



## **NCURA Region II Administrative Policies**

The Region II Administrative Policies establish the guidelines which govern the appointment of officers and committee members, as well as the roles and duties of the Region II officers and the various standing committees. All changes to these Administrative Policies shall be approved by a majority of the Regional Steering Committee and communicated to the membership no later than the following Regional Business Meeting. A majority of the membership at the Regional Business Meeting may ask for reconsideration by the Regional Steering Committee of any changes presented. All officers and members of committees must be current Region II members.

### **I. DUTIES OF THE OFFICERS**

#### **A. Chair**

1. The Chair will serve a one year term. He or she shall be the chief executive officer of the Region and is empowered to conduct activities in consultation with the Regional Steering Committee. The Chair shall have the responsibility of calling meetings, appointing members to regional committees, filling vacancies in regional offices (subject to the concurrence of a majority of the Regional Steering Committee), chairing the regional business meetings at the national and regional meetings, and generally directing the activities of the Region.
2. In the event that the Treasurer is unavailable to sign a check on the regional account or if such check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, the Chair shall be the second authorized signature on all checks drawn on the regional account that are \$25,000 or more.
3. The Chair shall be responsible for organizing one annual regional meeting during his/her term, and may delegate such task to one or more Meeting Chairs.
4. The Chair shall provide articles about regional activities for the National Magazine according to the issued publication schedule and submit E-blasts and other electronic communications for distribution by the National office (and may assign this to other officers or committee chairs when needed).
5. The Chair shall provide training to the Chair-Elect by including, when appropriate, the Chair-Elect in the planning of regional meetings and activities, the meetings and activities of the Steering Committee, and the general activities of the Region.
6. In the event of a vacancy in the office of the Chair, the Chair-Elect will assume the duties of the Chair. After completing the term of a vacated Chair, the Chair-Elect will serve a full term as Chair.

#### **B. Chair-Elect**

1. The Chair-Elect will serve a one-year term. He or she will serve as an ex-officio member of the Regional Steering Committee and ad hoc committees as assigned, including serving as a member of the Regional Annual Meeting Committee. The Chair-Elect will chair the Volunteer and Membership Development Committee and serve as the Region's Volunteer



Coordinator. The Chair-Elect will assist the Chair, when appropriate, in the planning of regional meetings and activities, the meetings and activities of the Steering Committee, and the general activities of the Region.

2. If the Chair is unable to complete his or her term, the Chair-Elect will assume the office of Chair, completing the remaining term.
3. At the end of their one-year term, the Chair-Elect will assume the office of Chair.
4. In the event of a vacancy in the office of Chair-Elect, the Chair may appoint an Acting Chair-Elect pending selection of a successor by the Regional Steering Committee. Appointment of the new Chair-Elect will be made within sixty calendar (60) days by a majority vote of the Regional Steering Committee. The new Chair-Elect shall serve out the remainder of the term and shall have all of the duties, responsibilities and powers of the position as if elected by the membership, but shall not automatically succeed to the position of Chair.

### **C. Secretary**

1. The Secretary will serve a two-year term. He or she will be responsible for maintaining the non-financial records of the Region and recording the minutes of regional business meetings and providing all other information and documentation required by the Chair to prepare reports to the Regional Steering Committee and National office. In addition the Secretary shall have the primary responsibility for maintaining the Region II website, Facebook, and Twitter accounts, along with any other social media platforms.
2. The Secretary will serve as an ex-officio member of the Regional Steering Committee and will chair the Communications Committee. The Secretary will also be a member of the Regional Annual Meeting Committee. As chair of the Communication Committee, the Secretary will coordinate the dissemination of membership information regarding regional activities through various Internet-based products (such as Facebook, Twitter and Region II's webpage), a regional newsletter and other methods as determined appropriate and manageable by the Steering Committee.
3. The Secretary will work with the Volunteer and New Member Committee to coordinate the hospitality suite and other new member functions at both the annual Regional Meeting and National Meeting, and shall be responsible, in collaboration with the Treasurer, for the ordering and approval of food and beverages for such events.
4. In the event of a vacancy in the office of Secretary, the Chair may appoint an Acting Secretary pending selection of a successor by the Regional Steering Committee. Appointment of the new Secretary will be made within sixty calendar (60) days by a majority vote of the Regional Steering Committee. The new Secretary shall serve out the remainder of the term and shall have all of the duties, responsibilities and powers of the position as if elected by the membership.

### **D. Treasurer**

1. The Treasurer shall serve a one-year term. He or she will be responsible for collecting, depositing and disbursing regional funds and serving as the first person authorized to sign



- checks drawn upon the regional account. If a check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, all checks drawn on the regional account that are \$25,000 or more shall require a second signature by the Chair. The Treasurer shall also be the primary person responsible for the Region II American Express Credit Card and Credit Card account information.
2. The Treasurer will also have responsibility for the administration of the Annual Regional Meeting registration; administration of other regional programming registrations; financial reporting, acting as financial liaison to the National office and regional officers; administration of regional finances; maintenance of accounts receivable and accounts payable for regional checking account; conducting financial operations of the Region in conjunction with the Chair; providing annual budget to National office by January 31st of each year; providing six month report to National office by July 31st of each year; providing 1099 Vendor report to National by December 31st of each year; completing and submitting the yearly 990 summary report to National office; working in conjunction with the Region Chair and Annual Regional Meeting Program Committee Chair(s) on securing location and negotiating the contract for regional meetings; and undertaking other tasks as needed, including the negotiation and signing of all contracts. The Treasurer will also be responsible for maintain the accuracy of the Region's financial/administrative information via QuickBooks. The Treasurer will work with the Treasurer-Elect to ensure a smooth transition from one year to the next.
  3. The Treasurer will complete Profit/Loss Statements for the Annual Regional Meeting within ninety (90) days of the end of the meeting. The Treasurer will also complete a Profit/Loss Statement for each Professional Development Committee workshop within thirty (30) days from the date of the workshop.
  4. As Chair of the Site Selection Committee, the Treasurer shall be responsible for negotiating and signing the contract with the hotel hosting the following year's Annual Regional Meeting.
  5. The Treasurer will serve as an ex-officio member of the Regional Steering Committee and other ad hoc committees as assigned, including serving as a member of the Regional Annual Meeting Committee.
  6. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the duties of Treasurer. After completing the term of the vacated Treasurer, the Treasurer-Elect will serve a full term as Treasurer.

#### **E. Treasurer-Elect**

1. The Treasurer-Elect will serve a one-year term. He or she will serve as an ex-officio member of the Regional Steering Committee and other ad hoc committees as assigned, including serving as a member of the Annual Regional Meeting Committee. He or she will also assist the Treasurer in all of his or her duties.
2. At the end of a one-year term, the Treasurer-Elect will assume the office of Treasurer.
3. The Treasurer-Elect will also have responsibility for assisting and working with the Treasurer



as needed to prepare budget reports and to prepare the next year's budget. The Treasurer-Elect will work with the Treasurer, Regional Chair, and the Annual Regional Meeting Planning Chair(s) to secure locations and negotiate contracts for upcoming Annual Regional Meetings. The Treasurer-Elect will work with the Treasurer to ensure a smooth transition from one year to the next.

4. In the event of a vacancy in the office of Treasurer-Elect, the Chair may appoint an Acting Treasurer-Elect pending selection of a successor by the Regional Steering Committee. Appointment of the new Treasurer-Elect will be made within sixty calendar (60) days by a majority vote of the Regional Steering Committee. The new Treasurer-Elect shall serve out the remainder of the term and shall have all of the duties, responsibilities and powers of the position as if elected by the membership, but shall not automatically succeed to the position of Treasurer.

#### **F. Immediate Past-Chair**

1. The Immediate Past-Chair will serve a one-year term. He or she will serve as an ex-officio member of the Regional Steering Committee and other ad hoc committees as assigned.
2. The Immediate Past-Chair will assist the Chair by being available to answer questions, provide advice and assistance as requested, and will provide advice and guidance in the transition of new officers.
3. The Immediate Past-Chair will serve a one-year term as Chair of the Leadership Development and Nominating Committee.

#### **G. Immediate Past-Treasurer**

1. The Immediate Past-Treasurer will serve a one-year term. He or she will serve as an ex-officio member of the Regional Steering Committee and other ad hoc committees as assigned.
2. The Immediate Past-Treasurer will assist the Treasurer by being available to answer questions, provide advice and assistance as requested, and will provide advice and guidance in the transition of new officers.

#### **H. Member of the Board of Directors**

1. The Board of Directors is the primary governing body of NCURA national office. Guided by a strategic plan, and working for the good of the organization, Board Members shall oversee and direct the business of the national organization in accordance with the bylaws. The detailed description as well as qualifications and requirements for this position is updated and maintained by the NCURA national office.
2. A member of the National Board of Directors shall be elected by the regional membership to serve a term that begins on January 1 in odd-numbered years. The Regional Steering Committee shall charge the Region II Leadership Development and Nominating Committee in the appropriate even-numbered years to conduct a nominations and election process for



the selection of said member.

3. In the event of a vacancy during the current term of the member, the Regional Steering Committee shall appoint a Region II member to fill this vacancy for the remaining portion of the term.

## **II. STANDING COMMITTEES**

### **A. Regional Steering Committee**

1. The Chair shall be assisted in directing the activities of the Region by the Regional Steering Committee, which shall be comprised of the Regional Officers, the regionally-elected Member of the National Board of Directors, the chairs of the Standing Committees (who all serve as voting ex-officio members), and no more than six at large members, appointed by the Chair to a term of two years beginning January 1. The Regional Chair shall serve as Chair for the Steering Committee. Every two years, one half of the at-large members will be appointed and no member may serve more than two consecutive terms unless one of the terms is to fill a vacancy that occurs. Vacancies will be filled for the remainder of the term by the Chair with the concurrence of the Regional Steering Committee.
2. The responsibilities of the Regional Steering Committee are to:
  - a. Advise the Chair on regional business;
  - b. Develop strategies for regional activities;
  - c. Evaluate regional issues;
  - d. Confirm candidates for regional office, the National Board, Travel Awards, the National Nominating and Leadership Development Committee (N&LDC) that are nominated by the Leadership Development and Nominating Committee;
  - e. Select among nominated individuals for receipt of Regional Distinguished Service Awards; and Travel Awards.
3. Awards; and Travel Awards.
  - a. Serve as an advisory council to the Chair and membership.
  - b. Approve the Region II budget each year, including the budgets of all Standing Committees

### **B. Leadership Development and Nominating Committee**

1. The Leadership Development and Nominating Committee shall be chaired by the Immediate Past Chair of the Region and shall consist of a Chair and at least four members, of whom at least three shall not currently occupy an elected or appointed regional office. These members shall be appointed by the Immediate Past Chair for a two-year term beginning January 1; the Immediate Past Chair will serve as Chair of the Leadership Development and Nominating Committee for one year.
2. The responsibilities of the Leadership Development and Nominating Committee are to:
  - a. Implement the nominating and election procedures for all the regional offices as outlined and to conduct the election process, candidates to be confirmed by the Steering Committee;



- b. Identify and nominate individuals for the National Board, candidates to be confirmed by the Steering Committee;
  - c. Identify and nominate individuals for Distinguished Service and Travel Awards, candidates to be confirmed by the Steering Committee;
  - d. Identify and nominate individuals for National Nominating and Leadership Development
3. Committee (N&LDC), candidates to be confirmed by the Steering Committee;
- a. Write and maintain role descriptions for all Committee positions; and
  - b. Design and implement annual training/orientation for new officers and committee members which includes serving as lead committee for the logistical needs of the training day.

### **C. Communications Committee**

1. The Communications Committee shall be chaired by the Secretary, who shall appoint members for a 2-year term beginning January 1.
2. It is the responsibility of this Committee to:
  - a. Collect and archive pertinent regional information via the Region II website and/or the Region II Dropbox;
  - b. Develop and maintain a Region II website;
  - c. Disseminate to membership information regarding regional activities through various Internet-based products (such as Facebook, Twitter, etc.), a regional newsletter, and other methods as determined to be appropriate and manageable. The introduction of new communication methods will be approved by the Steering Committee prior to implementation;
  - d. Work with the Regional Chair and Steering Committee to determine if there will be content theme for any given year and then to monitor continuity of this throughout the year;
  - e. Work with the Regional Chair and Steering Committee to develop and present a consistent appearance of all communication tools (when possible); and
  - f. Work with the Regional Chair with the development of the Regional Corner article for the NCURA Magazine as well as other officers and committee chairs on their own communication pieces (such as E-blasts) to support consistency in message and appearance.

### **Hospitality/Activity Committee:**

#### **(This is a subcommittee of the Communications Committee)**

- Co-Chaired by the Secretary and the Chair-Elect in consultation with the Treasurer for financial-related decisions that need to be made;
- Four additional members will be selected by the co-chairs;
- Responsibility to organize the operation of the hospitality suite at the Annual and Regional (in coordination with the Annual Regional Meeting Chair and



Regional Treasurer) meetings such as the coordination of theme, decorations, food, fun, entertainment, marketing and communication.

#### **D. Annual Regional Meeting Committee**

1. The Meeting Committee develops the program and has responsibility for overall planning and organization for all tasks related to the Annual Regional Meeting, which is the main regional event. The Committee has two co-chairs that serve two years. The Chair of the Meeting Committee, in consultation with the Chair of Region II, will recommend a Co-Chair. This recommendation is to be approved by the Regional Steering Committee. The Co-Chair will become the Meeting Chair in the next year.
2. The Meeting Chairs will appoint at least ten members to:
  - a. Present the theme and general outline of the Annual Regional Meeting at the National Meeting prior to the Annual Regional Meeting;
  - b. Develop and present a full program agenda for the Annual Regional Meeting; and
  - c. Conduct an evaluation of the Annual Regional Meeting for presentation to the Chair-Elect and Regional Steering Committee.

#### **E. Site Selection Committee**

1. The Site Selection Committee shall be chaired by the Treasurer. This Committee will be comprised of the Treasurer, the Treasurer-Elect the Immediate Past Treasurer, the current Meeting Committee Co-Chair, and at least two other regional members, selected by the Treasurer.
2. It will be the responsibility of this Committee to:
  - a. Select a site for the Annual Regional Meeting; and
  - b. Announce the site for the future meeting no later than April 30 of the year preceding the meeting.

#### **F. Volunteer and Membership Development Committee**

1. The Volunteer and Membership Development Committee shall be chaired by the Chair-Elect. This Committee will be comprised of the Chair-Elect and at least six other members, selected by the Chair-Elect, who will serve two-year terms beginning January 1. One of the other members shall be appointed by the Regional Chair on the advice of the Chair-Elect as the Chair of the New Member Subcommittee, which shall include at least two of the other members of the Volunteer and Membership Development Committee.
2. It is the responsibility of this Committee to:
  - a. Coordinate volunteer opportunities for members of Region II;
  - b. Update the Volunteer Roster and the Volunteer Action Plan submitted to the National organization each September;
  - c. Coordinate the new member reception at annual meetings; and
  - d. Conduct special activities to welcome new members





### **New Member Subcommittee**

**(This is a subcommittee of the Volunteer and Membership Development Committee)**

- Send correspondence to new members welcoming them to the Region;
- Design and implement hospitality-related activities at National and Regional Meetings aimed at assisting new members in meeting and networking with current members; and
- Manage and carry out the Mentor Program at the Annual Regional Meeting.

### **G. Professional Development Committee**

1. The Professional Development Committee shall be chaired by the Region II Professional Development Chair. The Regional Chair in coordination with the PDC Chair will appoint a PDC Chair-Elect with the understanding that the PDC Chair mentors the Chair-Elect in preparation for them transitioning to Chair of the PDC. The term of the Chair and Chair-Elect is one year in each position. The PDC will consist of 8 members; 4 of which are PDC Chair, PDC Chair-Elect, Regional Chair-Elect and Regional Treasurer. 4 additional members will be appointed by the PDC Chair. The term is for one year. PDC members to the extent possible, shall also not be members of the Regional Steering Committee.
2. It is the responsibility of the Professional Development Committee to:
  - a. Develop and present Regional Professional Development Workshops
  - b. Identify faculty to deliver/present workshops
  - c. Coordinate the comprehensive assessment of professional development activities offered by Region II, and to report the findings to the Steering Committee along with recommendations for filling identified needs or addressing concerns identified by the assessment
  - d. Support the other committees' needs to provide professional development-related programs and activities.
3. Prepare and submit a budget to the Regional Steering Committee for approval each year
4. Prepare and submit all required reports to the National Office.

### **H. Cheryl Lee Howard Mentor-Me Committee**

1. The Cheryl Lee Howard Mentor-Me Committee shall be chaired by the Region II Mentor-Me Chair (MMC). The regional Chair in coordination with the MMC will appoint a MMC-Elect with the understanding that the MMC mentors the MMC-Elect in preparation for them transitioning to the position of Chair. The term for the MMC, MMC-elect and the MMC immediate past chair are for one year. The mentor's term is until the cohort completes the program. Members can be re-appointed. The MMC will consist of at least 6 members; 3 of which are MMC Chair, MMC Chair-Elect, MMC Immediate Past Chair and at least 3 additional members whom are selected by the MMC Chair in coordination with the MMC Chair-Elect and MMC immediate Past Chair. The 3 selected members will serve the role as





mentor along with the MMC immediate past chair. The Chair-Elect may serve as a mentor if the Chair and immediate past chair agree. If not, an additional member shall be chosen to be a mentor. The Chair cannot serve as a mentor in their year as Chair.

2. It is the responsibility of the Mentor-Me Committee to:
  - a. Call for mentee proposals in October or November.
  - b. Committee reviews and selects mentees for that year's program; number of mentees will be selected based on that year's financial considerations as reviewed and approved by Regional Chair and Treasurer.
  - c. Create and coordinate yearly activities for program and coordinate the retreat that will be held in conjunction with the Regional Annual Meeting.
  - d. Prepare and submit a budget to the Regional Steering Committee for approval each year

### **III. Ad Hoc Committees**

1. In addition to the Standing Committees listed in Section II, ad hoc committees may be formed at the discretion of the Chair, in consultation with the Regional Steering Committee, to facilitate regional business and activities.
2. No terms of office for such committees are specified, but it is understood that such committees are disbanded unless continued or reconstituted by the incoming Chair.

### **IV. ELECTIONS**

1. The Leadership Development and Nominating Committee shall solicit nominations from the Membership and, after confirmation of the candidates selected by the Steering Committee, shall present to the membership a slate of one or more candidates for each office each year, appropriately documented and with pertinent biographical information, with a sufficient time period in advance of a call for a vote, whether by conventional assembly or via electronic means.
2. Officer candidates must be Region II members for a minimum of one year, appearing on the official NCURA membership roster and willing to serve, if elected.
3. In addition, other criteria are:
  - a. Individuals have NCURA-related experience; and
  - b. Have a known interest in regional affairs.
4. Special Considerations for Officers:
  - a. The candidates for Chair-Elect should have at least five years' experience in research administration.
  - b. The candidate for Board of Directors should have all of the requisite qualifications described in the position description maintained by the NCURA national organization.
  - c. The candidates for Secretary should have at least three years' experience in research administration and appropriate expertise. The candidate should also be able to manage the process of supporting a website, social networking sites and



print or electronic publications.

- d. Candidates for Treasurer and Treasurer-Elect should have at least three years' experience in research administration and appropriate financial or accounting experience.

#### **V. Travel Awards**

1. The Region shall make up to four travel awards each year. Two are designated for the National Meeting and two for the Annual Regional Meeting. Each award provides funds to cover a portion of the recipient's meeting registration, travel and hotel costs.
2. The nominees must be research administrators from the Region II geographic area who have never attended an NCURA national meeting or regional meeting, respectively. Nominees need not be members of NCURA at the time of nomination, but must become a member prior to attending the meeting related to their award. Within thirty calendar (30) days after the meeting, the winner must submit a report to the Leadership Development and Nominating Committee Chair their meeting experience in order to receive reimbursement.
3. Selection of the awardees will be made by the Region II Leadership Development and Nominating Committee and then confirmed by the Steering Committee based on perceived need and benefit to the nominees, as determined by the criteria above. The Regional Steering Committee's decision is final.

#### **VI. Distinguished Service Awards**

1. The Distinguished Service Award is an annual award to recognize members of the Region who have made sustained and significant contributions to the Region. Up to three (3) awards may be given in any one year.
2. Candidates must be nominated by a current Region II member and be a current or past member of NCURA at an institution located in Region II and must have made significant contributions to the Region.
3. Current Region II officers (Chair, Chair-Elect, Secretary and Treasurer) and Region II Standing Committee (PDC, Mentor-Me, LDNC) Chairs and Co-Chairs are ineligible for nomination for the Region II Distinguished Service Award.
4. The Leadership Development and Nominating Committee Chair shall coordinate the announcement of the award, the receipt of nominations, and the review and selection of recipients by the Steering Committee. The Chair, along with the Chair of the Region or the Leadership Development and Nominating Committee Chair shall arrange for appropriate recognition at the Regional Annual Meeting.



## NCURA Region II Administrative Procedures

The Region II Administrative Procedures provide guidance to regional officers and committee members for the proper functioning of the Region. These guidelines have been developed to assist regional leadership in effectively implementing the Region II Bylaws and Region II Administrative Policies.

### A. Elections

#### 1. Initiating, Conducting and Announcing the Result of Elections

- a. No later than April 15 of each year, the Leadership Development and Nominating Committee, solicits nominations for officer candidates from the regional membership.
- b. All nominations should be received within one month of the call for nominations.
- c. Once nominations are received, the Chair of the Leadership Development and Nominating Committee contacts each nominee to confirm their willingness to run and serve, if elected.
- d. If a nominee is interested, the Chair of the Leadership Development and Nominating Committee obtains a short bio and statement of interest that will be reviewed by the Leadership Development and Nominating Committee to determine candidate eligibility as well as confirm the member is in good standing, i.e., that their membership is current with the Volunteer Regional Assistance Coordinator.
- e. The Leadership Development and Nominating Committee, through the Chair, submits a short list of nominees to the Regional Steering Committee, who selects two candidates for each office opening.
- f. The Region II website is updated with an announcement of candidates and a link that directs readers to the bios and statements of interest.
- g. The Chair of the Leadership Development and Nominating Committee writes an E-blast for the Regional Chair to send to the National office which announces the launch of the elections, and includes a due date for votes within 30 days of receipt.
- h. The list of candidates is also forwarded to the National Office, who develops the ballot and distributes the announcement to the regional membership, and the Regional Secretary, who posts information on the election as well as the bio statements and statements of interest of the candidates on the Regional website.
- i. Elections end at the close of business of the 30th day. The National Office certifies election to the Regional Chair, Chair-Elect, and the Chair of the Leadership Development and Nominating Committee.
- j. The candidates for each office receiving a majority of the votes cast shall be declared elected.
- k. In the event no one candidate receives a majority of the votes cast, a run-off election shall be held in accordance with the election procedures contained herein.
- l. The Chair of the Leadership Development and Nominating Committee notifies the winning candidates of their election and confirms that they are willing to serve; and then calls the unsuccessful candidates to encourage them to seek the office again next



- term. Once all candidates have been notified, the Chair notifies the Steering Committee.
- m. The Chair-Elect announces new officers during the Regional Business Meeting at the Annual National Meeting.

## **B. Soliciting Volunteers**

1. Twice per year the Volunteer Coordinator sends out an E-blast asking for interested persons to complete a volunteer form: once prior to the National meeting and once prior to the Annual Regional Meeting.
2. All positive responses are recorded in the volunteer spreadsheet for current and future use. This electronic document is then passed on to the incoming Chair- elect for continued coordination via Dropbox or other methods as agreed to by the Chair/Chair-Elect.
3. Volunteers who serve as members of the Standing Committees will, with the exception of the Annual Regional Meeting Planning Committee, serve for two year terms that begin January 1, and, if they are appointed mid-year, their term will be considered as including all of that year. The years of membership indicated on the Regional website will show the first and second years of service, i.e.: Good Volunteer (2011-2012).

## **C. Travel Awards**

### **1. National Meeting Awards**

- a. The National Office will contact the Chair each year asking how many awards the Region expects to issue. National will place that number of rooms on hold at the main hotel for the awardees.
- b. As soon as the awardees have been selected and notified, the Chair notifies the National Office with their names and institutional email addresses. National will follow-up with awardees regarding their hotel confirmation number and additional hotel and credit card requirements.
- c. No later than April 15 of each year, the Chair of the Leadership Development and Nominating Committee will draft and submit to the Regional Chair for forwarding to the National Office for release an E-blast which announces the availability of Travel Awards for the National Meeting and that specifies the date applications need to be submitted. The Chair will also ensure that the Region II website is updated with the current year's application form and information (deadline date).
- d. The Chair of the Leadership Development and Nominating Committee will compile all the applications and send them to the Leadership Development and Nominating Committee, requesting that the Committee members vote for their two top nominees and will give them a deadline date for return of the vote outcome. Each Committee member should provide the top nominee with two points and the second nominee with one point. The results are to be counted and tallied, and additional conversation or voting among the Committee will follow until two nominees are selected.
- e. Selection of the awardees will be determined by the Leadership Development and



Nominating Committee based on perceived need and benefit to the nominees. The Region II Steering Committee shall confirm the nominations. The decision of the Region II Steering Committee is final.

- f. The Chair of the Leadership Development and Nominating Committee notifies the winners and the unsuccessful applicants and notifies the National Office with the winners' names so that their hotel rooms can be reserved.
- g. The Travel Awards will reimburse expenses of up to \$1,000 or at an amount determined by the Steering Committee for meeting registration and travel and hotel costs. The awardees are responsible for completing registration for the meeting and making their own travel arrangements.
- h. Award recipients must submit a report describing their meeting experience, along within their request for reimbursement, within thirty calendar (30) days of meeting adjournment. This report is sent to the Chair of the Leadership Development and Nominating Committee for review and then is forwarded to the Region II Treasurer for review, approval and payment. The request for reimbursement must include the expense receipts. The reports will then be distributed to the Leadership Development and Nominating Committee and the Steering Committee. Segments of the Travel reports may be published as Regional Corner articles in the NCURA Magazine subsequent to the meeting.

## **2. Regional Meeting Travel Awards**

- a. No later than February 15 of each year, the Regional Chair will announce the availability of travel awards for the Region II Annual Meeting.
- b. The Chair of the Leadership Development and Nominating Committee will draft for the Regional Chair to submit to the National Office for release of an E- blast which announces the availability of Annual Regional Meeting Travel Awards and that specifies the date applications need to be submitted. The Chair of the Leadership Development and Nominating Committee will also ensure that the Region II website is updated with the current year's application form and information (deadline date).
- c. The Chair of the Leadership Development and Nominating Committee will compile all the applications and send them to the Leadership Development and Nominating Committee requesting that the Committee members vote for their two top nominees and a giving a deadline date for return of their vote. Each Committee member should provide the top nominee with two points and the second nominee with one point. The results are to be counted and tallied and additional conversation or voting will follow until two nominees are selected.
- d. Selection of the awardees will be determined by the Leadership Development and Nominating Committee and confirmed by the Regional Steering Committee and Regional Officers based on perceived need and benefit to the nominees. The decision of the Regional Steering Committee is final.
- e. The Travel Awards will reimburse expenses of up to \$1000 or at an amount as determined by the Steering Committee for meeting registration, travel and hotel costs. The awardees



are responsible for making their own travel and room reservations as well as registering for the meeting.

- f. Award recipients must submit a report describing their meeting experience, along within their request for reimbursement, within 30 days of meeting adjournment to the Chair of the Leadership Development and Nominating Committee who will forward the report to the Region II Treasurer for review, approval and payment. The request for reimbursement must include the expense receipts. The reports will be distributed to the Regional Steering Committee.

#### **D. Region II Distinguished Services Award**

1. No later than February 15th of each year the Steering Committee, through the Leadership Development and Nominating Committee Chair, will invite nominations for the award. The awardees must be individuals who have made sustained and significant contributions to the Region.
2. A candidate for the Region II Distinguished Service Award:
3. Must be a current or past member of NCURA at an institution located in Region II;
4. Must have made sustained and significant contributions to Region II; and
5. Must be nominated by a current Region II member.
6. Must not be a Current Region II officer (Chair, Chair-Elect, Secretary and Treasurer) or Region II Standing Committee (PDC, Mentor-Me, LDNC) Chair or Co-Chair.
7. A complete nomination packet consists of:
8. A letter of nomination detailing the nominee's sustained and significant contributions to Region II of NCURA; and
9. Two additional letters of support from individuals familiar with the nominee's contributions to Region II of NCURA.
10. Complete nomination packets must be received by the Leadership Development and Nominating Committee Chair no later than March 16th to receive consideration for the Region II Distinguished Service Award. There will be no extensions.
11. The Leadership Development and Nominating Committee Chair will compile all the applications and send them to the Regional Steering Committee, requesting that members vote for their top three nominees and providing a deadline date for return of the vote outcome. Each Committee member should provide the top nominee with three points, the second nominee with two points and their third choice with one point. The results are to be counted and tallied.
12. The Chair notifies each winner and invites the individuals who nominated the winner(s) to attend the Annual Regional Meeting to introduce the winner(s) prior to the winner's acceptance speech.

#### **E. National Call for Nominations for Membership on the National Nominating and Leadership Development Committee ("N&LDC")**

1. The responsibilities of the National Nominating and Leadership Development Committee



(N&LDC) include nominating candidates for national office and identifying, training, promoting and rewarding the future and current leaders of the organization.

2. In March of even numbered years, the NCURA President will ask that the Regional Chair submit the names of two candidates from Region II, along with a short bio for each, to be considered by the Board for membership on the Nominating and Leadership Development Committee.
3. The Regional Steering Committee, through the Leadership Development and Nominating Committee Chair, identifies individuals from the membership for the position. The nominees must be knowledgeable about NCURA, its mission, and its diverse membership and should have some type of experience on the National level on program, standing, or ad hoc committees.
4. Bios are normally due to the National President in May of each even numbered year for final consideration by the National Board of Directors.
5. Terms are for two years, beginning January 1 of the following year.

## **F. Annual Regional Meeting**

### **1. Site Selection**

- a. The Site Selection Committee is tasked with identifying possible sites to hold the meeting. If possible, sites should be selected two years in advance. This will allow for proper preparation time and for the possibility of gaining a better negotiated room rate.
- b. Future sites are discussed at the Regional Steering Committee meeting at the preceding National Meeting.
- c. A short list of candidate sites is then announced at the Business Meeting at the National Meeting.
- d. Within thirty calendar (30) days following the National Meeting, the Chair-Elect should request that the National Office send out an announcement of possible sites and a request for a regional membership vote.
- e. The selected site will be announced within thirty calendar (30) days after receipt of votes.
- f. The hotel contract is negotiated by the Regional Treasurer and sent to the National Office (typically the Director of Meetings), allowing at least five business (5)days for review, prior to signature by the Treasurer.

### **2. Meeting Chair Selection**

- a. The Meeting Committee has two co-chairs, a Meeting Chair and Co- Chair, each who serves two years. The Co-Chair becomes the Chair in the following year.
- b. The selection of the Co-Chair should come shortly after the site announcement.

### **3. Meeting Committee**

- a. A suggested timeline for the activities of the Meeting Committee can be found in Appendix A. If the Annual Regional Meeting is held at a different time of year, the





timeline would be adjusted accordingly.

#### **4. Program Expenses**

- a. Any costs that the Region must commit to in relation to the program must be reviewed and approved by the Chair, in consultation with the Treasurer, to assure adequate funds are available.
- b. The Treasurer will complete a Profit/Loss Statement for the Annual Regional Meeting within ninety (90) days of the end of the meeting.
- c. Speaker Funds: The National Office provides each region up to \$500 for assistance in obtaining speakers for the Annual Regional Meeting.
  - If the Region wishes to make use of speaker funds, the Regional Chair should notify the National organization as soon as that person has been identified (but no later than thirty calendar (30) days in advance of the meeting) with a letter from the Regional Chair to the NCURA Executive Director.
  - At the conclusion of the meeting, the National Office will reimburse the Region for funds actually spent, up to \$500. Supporting documentation for the funds expended should be sent to the NCURA Director of Finance, who will reimburse the Region.
  - The speaker fees can be used for a NCURA member from outside of the Region or for a non-member from any area.

#### **G. Regional Professional Development Workshops**

1. The Professional Development Committee is tasked with the responsibility for the development and presentation of Regional Professional Development Workshops.
2. One full-day or half-day Regional Professional Development Workshops will be offered as determined by the interest and needs of the Regional membership on dates that do not coincide or conflict with the Regional Annual Meeting or the National Annual Meeting in different geographical areas of Region II.
3. All efforts will be made to ensure each workshop will be self-financed through registration fees, sponsorships and in-kind or donated support. Funds that remain after paying all the expenses related to a workshop shall revert to the Region. Expenses may include facility costs, refreshments and meals, supplies and resources to support the workshop, honorarium to the workshop presenters, expenses related to the collection and management of registrations and registration fees, expenses related to the travel, room and board of the workshop presenters. All travel expenses will be reimbursed in accordance with the [NCURA Travel Reimbursement Policy](#) () in effect at the time the travel occurs and receipts/documentation must be submitted to support expenses in accordance with the aforementioned policy. The number of workshop presenters will be appropriate for the size and format of the workshop. The honorarium amount for workshop presenters is set by the Region II Steering Committee, upon recommendation by the Professional Development Committee, and shall be a reasonable



amount. It is expected that the honorarium amount shall not exceed \$1,000 for a full day workshop.

4. The amount of the registration fees and the budget for each Regional Professional Development workshop shall be reviewed and approved by the Regional Chair and the Regional Treasurer.
5. The Regional Treasurer will be responsible for reviewing, approving and paying all expenses related to each Regional Professional Development Workshop. As needed, the Regional Chair, the Professional Development Coordinator, and those associated with the workshops will provide information, advice and support to the Treasurer concerning expenses related to the workshops. The Regional Treasurer will complete a Profit/Loss Statement within thirty (30) days after the end of the workshop. After each Regional Professional Development Workshop, the Professional Development Committee designee will submit reports as required by the NCURA Administrative Procedures pertaining to Regional Workshops and Training Programs.
6. The Professional Development Committee is tasked with the responsibility of developing or determining for approval by the Regional Steering Committee the topics of the Regional Professional Development Workshops, budget for workshops, participant registration fees, and the amount of the honorarium paid to workshop presenters.
7. The Professional Development Committee will review and approve the curriculum for the Professional Development Workshops. The Professional Development Committee also obtains review and approval for any new regional workshops as required by the Administrative Procedures of the National organization.
8. The Professional Development Committee is tasked with conducting a comprehensive evaluation of each workshop and with using that information for the benefit of future workshops.
  - a. The Professional Development Committee will (a) assess the outcomes of the workshops as they occur and will implement changes as needed for following workshops as needed, and (b) assess the outcomes of past workshops and determine the topics and the plan for presenting the next year's workshops annually in September and October.
  - b. The Regional Professional Development Chair will provide the Committee's report to the Regional Chair and the Regional Steering Committee on the outcomes of the Regional Professional Development Workshops with related information as needed or requested each year before the Fall meeting of the Steering Committee.
9. The Regional Steering Committee will approve the topics, schedules and budgets for the Regional Professional Development Workshops (beginning after the test series of workshops presented in 2012) at its Fall meeting for the following calendar year.

#### **H. Leadership Training**

1. The Leadership Development and Nominating Committee is charged with providing training and support to current and incoming Regional officers and committee chairs.
2. The Leadership Development and Nominating Committee will provide a workshop and discussion session at the Regional Annual Meeting and the National Annual Meeting for the



review of the Regional By-laws, Administrative Policy and Procedures, position descriptions and other documents and resources that may be appropriate, and for related and appropriate team-building activities. The session at the Regional Annual Meeting will be open to any NCURA Region II members who are interested and eligible for service as a committee chair or elected officer.

#### **I. Contract review process**

1. At the earliest possible date, all contracts over \$5,000 should be forwarded to the Region II Treasurer and Chair for review and approval. Items that fall under this category would be:
  - Hotel contracts
  - Use of facilities contracts
  - Purchase of goods/services contracts
  - Entertainment
2. The Treasurer will send to the National Office for review prior to signature. Further negotiation may be required based upon recommendations from the National Office. The National Office requests five business days for review.
3. After review by the National Office and final negotiation:
  - If the contract value is under \$10,000, the treasurer will review and approve.
  - If the contract value exceeds \$10,000, the Treasurer and Chair will review for approval.
4. Once all terms have been agreed to between the parties, the treasurer will execute contracts on behalf of Region II.
5. All invoices and/or reimbursements will be approved by the Chair prior to payment. If the Chair is not available the Immediate Past Chair or Chair-Elect will approve on the Chair's behalf.



**Appendix A  
Annual Regional Meeting Timeline**

<b>Date of Action</b>	<b>Action</b>
2 weeks after the Regional Meeting	Previous program committee participates in a post conference call. The minutes will address the positives and negatives of the meeting. The minutes should also provide recommendations for future meetings. If not already on the committee, the incoming Meeting Chair should be invited to the conference call.
November	E-blast calling for Meeting Committee Volunteers sent.
January	<p>First Meeting Committee Conference Call held. Introduction of all members.</p> <p>Determine give-aways/raffles which will be used at the National Meeting to market the Annual Regional Meeting</p> <p>Meeting Chair will discuss the upcoming plans at the business meeting during the National Meeting</p> <p>The National Meeting should be used as an opportunity to seek out exceptional speakers, sessions and government representatives to participate at the Annual Regional Meeting</p> <p>Recruitment of Sponsors for the Regional Meeting begins</p>
January/February	<p>Begin weekly conference calls in January. The weekly calls will determine the following:</p> <ul style="list-style-type: none"> <li>• Meeting Theme/Title</li> <li>• Establish Subcommittees (program development, hotel staff, food, etc.)</li> <li>• Website and flyer development with preliminary Annual Regional Meeting information</li> <li>• Preparation for Regional Meeting Committee meeting (breakfast) at the National Meeting</li> <li>• Decision made for the Monday night event and/or any required entertainment</li> <li>• Discussions and suggestions regarding a Keynote speaker</li> </ul> <p>The call for session ideas is sent to the Region by requesting that the National Office send an E-blast.</p>

<b>Date of Action</b>	<b>Action</b>
March	<p>The Meeting Committee gathers data for the sessions and begins to form the meeting's agenda</p> <p>Entertainment Committee makes arrangements for fun events.</p>
April	<p>The Meeting Committee continues to gather data for the sessions and begins to form the meeting's agenda</p>
May	<p>A local Meeting Committee member will visit the hotel and meet with their representative</p> <p>National Office requires badge information if they will be printing badges</p> <p>Preliminary Program is distributed to the region</p> <p>Check for additional needs, e.g. Translators (Sign, Foreign Languages, Special Needs), unusual audio-visual requirements for keynote speaker</p>
June	<p>A draft registration form is created (including all prices) and forwarded to the National Office</p> <p>The Program content is finalized.</p> <p>The National Office holds a "Just in Time for Your Regional Meeting" teleconference training session. (Program Chair, Co-Chair and Treasurer should attend)</p> <p>Request Speaker Funds from National Office if needed</p>
July	<p>Program layout and cover are finalized and sent to printer</p> <p>Handouts are purchased</p> <p>Menu is selected for the meeting</p> <p>Check on early bird registration and hotel cut off dates</p> <p>Session evaluators and other volunteers, as necessary, are chosen</p>
October	<p>An Attendee Roster is assembled</p> <p>All forms/packets contents are finalized</p> <p>Workshop binders are created</p>