

National Council of University Research Administrators

Region VI (Western Region) Administrative Policies

I. DUTIES OF THE OFFICERS

A. Regional Chair

The Regional Chairperson shall be the chief executive officer of Region VI, 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.

B. Chair-Elect

The Chair-Elect shall be the second chief executive officer of the region and shall assume the duties of the Regional Chairperson in his/her absence. The Chairperson-Elect 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 Chair-Elect shall assist the Regional Chair, as requested, in directing the activities of the region and shall serve as Chair of the Program Committee for the regional annual meeting.

C. Secretary

The Secretary shall be responsible for maintaining the minutes of the regional business meetings and the official membership roster of the region. Minutes of regional business meetings shall be obtained from the outgoing Secretary and delivered to the incoming Secretary. 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 his/her 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 Chairperson. The budget period will coincide with each Regional Chairperson's term of office. 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 his/her 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

A. Regional Advisory Committee

The Regional Advisory Committee shall consist of eleven members in good standing of the Region. The Regional Chair shall serve as Chair of the Regional Advisory Committee. Every year, one member will be elected by the Region membership and one member will be appointed by the Region Chair. All 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.

Committee membership includes:

1. Current Regional Chair (Regional Advisory Committee Chair)
2. Chair-elect (ex-officio, non-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 Members (one elected each year)
9. Two Members Appointed by the Chair (one appointed each year)

B. Awards Committee

The Awards Committee shall consist of at least four individuals who are active Regional members: a present member of the Region VI Regional Advisory Committee; a past member of the Region VI Regional Advisory Committee or a past Regional Office or past Regional Awards Committee member; a research administrator with less than three years experience; and up to two members-at-large.

C. Nominating Committee

The Nominating Committee for Regional offices and Regional Advisory Committee members shall consist of three members of the Region in good standing who shall be appointed by the Chair by April 1 of each year. The Chair may choose to ask the Nominating Committee to serve a two-year term.

D. Ad hoc Committees

The Chair shall be free to appoint members of the Region in good standing to ad hoc Committees as may be needed from time to time to serve Regional functions.

III. WEB SITE GUIDELINES (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 encouraged. 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 or not 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.

C. Responsibility and Authority for Region VI Web Site Updates

It is difficult, if not impossible, for one person to keep up with all of the changes that are occurring in the region and ensure that appropriate changes are made to the Region VI Web site. It is advisable, therefore, to divide the Region VI Web site into sections and designate a Content Manager to be responsible for the content of a particular section. The Content Manager will be responsible for making changes and keeping the section up-to-date, accurate, and useful to the community. The Content Manager will not make any changes directly to the Region VI Web site, but rather will relay any changes to the Region VI Webmaster. The Region VI Webmaster will be responsible for programming the changes and adding them to the Region VI Web site in a timely manner. The Region VI Webmaster will not make any changes to the web site except when authorized by the Content Manager.

Region VI Web Site Section	Content Manager
Announcements/Call for Volunteers	Chair
Regional Officers and Committees	Chair
Meetings Schedule	Chair
Meeting Minutes	Secretary
NCURA - National Organization (link)	Webmaster
Region VI Career Page	Member Appointed by Chair
Region VI Web sites	Webmaster
Region VI List Server	Member Appointed by Chair
Region VI Forms	Chair
Region VI Web Site Guidelines	Web Committee
Travel & Related Information	Webmaster

D. Expansion of the Region VI Web Site

Additional sections, beyond those listed above, may be proposed to the Region VI Chair by the Region VI Web Committee, or any member of the region. It is anticipated that the Region VI Web 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 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, a Content Manager will be designated at the time any new section is added, and the Region VI Chair will so advise the Webmaster.