

Chair-Elect

A: Function of the Position

- Assists Chair as required
- Serves as Program Co-Chair for the Annual Regional Meeting of the membership

B: Responsibilities

- Serves as Co-Chair of the annual regional meeting Program Committee
 - Assist with the development of the annual regional committee hotel and food arrangements, marketing and communications, registration, sponsorships, and vendor contracting
 - Helps 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
- Assists the Chair as directed
- In the absence of the Chair, the Chair-Elect shall perform the duties of the Chair
- Other duties as assigned

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
- Must be a member of Region V
- Must have served on a regional meeting program committee, as a regional executive committee member, or in a similar volunteer position at least 1 time.

D: Term Length and Limits

- Serves a 1-year term beginning January 1
- May not serve consecutive terms

E: Time Commitment

- Time required to fulfill responsibilities is approximately 20+ hours per month. Note that time commitments may increase during the year in proximity to the annual regional 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
- Participates in regular Executive Committee and Officers' Conference calls
- Participates in quarterly regional leadership conference calls, convened by NCURA National Organization
- Participates in 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-Elect is vacated, the Chair will appoint a new Chair-Elect in accordance with the bylaws.

H: Volunteer Acknowledgement

Print Full Name

Signature

Job Description Adopted on: 20-10-2022