**NCURA REGION IV – Program Committee Chair**

**Description of Position:** The Chair-Elect will serve as the Program Committee Chair and will be responsible for the coordination, planning, and execution of the Region IV Spring Meeting. The Committee Chair will be responsible for appointing a Co-Chair or Co-Chairs after consultation with the Chair of Region IV.

**Duration:** Duration is a one-year term, beginning when selected and ending after the following Region IV Spring Meeting.

**Function of Position:** The Chair and Co-Chair(s) will facilitate completion of activities required to produce a successful regional Spring Meeting.

**Essential Duties and Responsibilities:** The Region IV Chair-Elect will serve as ex-officio Chair for the Program Committee. Additional Co-Chair(s) will be appointed as appropriate to help in the planning and execution process.

**Time Commitment:** Time commitment is approximately eight to twelve hours for each month prior to the regional Spring Meeting, including attendance at the meeting.

**Public Speaking:** Limited speaking may be required to introduce a guest or present information at the regional Spring Meeting.

**Qualifications/Requirements:**
1. Knowledge and/or Skills – An understanding of the mission of NCURA is essential. The ability to set aside personal and parochial concerns during conflict, while acting in the best interests of the Regional members. Excellent communication skills are necessary. Ability to work within a team, demonstrating respect for all the players in the governance process is desired as are excellent organizational skills, including the ability to prioritize and delegate when necessary.

2. Education and/or Experience – Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.

3. Eligibility – Must be a member of Region IV.

**Training and Support:** Support comes from Region IV Chair, Board of Directors and National as requested. The committee Chair and Co-Chair(s) should review the administrative procedures regarding the committee and membership.

**Additional Information:**
1. Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

2. Travel – Travel may be required to attend regional Spring Meeting as well as various planning meetings. Reimbursement for travel expenses is not available under normal circumstances.

**Election Procedures:** Not applicable.