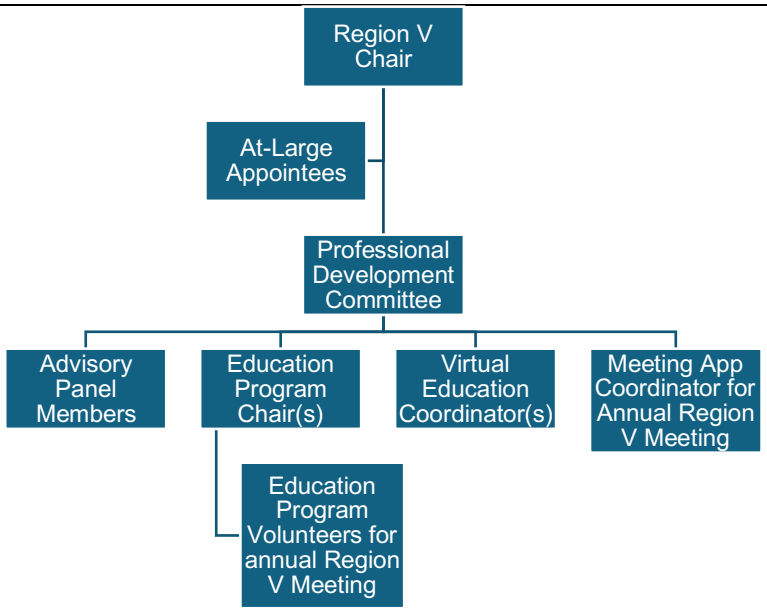
Professional Development Committee (PDC)

Scope	NCURA Region V (Texas & Oklahoma)
Committee	Professional Development Committee (PDC)
Committee's Purpose	NCURA Region V's Professional Development Committee (PDC) advances a comprehensive, member-centered, and sustainable approach to professional development. Led by the Region V Chair, the PDC provides strategic direction and operational oversight to ensure the delivery of high-impact, relevant, and timely educational initiatives. By anticipating emerging trends, addressing evolving competencies, and promoting innovative and widely available learning, the committee supports members at all career stages and advances the mission and vision of Region V and NCURA National.
Committee's Goals	● Provide strategic leadership for professional development across Region V ● Identify and respond to evolving professional development needs ● Develop and deliver high-impact, member-centered educational opportunities ● Foster innovation and continuous improvement in the delivery of offerings ● Promote engagement, collaboration, and knowledge sharing and broaden scope by inviting NCURA members outside the region to co-lead presentations with Region V members ● Work with other committees to promote educational opportunities in the region ● Encourage young professionals and individuals newer to research administration to partner with experts to co-lead presentations ● Utilize network to identify speakers in- and- out- side of Region V to elevate and broaden educational offerings ● Connect young professionals and research administrators with less than five years' experience with colleagues to lead a virtual or in-person presentations ● Promote attendance at virtual education sessions and the annual Region V meeting ● Lead a workshop or session at the annual regional meeting, if available to attend

Committee's Structure	
Advisory Panel Members	The Advisory Panel members serve one-year terms (January–December) concurrent with the current Region V Chair. Members may serve no more than two (2) consecutive terms without a break in service if invited by the incoming Region V Chair to serve a consecutive term. Advisory Panel's Role: ● Strive to accomplish the PDC's goals ● Contribute to discussions regarding types of educational offerings the region should host ● Contribute to topic ideas for workshops
Education Program Chair(s)	● Oversees and leads the coordination of the education program for the annual Region V meeting ● Attends PDC meetings and leads education program volunteer meetings ● Collaborates with Meeting App Coordinator to populate regional meeting app for annual regional meeting ● See job description and corresponding Appendix A – Roles & Responsibilities for more information
Virtual Education Coordinator(s)	● Coordinates virtual education opportunities for Region V Members ● Attends PDC meetings and initiates & leads all virtual education sessions ● See job description and corresponding Appendix A – Roles & Responsibilities for more information
Meeting App Coordinator(s)	● Coordinates with Region V Chair and PDC to collect, review, and upload content into meeting app for annual Region V meeting ● See job description and corresponding Appendix A – Roles & Responsibilities for more information

Committee approved October 29, 2026 by NCURA Region V Executive Committee

APPENDIX A – Roles & Responsibilities

Professional Development Initiative – Education Program Chair(s)

Scope:	NCURA Region V (Texas & Oklahoma)
Committee:	Professional Development Initiative (PDI)
Position:	Education Program Chair(s)
Commitment:	8+ hours per month
Term:	One calendar year (January 1 – December 31)
Committee's Purpose:	The Professional Development Initiative (PDI) advances the mission and vision of NCURA and Region V by coordinating the education program for the annual Region V meeting (annual meeting) and all virtual educational offerings.

APPENDIX A – All Responsibilities

Pre-Meeting Responsibilities

- **Collaboration & Planning**
  - Communicate regularly with the Region V Chair and PDI
  - Attend PDI and All Committee meetings
  - Identify education offerings, tracks, and workshops for the annual meeting
- **Volunteer Management**
  - Solicit and appoint education program volunteers for PDI
  - Identify and solicit volunteers for moderating sessions and A/V support
- **Program Development**
  - Obtain an annual meeting schedule and determine session count
  - Prepare and distribute presentation proposal forms
  - Review and select presentations using a needs-based matrix
  - Collect presenter bios and photos; prepare PowerPoint templates
  - Create a presenter spreadsheet by session type/track
- **Training & Communication**
  - Host "Train the Trainer" virtual sessions
  - Host presenter information sessions
  - Communicate with presenters leading up to the meeting
- **Technical & Logistical Preparation**
  - Coordinate A/V needs with the hotel and volunteers
  - Prepare an education program schedule (90–120 days before meeting)
  - Ensure content accuracy for meeting apps and websites

Pre-Meeting Responsibilities (con't.)

- **CEU/RACC Coordination**

    - Determine CEUs and RACC hours
    - Create CEU registration form and certificate template
- **Survey Preparation**
    - Prepare a meeting app survey and share with the Region V Chair and the Meeting App Coordinator

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During Meeting Responsibilities

- Coordinate with presenters to ensure A/V needs and other requests are met
- Oversee education program activities and provide on-site support
- Maintain communication with presenters during the event
- Work with the Treasurer and Registration desk volunteers to collect names of those wanting CEU hours

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Post-Meeting Responsibilities

- Send thank-you emails to presenters
- Collect and share survey results and share with presenters
- Work with the Secretary and the Publication & Communications Committee to distribute CEU certificates

*Perform other duties as agreed upon.

This is a living Appendix A document and is subject to change.
Dated 1.14.2026

APPENDIX A – Roles & Responsibilities

Virtual Education Coordinator

All Responsibilities

GENERAL RESPONSIBILITIES

- Collaborates and communicates regularly with the Region V Chair and PDI
- Attends PDI meetings
- Initiates and supports all virtual education opportunities hosted by Region V
- Performs other duties as agreed upon

PLANNING AND PROGRAM DEVELOPMENT

- In consultation with the Region V Chair and PDI, identifies and reviews the types of virtual education offerings and identifies presenters for virtual sessions, workshops, and webinars
- Coordinates with Region V Officers to identify dates for virtual sessions and seeks approval from NCURA National's Professional Development Committee (PDC) prior to confirming dates with presenters
- Maintains a calendar-year spreadsheet of all virtual education offerings
- Confirms session date and time with identified presenter(s)
- Prepares required NCURA documentation and requests that presenters digitally sign the speaker agreement
- Submits required materials to the NCURA PDC for review and approval
- Drafts an annual invitation letter template for presenters

AFTER NCURA PDC APPROVAL AND PRIOR TO THE VIRTUAL SESSION

General

- Updates the virtual education offerings spreadsheet
- Prepares the NCURA Region V calendar invitation
- Logs in to the NCURA Region V Zoom account and creates the Zoom meeting
- Verifies the date and time with Region V leadership, specifically Region V Officers

Presenter Coordination

- Notifies presenters and provides:
    - Calendar invitation, including Zoom link
    - Follow-up email containing:
        - Zoom link

        - Request for presenter bio(s)
        - Request to verify presentation title, description, and learning objectives
        - Confirmation that presenter availability has not changed for the scheduled date and time
        - PowerPoint slide template and related presentation guidance
        - Request that presenters log in at least 10 minutes prior to the session start time

- Collect presenter bios
- Coordinates with the Region V Chair and PDI to confirm whether the Virtual Education Coordinator, Region V Chair, or other individual will introduce the presenter(s) and provide presenter(s) bio to the identified individual
- Identifies a backup presenter if the primary presenter is unable to deliver the agreed-upon session
- Sends reminders to presenter(s) at least two weeks prior to the session and again at least five business days prior

Promotion and Registration

- Prepares RSVP forms and promotional language for dissemination via email, social media, and the Region V website
- Collaborates with the Publications & Communications Committee well in advance to advertise the virtual session
- Sends reminder communications to registrants at least two business days prior to the session

DAY OF VIRTUAL SESSION

Prior to the Scheduled Start Time (at least 20 minutes before)

- Logs in to the NCURA Region V Zoom account
- Enables settings to allow multiple presenters to share screens
- Admits Region V Executive Committee (EC) members as they sign in
- Requests that an EC member serve as Co-Host to assist with admitting registrants
- Confirms that presenter(s):
    - Have working audio and video
    - Can advance slides successfully
- Confirms the presenter's preferred approach for audience questions (addressed during the presentation or held until the end of the session) and offers to relay questions as requested

At the Scheduled Session Start Time

- Admits registrants from the waiting room
- Upon admission, communicates the presenter's preference for handling audience questions (e.g., during presentation, held until end, submitted via chat)
- If a registrant is not identified by at least a first name, contacts the individual via waiting room chat and requests that they update their profile name to include a first and last name, using approved language to explain the reason

Prior to Presentation Beginning

- Allows time for opening announcements from the Region V Chair

- Ensures the previously identified individual (Virtual Education Coordinator, Region V Chair, or other) introduces presenter(s)

During the Session

- Region V leadership and/or Virtual Education Coordinator posts comments, information, or reminders in the chat, as appropriate
- Moderates questions as appropriate

Closing the Session

- During the final 5-10 minutes, posts the session survey link in the chat and advertises the next virtual session opportunity
- Closes the session by thanking attendees for their participation and reminding them to complete the survey and note the date of the next virtual session

AFTER THE VIRTUAL SESSION

- Prepares and disseminates presenter certificates
- Emails attendance confirmation to attendees and distributes the post-session survey, including the deadline for completion
- After the survey closes:
    - Sends survey results to the NCURA PDC and Region V Chair
    - Updates the virtual education offerings spreadsheet
- Coordinates with the website administrator to remove the completed virtual session from the website
- Coordinates with Education Program Chair(s) for “Train the Trainer” and “Information” sessions for presenters in advance of the annual Region V meeting

This is a living document and is subject to change.
Last update 1.14.2026

Professional Development Initiative – Meeting App Coordinator Appendix A

Scope:	NCURA Region V (Texas & Oklahoma)
Committee:	Professional Development Initiative (PDI)
Position:	Meeting App Coordinator(s)
Commitment:	Varies; August to December will be ~15+ hours/month
Term:	One calendar year (January 1 – December 31)
Committee's Purpose:	Professional Development Initiative (PDI) advances the mission and vision of NCURA and Region V by coordinating the education program for the Region V annual meeting and all virtual educational offerings.

Function of the Position

The Meeting App Coordinator, in collaboration with the Region V Chair and PDI, coordinates all content uploaded to the meeting app for the Region V annual meeting, while also advancing Region V's mission and vision.

Responsibilities

- The Meeting App Coordinator is overseen by the NCURA Region V Chair, and the position works closely with the entire Region V PDI
- Collaborates with the Region V Chair and PDI's Education Program Chair(s) to identify and obtain content to enter in the meeting app for the annual Region V Meeting. Content to enter may include, but is not limited to:
  - Meeting schedule
  - Sponsorships
  - Education program content, including presentations, bios, etc.
  - Entertainment
- Performs other duties as agreed upon

Eligibility Requirements

- Must be a regular member in good standing of NCURA (as defined by National by-laws)
- Must be a member of Region V

Term Length and Limits

- Appointed by the Region V Chair to serve a one-year term concurrent with the Region V Chair
- May not serve more than four (4) consecutive terms without a break in service

Time Commitment

- This is a volunteer position
- Time required to fulfill responsibilities varies
  - Note: Commitment will increase to ~15+ hours/month from August to December
- Attends monthly PDI meetings and has the option to attend the All-Committee meetings
- Attends the Region V annual Meeting

Benefits and Privileges

- Professional development experience, visibility, and recognition within NCURA and the research administration community, both regionally and nationally
- Enhanced project management experience through hands-on involvement in regional initiatives
- Receives a complimentary registration to the Region V annual meeting, which is contingent on approval by the Region V Executive Committee

Additional Information

- Travel is required to attend the Region V annual meeting, except in extenuating circumstances
- In the event the Meeting App Coordinator is unable to fulfill duties and/or vacates the position, the Region V Chair will appoint a replacement for the remainder of the term
- The Meeting App Coordinator agrees to abide by the National Council of University Research Administrators' (NCURA) Governance and Administrative Policies
- The Meeting App Coordinator agrees to maintain professionalism at all NCURA National and Region V-sponsored activities
- Adherence to NCURA policies and professional standards is expected. Concerns in these areas may prompt review by the NCURA Region V Executive Committee and could result in removal from the position

Description approved by Region V EC Committee on January 15, 2026.