

## **REGION VIII OFFICER**

### **Chair Elect/Chair/Immediate Past Chair**

#### **Description**

The Chair Elect/Chair/Immediate Past Chair serves as a member of the Region VIII Board to represent all members of the region.

#### **Duration**

- Chair-Elect: One year term beginning January 1, 2018
- Chair: One year term beginning January 1, 2019
- Immediate Past Chair: One year term beginning January 1, 2020

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, the Chair-Elect will have the oversight of the Region VIII members involved in the meeting, and will focus on developing and implementing the meeting.

During the second year, the Chair is responsible for chairing the Region VIII Board and takes a lead role in the development and implementation of 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.

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

The Chair-Elect is a voting member of the Region VIII Board and assists the current Chair in directing all regional matters.

The Chair is a voting member of the Region VIII Board and directs the Region VIII Board and all regional matters.

The Immediate Past-Chair is a voting member of the Region VIII Board and assists the current Chair in directing all regional matters.

#### **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 professionally represent Region VIII. 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 prioritize 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 Member Status of NCURA

**D. Support**

Support during the three-year period is available from NCURA Global and the Region VIII Board.

**E. Time Commitment**

The Region VIII Board 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 meetings of the Region VIII Board, Advisory Committee meetings, attending Regional Meetings, as well as attending 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 is unable to complete the term of office for any reason, the Region VIII Board shall elect one of its members to serve out the remainder of the term.

If the Chair of Region VIII is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair.