

## **REGION VIII ADVISORY Committee**

### **At-Large Member**

#### **Description**

The At-Large Member (elected) serves as an Advisory Committee Member for Region VIII to represent all region members in guiding the affairs of the region consistent with the mission of NCURA. The Advisory Committee assists the Region with:

- Long-term vision for region VIII
- Long-term governance (including bylaws and admin policies), structure and continuity for Region VIII
- Increase member engagement
- Increase the visibility of the Executive Committee and Advisory Committee which will lead to increased participation by region VIII members
- Sounding board for Executive Committee plans, processes, events etc.

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 1 January 2025  
Total commitment: 2 years

#### **A. Function of Position**

Work as a Member of the Advisory Committee, identifying ways to accomplish the overall charge of the committee and guide the Executive Committee.

#### **B. Essential Duties and Responsibilities**

The At-Large Member is an Advisory Committee voting member and assists the Committee in discussing and directing regional matters important to Region VIII's governance. Liaises with Region VIII Regional Executive Committee and participates in special non-routine Committee working groups as needed.

#### **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 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 term comes from the current Region VIII Chair, members of the Advisory Committee and Region VIII Executive Committee.

**E. Time Commitment**

The duties are mainly achieved through e-mail and teleconferencing and can average approximately 2 hours for about 4 Advisory Committee meetings per year. An Advisory At-Large Member must be available for an occasional ad-hoc Advisory Meeting, if necessary.

There is no travel associated with attending the Advisory Committee meetings. Travel to Regional or the national NCURA meeting in Washington D.C. is recommended. 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 At-Large Member cannot complete the term of office for any reason, the Region VIII Committee shall elect one member to serve the remainder of the time.