisory Committee meetings, the Region I Spring meeting, the national NCURA meeting in Washington, D.C. , and occasional conferences on leadership held by the national office. Reimbursement for travel expenses is not available under normal circumstances.

**H. Election Procedures** – Region 1 Secretary will be elected in odd calendar years starting January 1 of the following year according to Region 1 by-laws.