

REGION VIII OFFICER

Chair-Elect/Chair/Immediate Past Chair

Description

The Chair-Elect/Chair/Immediate Past Chair serves as a voting member of the Region VIII Executive Committee and the Advisory Board to represent all members of the region.

Please refer to our website for the Region VIII Administrative Policies:

<https://ncuraintlregion.org/region-viii-bylaws-and-administrative-policies/region-viii-administrative-policies/>

Duration

- Chair-Elect: One year term beginning **January 1, 2022**
- Chair: One year term beginning **January 1, 2023**
- Immediate Past Chair: One year term beginning **January 1, 2024**

Total commitment: 3 years

A. Function of Position

The Chair-Elect/Chair/Immediate Past Chair provides guidance and leadership to Region VIII members. If a Regional Meeting is held during the term of the Chair-Elect. In that case, the Chair-Elect will oversee the Region VIII members involved in the meeting and focus on developing and implementing the meeting.

During the second year, the Chair is responsible for chairing the Region VIII Executive Committee and takes a lead role in the development and implementation of programs and policies that support the development of Region VIII in line with the mission of NCURA. The Immediate Past-Chair is the Chair of the N&LDC for Region VIII and remains a member of the Region VIII Board. During the three-year term, the Chair-Elect/ Chair/Immediate Past Chair serves as a Region VIII Advisory Board member.

B. Essential Duties and Responsibilities

The Chair-Elect is a voting member of the Region VIII Executive Committee and assists the current Chair in directing all regional matters.

- The Chair is a voting member of the Region VIII Executive Committee and directs the Region VIII Executive Committee and all regional matters.
- The Immediate Past-Chair is a voting member of the Region VIII Executive Committee and assists the current Chair in directing all regional matters.
- Chair-Elect/Chair/Immediate Past Chair participates as a member of the Region VIII Advisory Committee/Office Bearers and other ad-hoc Committees as assigned.

C. Qualifications/Requirements

- a. Knowledge /Skills - A comprehensive understanding of the mission, goals and structure of NCURA; ability to listen to and understand varying points of view; commitment to the professional development of NCURA's Region VIII members; an ability to professionally represent Region VIII. Previous experience with NCURA Region VIII activities is desirable.
- b. Presence/Professionalism - Ability and willingness to deal with individuals with sensitivity, tact and courtesy. Ability and willingness to prioritise topics, thoroughly and make decisions in the best interest of Region VIII.
- c. Education and/or Experience - Education and experience in the field of research

administration/management, proven leadership capabilities and experience in event organisation are desirable.

d. Membership Status – must hold a current Regular Membership with NCURA

D. Support

Support during the three-year period is available from NCURA Global and the Region VIII Executive Committee.

E. Time Commitment

The Region VIII Executive Committee duties are mainly achieved through e-mail and teleconferencing and can **average approximately 2 to 3 hours a week**. Additional time is spent on in-person meetings of the Region VIII Executive Committee, Advisory Committee meetings, attending Regional Meetings, as well as attending National NCURA Conferences.

The travel associated with these activities averages out to approximately 1-2 trips per year during the three-year commitment. Reimbursement for travel expenses is not available under normal circumstances

F. Benefits

Professional development and recognition regionally and nationally within NCURA.

G. Additional Info

If the Chair-Elect is unable to complete the term of office for any reason, the Region VIII Board shall elect one of its members to serve out the remainder of the term.

If the Chair of Region VIII is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair.