

Secretary

A: Function of the Position

- Maintain all non-financial written records for the Region

B: Responsibilities

- Serves as a member of the Executive Committee
- Prepares and/or maintains all official regional non-financial written records, including meeting agendas and minutes, and electronic records storage
- Oversees the Hospitality Committee and related activities at national meetings, including but not limited to the NetZone and hospitality suites
- Oversees the Publications and Social Media Committee and related activities, including but not limited to website maintenance and social media
- Other duties as agreed upon

C: Eligibility Requirements

- Must be a regular member in good standing of NCURA (as defined by National By-laws) for at least three years at time of nomination
- Must be a member of Region V
- Should have a working knowledge of web-based technology and digital information management

D: Term Length and Limits

- Serves a 2-year term beginning January 1 in odd-numbered years
- May not serve consecutive terms, except to fill a vacated position

E: Time Commitment

- Time required to fulfill responsibilities is approximately 7+ hours per month. Note that time commitments may increase during the year in proximity to 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
- Participates in regular Executive Committee and Officers' Conference calls
- Participates in quarterly regional leadership conference calls, convened by NCURA National Organization
- Attends regional officers' retreat

F: Benefits and Privileges

- As funds allow, travel reimbursement to Executive Committee meetings and 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 Secretary 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: 16-June-2022