

NCURA Region I

Volunteerism and Membership Committee Member

DESCRIPTION OF POSITION: Serve as a member of the Volunteerism and Membership Committee (VMC) charged with the lead in the effort to promote, increase and retain volunteerism and membership for Region 1.

DURATION: There will be 6 members in all, appointed by the Chair of the VMC.

A. Function of Position – To work as a committee to provide Region I members with a basis for volunteering.

B. Essential Duties and Responsibilities – The committee member will assist the chair with coordination of all functions of the VMC, including but not limited to dissemination of information to the members of Region I, Coordination of Mentors for the New Member Mentor Program, maintenance of volunteer website, coordination of volunteers for the Regional Meeting as well as the National Meeting, and creating and maintaining of database of volunteers as well as matching potential volunteers to positions available.

C. Time Commitment – Approximately 1 hour per week.

D. Public Speaking – Limited public speaking may be 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 current VMC Chair, and other members of the region who have held positions within NCURA Region 1.

G. Additional Information –

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

(2) Travel: Travel may be required to attend regional meetings. Reimbursement for travel expenses is not available under normal circumstances.