

National Council of University Research Administrators

Region VI (Western Region) Administrative Policies (Revised February 2024)

I. Duties of the Officers

A. Regional Chair

The Regional Chair shall be the chief executive officer of the Region, having the responsibility of calling meetings, appointing committee members, and generally directing the activities of the Region. The Regional Chair shall be the second person authorized to sign checks drawn on the Region's account. The Regional Chair shall serve as chair of the annual regional meeting or shall appoint a separate meeting chairperson.

B. Vice Chair

The Vice Chair shall be the second chief executive officer of the Region and shall assume the duties of the Regional Chair in their absence. The Vice Chair shall assume the office of Regional Chair at the expiration of the Chair's elected term of office, or upon the death, recall, or resignation of the Chair. The Vice Chair shall assist the Regional Chair, as requested, in directing the activities of the Region.

C. Secretary

The Secretary shall be responsible for maintaining the minutes of the regional business meetings and the Regional Advisory Committee. The Secretary coordinates with the National Office regarding the official membership roster of the Region as needed. Minutes of regional business meetings shall be archived electronically. The Secretary will make appropriate reports at regional meetings. In addition, it shall be the responsibility of the Secretary to conduct annual Region elections.

D. Secretary-Elect

The Secretary-Elect shall assist the Secretary, as requested, and shall assume the duties of the Secretary in the Secretary's absence. The Secretary-Elect shall assume the office of the Secretary at the expiration of the Secretary's elected term of office, or upon the death, recall, or resignation of the Secretary.

E. Treasurer

The Treasurer shall be responsible for maintaining the financial records of the Region. The Treasurer shall be responsible for the collection, deposit, and disbursement of funds and for the preparation of the Region's annual budget for endorsement by the Regional Chair. The budget period will coincide with the National office budget period. The Treasurer will ensure that expenditures follow National office policies. The Treasurer will make appropriate reports at regional meetings.

F. Treasurer-Elect

The Treasurer-Elect shall assist the Treasurer, as requested, in directing the financial activities of the Region and shall assume the duties of the Treasurer in the Treasurer's absence. The Treasurer-Elect shall assume the office of the Treasurer at the expiration of the Treasurer's elected term of office, or upon the death, recall, or resignation of the Treasurer.

II. Regional Committees

In general, committee members are expected to maintain the confidentiality of all committee proceedings. No aspect of the proceedings may be shared outside of the committee, and the identity of any award recipient will not be openly released by committee members until time of award or discussion at the regional level. The committee may request the assistance of the Region VI Chair, if necessary.

A. Regional Advisory Committee

The Regional Advisory Committee (RAC) shall consist of members in good standing of the Region, in the positions detailed below. The Region Chair shall serve as Chair of the RAC. Every year, one at-large member will be elected by the Region membership and one at-large member will be appointed by the Region Chair. All at-large members will serve two-year terms beginning January 1. Members are eligible for reappointment or re-election to successive terms without restriction. If an elected member is unable to complete the full term of office, the Chair may appoint a member for the remainder of the term, with the concurrence of a majority of the Regional Advisory Committee.

RAC Membership Includes:

1. Current Region Chair (RAC Chair)
2. Vice Chair (voting)
3. Immediate Past Chair
4. Current Secretary
5. Current Treasurer
6. Secretary-elect (ex-officio, non-voting)
7. Treasurer-elect (ex-officio, non-voting)
8. Two Elected At-Large Members (one elected each year)
9. Two At-Large Members Appointed by the Chair (one appointed each year)

10. Chairs of the Standing Regional Committees (ex-officio, non-voting)

B. Awards and Recognition Committee

The Awards and Recognition Committee is responsible for soliciting and nominating recipients for Region VI recognition and travel awards. The purpose of the Awards and Recognition Program is to enhance professional development, provide assistance to support attendance at NCURA meetings, and to recognize those individuals and groups who have made special and noteworthy contributions to research administration and to the Region.

The Awards and Recognition Committee shall consist of at least three (3) individuals who are active Regional members. Committee members are asked to serve by the Committee Chair. The term of appointment is two years, and terms can be renewed.

C. Nominating and Elections Committee

The Nominating and Elections Committee is responsible for managing the nominations and elections for the elected positions for Region VI, along with ELP and National Committee nominations as needed.

The Committee shall consist of at least three (3) members of the Region in good standing. Committee members are asked to serve by the Committee Chair by April 1 of each year. The term of appointment is two years, and terms can be renewed.

D. Membership and Volunteer Committee

The purpose of the Membership and Volunteer Committee is to welcome, facilitate, recruit, and engage Region VI members in their participation in regional activities.

The Membership and Volunteer committee will be led by two committee Chairs – one Chair responsible for the oversight of volunteers at NCURA meetings and another Chair managing member outreach. The Committee shall consist of at least three (3) members of the Region in good standing. Committee members are asked to serve by the Committee Chairs by April 1 of each year. The term of appointment is two years, and terms can be renewed.

F. Education & Professional Development Committee (EPDC)

The EPDC is responsible for identifying, creating, and administering educational and professional development opportunities for Region VI members. The EPDC also oversees the administration of the LeadMe professional mentorship program.

Committee members shall consist of at least five (5) members of the Region in good standing. Committee membership will include a Committee Chair, the LeadMe Region Chair and a current or former National Professional Development Committee member (if possible), and at least two members-at-large. Committee members are asked to serve by the Committee Chair by April 1 of each year. The term of appointment is two years, and terms can be renewed.

G. Marketing and Communications Committee

The purpose of the Marketing and Communication committee includes coordination of NCURA Region VI email communications/E-blasts to the membership and management of the NCURA Region VI website and the various Region VI social media accounts, including Facebook, X (formerly Twitter), LinkedIn, and YouTube. Committee membership should include a minimum of (5) members of the Region in good standing with assigned lead(s) for each of the following:

- Social Media, Website Announcements, and E-Blasts Coordination
- Website (Regional Meeting Webpage Updates)
- Website (All Other)

Any additional social media platforms beyond those listed above and/or new website sections/content, may be proposed to the Region VI Chair by the Region VI Marketing and Communications Committee, or any member of the region. It is anticipated that the Region VI Marketing and Communications Committee will serve as a resource to the Chair by reviewing changes proposed by members, as well as those proposed within the Committee, and making recommendations to the Region VI Chair for their implementation into the web site. The Region VI Chair has the authority to approve any additional website section(s) and their content(s), to require review by other regional officers and/or by the Regional Advisory Council, or to defer review until the next Regional Business Meeting.

If additional section(s) are added, an assigned lead will be designated at the time any new section is added, and the Region VI Chair will so advise the Webmaster.

See Appendices below.

Committee members are asked to serve by the Committee Chair by April 1 of each year. The term of appointment is two years, and terms can be renewed.

H. Diversity, Equity and Inclusion Committee

The Diversity, Equity, and Inclusion Committee aims to create and sustain a membership that is diverse and inclusive, where all members have equal access to resources to support their professional growth and fair opportunities to contribute to the success of Region 6.

Committee members shall consist of at least five (5) members of the Region in good standing. Committee members are asked to serve by the Committee Chair by April 1 of each year. The term of appointment is two years, and terms can be renewed.

I. Ad hoc and Sub Committees

The Region VI Chair may appoint members of the Region in good standing to ad hoc Committees and / or Sub Committees as needed to meet the needs of the Region.

APPENDICES

Appendix 1: Website Guidelines (first adopted October 21, 1996)

A. These guidelines are consistent with and intended to be complementary to those established for the National web site. Under the national guidelines, the Region VI Chair carries the responsibility for the Region VI Web site.

B. Overall Guidelines

1. The Region VI Web site should be an open resource to the overall community.
2. The Region VI Web site should not include information used as a revenue resource by the National or Regional offices without specific approval. This includes advertisements (including national job postings), membership mailing lists, and brochures that are sold for a fee.
3. Links from the Web site to commercial entities that provide useful information to NCURA members are permitted. Such links will be provided at no cost.

4. Any opinions that may be construed as being the opinion of NCURA should not be included on the Region VI Web site, unless specifically approved by the Regional Chair and the NCURA Executive Committee.

5. Personal opinions should not be included on the Region VI Web site unless authorized by the President of NCURA.

6. Permission shall be obtained for the use of materials on the Region VI Web site that are developed by others and not currently available on an open web site. This includes written material developed by other professional organizations, whether it has been copyrighted, and program, conference, or teaching materials, etc. prepared by individuals. When such items are included, they should be accompanied by a notice stating that it is being used with permission.

7. The Region VI Web site may be used in conjunction with the Region VI Listserv as a vehicle to call for nominations for office, distribute information on candidates, and conduct elections, including the distribution and return of an electronic ballot in conformance with NCURA National practices.