

NCURA Region I

Sponsorship Committee Member

DESCRIPTION OF POSITION: Serve as a member of the Sponsorship Committee to assist in identifying and recruiting financial sponsors of NCURA Region I meetings and activities.

DURATION: 1 year term appointed by the current Sponsorship Committee Chair and renewable at the discretion of the following Sponsorship Committee Chair.

A. Function of Position – The Sponsorship Committee member will assist in identifying and contacting potential financial sponsors and coordinating arrangements for meeting and other activity sponsorship, as directed by the Sponsorship Committee Chair.

B. Essential Duties and Responsibilities – Participate in all activities of the Sponsorship Committee, including identification and recruitment of sponsors, making arrangements for sponsor booths at meetings and other activities, helping to ensure an attendee presence at sponsor locations, and other duties, as assigned by the Sponsorship Committee Chair.

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

D. Public Speaking - No

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 and direction, as needed, by the Sponsorship Committee Chair.

G. Additional Information

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

(2) Travel: N/A