

NCURA International Region

Chairperson, Membership Committee

DESCRIPTION OF POSITION

The Membership Committee of the International Region will develop programs for welcoming new members and point potential members to NCURA. The Chairperson of the committee is responsible for leading the committee in accomplishing its goals and reports to the International Region's Officers.

DURATION of Appointment:

One year term

- A. **Function of Position** - The Chairperson, reporting to the International Region's Officers, will lead the committee through its yearly goals as put forth by the Chairperson of the Region. Programs, such as New Member Welcome; Use of the Region's Listserv and a general Orientation on NCURA Member benefits will be developed by this committee, under the guidance of the Chairperson. The Chairperson of the committee must have a good understanding of both the national organization and the region and be able to convey the benefits of membership.
- B. **Essential Duties and Responsibilities & % Time Devoted** - The Membership Committee will meet throughout the year through email; telephone conference calls and other virtual means to accomplish its work. Approximately 3-5 hours per week, averaged across a year, can be anticipated.
- C. **Qualifications/Requirements**
 - 1. *Leadership* - Proven skills in leading committees and teams with experience in task development, review, brainstorming, prioritizing and follow-through is essential.
 - 2. *Knowledge and/or Skills* - An understanding of NCURA's primary mission as a professional development organization, and understanding of the profession of research administration/management.
 - 3. *Education and/or Experience* - Familiarity with university research administration/management.
- D. **Training and Support** - NCURA staff provides necessary orientation and support to the Chairperson.