

REGION VIII OFFICER

Secretary

Description

The Secretary serves as a voting member of the Region VIII Executive Committee and the Advisory Board to represent all members of the region by conducting the administrative operations 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

- Two-year term beginning **January 1, 2022**

Total commitment: 2 years

A. Function of Position

The Secretary is responsible for assisting the Region VIII Executive Committee by assisting with all the administrative operations.

B. Essential Duties and Responsibilities

The Secretary is a voting member of the Region VIII Executive Committee. The Secretary is responsible for:

- Takes minutes and maintains records of all Region VIII business meetings and Executive Committee meetings. Ensures minutes are disseminated and retained as necessary
- Oversees the organisational responsibility of the official activities of the Annual Meeting for the region
- Oversees the implementation of the changes of the Region VIII website (or oversees the volunteer webmaster position)
- Works with the Chair to provide adequate publicity for all Region VIII events
- Responsible for archiving the non-financial records for Region VIII in the online portal Collaborate; Coordinates the regional travel awards.
- Secretary participates as a member of the Region VIII Advisory Committee.

C. Qualifications/Requirements

- a. Knowledge /Skills - A comprehensive understanding of the mission, goals and structure of NCURA; Ability and willingness to work as an effective member of a team. Familiarity with NCURA structure. Previous experience with NCURA Region VIII activities is desirable.
- b. Presence/Professionalism - ability and willingness to deal with individuals with sensitivity, tact and courtesy.
- 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
- e. Must have volunteered in an NCURA activity at either a national or regional level
- f. Must be able to attend the annual national meeting in Washington D.C.

D. Support

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

E. Time Commitment

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

The travel associated with these activities averages out to approximately 1-2 trips per year during the two-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 Information

If the Secretary is unable to complete the term of office for any reason, the Region VIII Executive Committee shall elect one of its members to serve out the remainder of the term.