

## **REGION VIII OFFICER**

### **NCURA International Region - Volunteer Coordinator**

#### **Description**

The NCURA International Region Volunteer Coordinator works with the Region VIII Board and assists in identifying potential volunteer members from Region VIII.

#### **Duration**

- Two-year term beginning January 1, 2018

Total commitment: 2 years

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

The Volunteer Coordinator is responsible for identifying potential volunteers for Region VIII.

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

The Volunteer Coordinator is a voting member of the Region VIII Board. The Volunteer Coordinator will launch annual “Calls” for volunteers for the Region’s Professional Development Committee; the Nominating & Leadership Development Committee; Membership; and other positions as needed. The Coordinator will develop and oversee the Region’s Volunteer Recognition Program. The Chairperson, reports to the NCURA International Region’s Officers. One hour per week can be anticipated for this position.

#### **C. Qualifications/Requirements**

- a. Knowledge /Skills - A comprehensive understanding of the mission, goals and structure of NCURA; Proven skills in leading and motivating potential and new volunteers in the region. An understanding of the NCURA International Region’s Committees and their roles and responsibilities is necessary.
- 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 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 Volunteer Coordinator 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.