

Immediate Past Chair

A: Function of the Position

- Assist Chair as required

B: Responsibilities

- Serves as a member of the Executive Committee
- Serves as Chair of the Site Selection Committee
- Manages the Distinguished Service Award and Travel Award nomination and selection processes
- Appoints members to the regional Nominating Committee, serves as committee chair
- Provide advice and assistance to the Regional Chair as needed
- 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 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 5+ 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 meeting
- Participates in regular Executive Committee and Officers' conference calls
- Participates in quarterly regional leadership conference calls, convened by NCURA national organization
- Attends Officers' retreats

F: Benefits and Privileges

- As funds allow travel reimbursement to Officers' 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 under extenuating circumstances. Reimbursement of travel expenses is not available under normal circumstances.
- In the event that the office of Immediate Past Chair is vacated, the Chair will appoint a replacement for the remainder of the term in accordance with the bylaws.

H: Volunteer Acknowledgement

Print Full Name

Signature

Job Description Adopted on: 20-10-2022