

## **NCURA REGION VIII POSITION DESCRIPTION**

### **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 Committee to represent all region members.

#### **Duration**

- Chair-Elect: One-year term beginning **1 January 2027**
- Chair: One-year term beginning **1 January 2028**
- Immediate Past Chair: One-year term beginning **1 January 2029**

Total commitment: 3 years

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

The Chair-Elect/Chair/Immediate Past Chair provides guidance and leadership to Region VIII members. Chair-Elect assists the Chair in the first year directing all regional matters and then will transition into the Chair in the second year. The Chair is responsible for chairing the Region VIII Advisory Committee and 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 continues to be a member of the Region VIII Advisory Committee. This role involves serving a one-year term as Chair, which comes after a term as Chair-Elect, and is followed by a one-year term as Immediate Past-Chair.

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

The responsibilities include:

- a. The Chair directs the Region VIII Advisory Committee and Executive Committee in all regional matters.
- b. The Immediate Past-Chair is a Region VIII Executive Committee voting member and assists the current Chair in directing all regional matters.
- c. 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.
- 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 three years is available from NCURA and the Region VIII Executive Advisory Committees.

**E. Time Commitment**

The Region VIII Executive Committee duties are mainly achieved through e-mail and virtual meetings and can average approximately 2 to 3 hours a week. Additional time is spent in-person on meetings of the region 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 Chair-Elect will assume the Chair's duties.