

NCURA Region I

Site Selection Committee Member

DESCRIPTION OF POSITION: A Site Selection Committee Member work with the Committee Chair 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.

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.

C. Time Commitment – 5 – 10 days per year

D. Public Speaking – Communication with hotel staff and the Regional boards.

E. Qualifications/Requirements

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

(2.) Education and/or Experience – Prior experience may not be 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 for site visits. Reimbursement for travel expenses is not available under normal circumstances.