

NCURA REGION VIII POSITION DESCRIPTION

Secretary

Description

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

Duration

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

A. Function of Position

The Secretary is responsible for assisting the region with all the administrative operations and works closely with the Chair.

B. Essential Duties and Responsibilities

The Secretary's responsibilities include:

- a. Takes minutes and maintains records of all regional business meetings. Ensures minutes are disseminated and retained as necessary and is responsible for archiving the non-financial records in the portal Collaborate.
- b. Oversees the organisational responsibility of the official activities of the Annual Meeting for the region.
- c. Works with the Chair to provide adequate publicity for all Region VIII events and oversees changes to the region's website.

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 team member. 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 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. 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 Executive Committee.

E. Time Commitment

The Secretary's duties are mainly achieved through e-mail and teleconferencing, averaging approximately 2 to 3 hours a week. Additional time is spent preparing minutes and meetings, 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 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 cannot complete the term of office for any reason, the Region VIII Executive Committee shall elect one of its members to serve the remainder of the term.