

# NCURA Region I

## Program Committee Member

**DESCRIPTION OF POSITION:** Serve as Program Committee Member for Region I in guiding the affairs of the region with regard to planning and coordinating all aspects of the annual spring meeting, along with the others members of the program committee.

**DURATION:** One year term. The Program Committee members are appointed by the committee Co-Chairs. The duration will be from appointment until the spring meeting adjourns.

**A. Function of Position** – To work with colleagues in providing a successful, well-attended, and informative meeting for conference attendees.

**B. Essential Duties and Responsibilities** – Attend all meetings of the program committee (roughly 2 to 3), exchange e-mails/telephone calls regarding conference, suggest and contact potential speakers, topics, and moderators as well as work with them to develop their session; other functions necessary or appointed by the Chair(s) of the Program Committee/Chair-Elect Region 1.

**C. Time Commitment** – 3 to 5 hours for each Program Committee meeting with additional time required for phone calls. E-mail exchanges and other volunteer-time essential to putting together the spring meeting program.

**D. Public Speaking** – Interaction at program committee meetings necessary.

### **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 –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 Co-Chairs of Program Committee, other members of the program committee and the region who have held positions within NCURA Region 1. Additional support from the National office as requested

### **G. Additional Information** –

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

(2) Travel: Travel is required to attend Program Committee meetings to attend Region 1 Spring meeting. Reimbursement for travel expenses is not available under normal circumstances.

**H. Election Procedures** – Program Committee members are appointed by the Co-Chair of the Program Committee.