

NCURA Region V has a variety of volunteer opportunities and committees where members can serve. Committee and opportunity descriptions are listed below.

Regional Opportunities

- Annual Regional Conference Program Committee
- Publications, Communications, and Social Media Committee
- Membership and Hospitality Committee
- Sales and Promotion Committee
- Distinguished Service Award Committee
- Travel Award Committee
- Mentoring, Leadership and Professional Development Committee
- Region V Executive Committee Member
- Lunch & Learn Presenter

NCURA National Committees

- Represent Region V on National Board of Directors
- Represent Region V on National Nominating and Leadership Development Committee
- Education Scholarship Fund
- Committee on Diversity and Inclusion
- Select Committee on Global Affairs

Regional Opportunities

Annual Regional Conference Program Committee

Led by Region V Chair and Chair Elect

Time Commitment: 10-15 hours per week, 3-4 months leading up to the annual region meeting

- Education – Assist with organizing and managing the educational content for the annual region meeting
- Entertainment – Assist with coordinating and organizing networking events during the annual region meeting
- Sponsorships – Garner sponsorship donations for and coordinate vendor booths at the annual region meeting
- Publications/Social Media/Photography – Assist with communicating the region's message via eblasts, Facebook, Twitter, etc. This may include writing/editing social media posts/emails or taking pictures at the various events.
- IT – Assist with setting up projectors, computers, and presenters needs at the region meeting

Publications, Communications, and Social Media Committee

Time Commitment: ~1 hour per month, may increase at certain times of year

- WordPress experience (not required)
- Graphic Design – create logos, artwork, or printed material to help us convey our message?
- Write, edit and review published information
 - Newsletters, emails, website, and Facebook posts
- Assist with regional Social Media
 - Facebook, Instagram, Twitter, LinkedIn, etc.

Membership and Hospitality Committee

Time Commitment: ~1 hour per month, increasing two months prior to and through the annual region meeting

- Organize opportunities for members to network with one another throughout the year
- Organize and manage the Hospitality Suite, which is typically open in the late evening for 3-4 hours each night of the annual region meeting

Sales and Promotion Committee

The Sales and Promotion Committee is responsible for organizing and managing the promotion and sales of various merchandise, which benefits NCURA Region V.

Time Commitment: ~1 hour per month, increases 2-3 months prior to and through the annual region meeting

- Collaborate with the Region V Chair to decide what items are for sale, price points, and promotion of materials. Collaborates with the Region V Treasurer and Secretary to

operate the sales table and manage financial transactions at the annual regional meeting.

Distinguished Service Award Committee

As part of this committee, you will be responsible for helping solicit nominees for the Distinguished Service Award.

The Committee considers candidates who have made contributions such as the following:

- Served as a regional officer
- Served as chair of a regional committee
- Made presentations and/or served on panels at regional meetings
- Authored papers in a professional publication in the field of research administration
- Mentored others within the region
- Evidence of continuing and long-term contributions to research administration at the regional level
- Served as a national officer or on a national committee

To serve as a committee member, duties may include:

- Develop a selection matrix/rubric for use in selecting recipient(s)
- Revise/update the memo to request applications
- Revise/update the application
- Help solicit nominations
- Review nominations and select recipients based on award criteria
- Time commitment is estimated to be approximately 10-15 hours per year

Travel Award Committee

As part of this committee, you will be responsible for helping to solicit nominees for three annual travel awards:

- **Joan Howeth National Travel Award** – for a new/junior research administrator to attend the Annual Region Meeting
- **Quentin S. Mathews Regional Travel Award** – for a new/junior research administrator to attend the Annual Region Meeting
- **Experienced RA Regional Travel Award** – a new award to help an experienced RA with a limited budget to attend the Annual Region Meeting

Time Commitment: estimated at approximately 15 – 20 hours per year

Duties may include:

- Develop a selection matrix/rubric for use in selecting recipient(s)
- Revise/update the memo to request applications
- Revise/update the application
- Help solicit nominations for the region's various Travel Awards
- Review nominations and select recipients based on award criteria

Mentoring, Leadership and Professional Development Committee

The Mustang Mentoring Program (MMP) is adapted from the NCURA Leadership Development Institute and is designed to develop the leadership skills of the MMP participant. The intention is to create a leadership pipeline of individuals to serve at the regional level while providing educational and professional development for the mentee. The overall approach to mentoring should result in increased volunteer involvement and participation from NCURA Region V members.

The program pairs mentors and mentees based on areas of common interest and expertise. It involves a commitment of approximately one year, during which the mentor guides the mentee through a course of leadership development skills. The curriculum for the MMP will be based on the book *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations* by James M. Kouzes and Barry Z. Posner, with a focus on the Research Administration profession.

<https://ncuraregionv.com/mustang-mentoring-program/>

Mentees

Mentees should be early in their career in RA (1-5 years). The committee may consider applicants with more than five years' experience, but who have not had opportunities for more formal leadership training or mentoring. Ideal candidates are those who wish to grow into leadership positions within Region V and acquire the guidance and structure a mentor can provide them.

Mentee Expectations include:

- Active participation in planned activities
- Leadership project in consultation with the Mentor
- Be available, responsive and respectful of time commitments
- Complete assignments in a timely manner
- Proactively communicate needs to Mentor
- Remain open to feedback
- Seek opportunities to contribute to NCURA Region V and to continually grow professionally

Mentors

Mentors are typically those who have five or more years of experience in Research Administration and wish to take an active role in mentoring others to succeed in the field. Mentors understand the importance of sharing their own knowledge and experiences in order to help others advance and become tomorrow's leaders.

Mentor Expectations include:

- Assist Mentee in setting his/her goals and objectives
- Help the Mentee devise a viable Leadership Project
- Be accessible to Mentee
- Enthusiastically share information, skills and knowledge
- Serve as a thoughtful listener and supportive advisor; provide constructive feedback
- Encourage participation in NCURA both regionally and nationally and assist in identifying opportunities for professional growth within the profession

Region V Executive Committee Member

Elected by Region V membership

Time Commitment: estimated at approximately 15 – 20 hours per year

Positions include:

- Chair
- Chair-Elect
- Past Chair
- Secretary
- Treasurer
- Treasurer-Elect
- At-Large Board Members

Position Descriptions can be located on the NCURA Region V [website](#).

Lunch & Learn Presenter

Lunch & Learn seminars are held monthly at noon (CST) via zoom and provide NCURA Region V members with professional development and training sessions. Presenters are needed to discuss and train on various research administration areas they are comfortable with and/or consider themselves to be an expert in.

To serve as a presenter for a Lunch & Learn session:

- Have knowledge/expertise in a research administration related topic
- Willing to prepare, present and share presentation and answer related questions
- Devote 1 hour to present to Region V membership attendees
- Do not have to be a member of region V or NCURA. (We've had presenters from other regions and 1 from OK that was not a member but was an adjunct faculty member at an institution in OK).
- No previous presentation experience required – just the willingness and knowledge to present a topic!

NCURA National Committees

Region V National Board of Directors

Elected by Region V membership

The Board of Directors is the primary governing body of NCURA. While membership on the Board of Directors may occur in a variety of ways, the charge remains the same for each member: guided by a strategic plan and working for the good of the organization, members shall oversee and direct the business of the national organization in accordance with the bylaws.

<https://www.ncura.edu/MembershipVolunteering/VolunteerPositions/BoardofDirectors-Member.aspx>

Nominating and Leadership Development Committee

Nominations from the Region are sent to National for Selection.

Position Duration: Two years

Relying on their broad network of NCURA members and an in-depth understanding of the organization's mission and operations, members of the Nominating and Leadership Development Committee (N&LDC) are charged with identifying, training, promoting, and rewarding the future and current leaders of the organization.

Function of Position: Work as a member of the team identifying ways to accomplish the overall charge of the committee. May assume management responsibilities for certain tasks such as oversight of a selection committee.

<https://www.ncura.edu/MembershipVolunteering/VolunteerPositions/NLDCMemberDescription.aspx>

Education Scholarship Fund (ESF)

Nominations from the Region are sent to National for Selection.

Position Duration: Two years

Time Commitment: approximately four (4) hours per month, averaged across a year

The Education Scholarship Fund Select Committee (ESF) oversees the [NCURA Education Scholarship Fund](#) budgetary, management, and awarding activities. Select Committee members are confirmed by the NCURA Board of Directors. The goal is to have representation from each of the eight (8) regions. The Treasurer or designee from the Financial Management Committee should serve as an ex officio on the Select Committee.

Function of Position: The Select Committee has responsibility for facilitating fundraising efforts to ensure the Fund maintains the level needed to award scholarships towards master's degrees

in research administration, member application process, application reviews, scholarship award initiation, and scholarship award management oversight.

Essential Duties and Responsibilities: The ESF will meet monthly via telephone conference call and on an as-needed basis. In addition, much of its work will be accomplished through e-mail and other electronic means such as Collaborate.

FAQ: https://www.ncura.edu/Portals/0/PDF/Education%20Scholarship%20Fund%20FAQs_.pdf

Committee on Diversity and Inclusion

Nominations from the Region are sent to National for Selection.

NCURA's Diversity and Inclusion Task Force was established in 2017 to evaluate NCURA's ability to promote and adopt diversity and inclusion strategies at both the national and regional levels of the organization. In 2018, the Task Force was charged with developing an implementation plan that includes recommended guidelines for national and regional adoption in all aspects of NCURA. In March 2018, the Task Force developed NCURA's Statement on Diversity and Inclusion. In 2020, the statement was rededicated into NCURA's Commitment to Diversity, Equity and Inclusion.

<https://www.ncura.edu/DEI/SelectCommitteeonDiversity,Equity,andInclusion.aspx>

Select Committee on Global Affairs

Duties for serving on this committee are:

- Actively assist, advocate, and advance NCURA's global strategic agenda and initiatives.
- Advocate for and assist the International Region, including program development and outreach; this responsibility will transition away once the International Region is more established.
- Serve as a resource for educational topic suggestions and program ideas on global research management.
- Oversee the NCURA International Fellowship Program, including, but not limited to, presentation of recommended Fellows for Board concurrence.
- Serve as NCURA's global ambassadors and meet or otherwise communicate with non-US visitors as requested by the Executive Director and Executive Committee, or by members of the International Region.
- Serve as a communication conduit between the International Region, the International Collaborate Community and the greater membership.
- Oversee and advise with non-regional, educational global programming and outreach.

<https://www.ncura.edu/GlobalInitiatives/SelectCommitteeonGlobalAffairs.aspx>