

# NCURA Region I

## Sponsorship Committee Chair

**DESCRIPTION OF POSITION:** As Chair of the Sponsorship Committee, serve in the role of principal development officer for NCURA Region I to gain support for annual regional meetings, Research Administration Discussion Groups (RADGs) and annual National meeting.

**DURATION:** 1-Year term appointed in advance by Region I Chair-Elect and renewable for an additional year at the discretion of the following Region I Chair-Elect.

**A. Function of Position** - Represent Region 1 in a professional manner at all NCURA activities where fundraising or sponsorship activity is present. Also serve as a member of the Region I Advisory Committee and as a member of the Regional Meeting Program Committee to direct all regional fundraising activities.

**B. Essential Duties and Responsibilities** – Working together with the Chair, Advisory Committee, Regional Meeting Program Committee, and members of Sponsorship Committee, direct all fundraising or sponsorship activities. Activities involve identification of appropriate sponsors, solicitation for sponsors, coordination of financial compensation with the Treasurer and documenting opportunities along with associated benefits the sponsors will receive (ie advertising, attendee lists, exhibit space, etc) Chair will appoint other members of committee as needed. Primarily fundraising will be a component of the regional meeting however the Chair should consider other areas of opportunities to obtain sponsors such as RADG meetings and the National meeting. The Chair should also work closely with the Treasurer in order to provide a schedule of sponsors and benefits received to the National office as required for tax returns.

**C. Time Commitment** – 2-4 hours per month.

**D. Public Speaking** – No, except for the possibility of providing a committee update at regional or national business meeting

## E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Previous experience with NCURA Region I activities is desirable. Research Administration experience is required. Organization, communication, and fundraising skills preferred.

(2.) Education and/or Experience – Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.

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

**F. Training and Support** – General support from current Chair, Advisory Committee members, previous Fundraising committee members and other regional members who have held positions within NCURA Region 1.

## G. Additional Information

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

(2) Travel: The Chair should attend the annual regional meeting.