

Chair

A: Function of the Position

- Serves as the chief executive officer for the region
- Serves as Program Co-Chair for the Annual Regional Meeting of the membership

B: Responsibilities

- Directs regional activities
- Calls and conducts regional meetings of the officers, Executive Committee, and membership
- Interprets bylaws and administrative policies in consultation with the Executive Committee
- Trains and mentors Chair-Elect to perform duties of Chair/Chair-Elect
- Fills vacancies in regional offices (except for the Chair position)
- Calls special elections
- Reports on regional business proceedings and represents regional concerns to the national office
- Appoints the regional Volunteer Coordinator and 1-2 at-large Executive Committee Members
- Advises the Membership Services and Mentoring, Leadership and Professional Development, and Sales and Promotions Committees
- Appoints other committees as necessary to aid in the conduct of regional business
- Has signature authority for regional activity during term of office
- Serves as Co-Chair of the annual regional meeting Program Committee
 - In consultation with the Chair-Elect, appoints regional members to the Program Committee immediately following the annual regional meeting
 - Oversees the development of the annual regional committee program schedule and content, hotel and food arrangements, marketing and communications, entertainment, registration, sponsorships, and vendor contracting
 - Coordinates meeting activities with the national office, the regional volunteer coordinator, the regional officers, the hotel and A/V staff, local liaison, the keynote speaker, and other contracted vendors

- Other duties as agreed upon

C: Eligibility Requirements

- Must be a regular member in good standing with NCURA (as defined by National By-laws) for at least five years at time of nomination
- Served as Chair-Elect immediately prior (unless position was vacated in accordance with the bylaws)
- Must be a member of Region V

D: Term Length and Limits

- Serves a 1-year term beginning January 1
- May not serve consecutive terms, except to fill a vacated position

E: Time Commitment

- Time required to fulfill responsibilities is approximately 15+ hours per month. Note that time commitments may increase during the year in proximity to the annual regional meeting, the national annual meeting, and the regional officers' retreat
- Attends both the annual regional meeting and the national annual meeting
- Attends special events at regional and national meetings
- Leads regular Executive Committee and Officers' Conference calls
- Participates in quarterly regional leadership conference calls, convened by NCURA National Organization
- Leads regional officers' retreats

F: Benefits and Privileges

- As funds allow travel reimbursement to executive committee meetings and national leadership conferences
- Professional development and recognition within NCURA regionally and nationally
- Receives a complimentary registration to the annual regional meeting

•

F: Additional Information

- Travel is required to attend the regional and national meetings, except in extenuating circumstances. Reimbursement of travel expenses is not available under normal circumstances.
- In the event that the office of Chair is vacated, the Executive Committee will appoint a new Chair in accordance with the bylaws.

H: Volunteer Acknowledgement

Print Full Name

Signature

Job Description Adopted on: 20-10-2022