

REGION VIII OFFICER

Volunteer Coordinator

Description

The Volunteer Coordinator works with the Region VIII Executive Committee and assists in identifying potential volunteer members from Region VIII.

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

<https://ncuraintregion.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 Volunteer Coordinator is responsible for identifying potential volunteers for Region VIII.

B. Essential Duties and Responsibilities

The Volunteer Coordinator is a non-voting member of the Region VIII Executive Committee.

- The Volunteer Coordinator will launch annual “Calls” for volunteers for the Region’s Professional Development Committee, the Nominating & Leadership Development Committee; Membership; and other positions as needed.
- The Coordinator will develop and oversee the Region’s Volunteer Recognition Program.

C. Qualifications/Requirements

- a. Knowledge /Skills - a comprehensive understanding of the mission, goals and structure of NCURA; Proven skills in leading and motivating potential and new volunteers in the region. An understanding of the NCURA International Region’s Committees and their roles and responsibilities is necessary.
- 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 is desirable.
- d. Membership Status – must hold a current Regular Membership with NCURA

D. Support

Support during the two-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 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 Volunteer Coordinator 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.