

REGION VIII OFFICER

NCURA International Region – Secretary

Description

The Secretary serves as a member of the Region VIII Board to represent all members of the region by conducting the administrative operations of the region.

Duration

- Two-year term beginning January 1, 2018
- Total commitment: 2 years

A. Function of Position

The Secretary is responsible for assisting the Region VIII Board by assisting with all the administrative operations.

B. Essential Duties and Responsibilities

The Secretary is a voting member of the Region VIII Board. The Secretary is responsible for taking minutes and distribution of agenda and minutes at regional and national business meetings and maintenance of records. The Secretary coordinates monthly skype meetings with the Region VIII Board & NCURA Global officers. The Secretary is responsible for archiving the non-financial records for Region VIII in the online portal Collaborate.

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 member of a team. 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 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 two-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 preparing minutes and 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 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 Info

If the Secretary 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.

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