

NCURA Region I

Site Selection Committee Chair

DESCRIPTION OF POSITION: The Site Selection Chair shall lead the 2 member committee in the solicitation of invitations to host Region 1 Spring meeting and RADG meetings. Conduct research on hotel/conference accommodations and to select a minimum of two and a maximum of three sites to select from. Present the preliminary list of potential sites for discussion 1 ½ years in advance to the Advisory Board committee.

DURATION: 2 years.

A. Function of Position – To select a site for the Regional Spring meeting and RADG meetings. Announcement of the site for each Regional Spring meeting should be made at the prior year's spring meeting. Site Selection Chair is appointed by the Chair of Region I.

B. Essential Duties and Responsibilities – Research hotels and conference sites to determine appropriate locations for regional meetings. May include site visits to tour the facilities. At the discretion of the Region I Chair, may negotiate contract terms.

C. Time Commitment – 5 – 10 days per year

D. Public Speaking – Communication with hotel staff and Regional Board of Directors.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Knowledge of the type of venue needed for the meeting.

(2.) Education and/or Experience – Prior attendance to meetings is not necessary.

(3.) Eligibility – Must be a member of Region I.

F. Training and Support –The National NCURA office assists in reviewing contracts provided by the hotels and provides training sessions and guidance for site selection.

G. Additional Information -

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

(2) Travel: Travel is required to visit local possible sites and possibly to Advisory Committee meetings or Program Committee meetings. Reimbursement for travel expenses is not available under normal circumstances.