

# NCURA International Region

## Vice 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 Vice Chairperson assists the Chairperson as directed by the Chairperson and performs the duties of the Chairperson when the Chairperson is not available. The Vice Chairperson serves a one-year term and succeeds to Membership Committee Chairperson for one year.

#### **DURATION of Appointment:**

Two year term

- A. **Function of Position** - The Vice Chairperson, reporting to the Membership Committee Chairperson, will assist in leading 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 and Vice Chairperson. The Vice 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.