

NCURA REGION VIII POSITION DESCRIPTION

Volunteer/Engagement Coordinator

Description

The Volunteer/Engagement Coordinator serves the region by supporting regional activities and opportunities for members of Region VIII. The Volunteer/Engagement Coordinator works with the Executive Committee to assist and organise activities.

Duration

- Two-year term beginning **1 January 2024**
Total commitment: 2 years

A. Function of Position

The Volunteer/Engagement Coordinator is a non-voting member and serves the region on activities with the Executive Committee.

B. Essential Duties and Responsibilities

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

- Coordinator with the Executive Committee activities for regional members as needed
- Welcome new members and support member engagement

C. Qualifications/Requirements

- a. Knowledge /Skills - a comprehensive understanding of the mission, goals and structure of NCURA. 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, and experience in event organisation is desirable.
- d. Membership Status – must hold a current Regular Membership with NCURA.
- e. Travel is encouraged to attend the national NCURA Annual Meeting in Washington, DC. Reimbursement of travel expenses is not available under normal circumstances.

D. Support

Support during the two-year period is available from NCURA 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 special events, regional and National NCURA Conferences. The travel associated with these activities averages out to approximately 1-2 trips per year during the two-year commitment. Reimbursement of travel expenses is not available under normal circumstances.

F. Benefits

Professional development and recognition regionally and nationally within NCURA.

G. Additional Information

If the Engagement/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.