

## 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 region members.

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 **1 January 2023**
- Chair: One-year term beginning **1 January 2024**
- Immediate Past Chair: One-year term beginning **1 January 2025**

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 developing and implementing 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 Region VIII Executive Committee voting member 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 Region VIII Executive Committee voting member 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.

#### 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 represent Region VIII professionally. 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 is desirable.

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

**D. Support**

Support during the three years 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 in-person on meetings of the Region VIII Executive Committee, Advisory Committee meetings, Regional Meetings, and 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 cannot complete the term of office for any reason, the Region VIII Board shall elect one of its members to serve the remainder of the term.

If the Chair of Region VIII cannot complete the term, the Chair-Elect will assume the Chair's duties.