

NCURA Region VII: CORE Subcommittee Chair Description

DESCRIPTION OF POSITION:

The Chair for the Community Outreach, Representation, and Engagement (CORE) subcommittee is an individual (or team of individuals) who are passionate about belonging and inclusion efforts in the region. The Chair leverages this knowledge and intention to facilitate and promote representation, equity, inclusion, access, and belonging throughout the region. The activities of the CORE subcommittee may vary depending on the priorities and availability of the Chair and subcommittee members, as the subcommittee generally sets its own goals for the year.

Previous subcommittee goals have included:

- Create a dedicated Region VII webpage for the CORE subcommittee
- Review Region VII website for inclusive language and any concerns regarding accessibility
- Improve the visibility and existence of inclusive and accessible spaces at the annual Regional Meeting
- Provide outreach & support in preparation for the Regional Meeting, including securing a Quiet Space, providing a scent-sensitivity notice in the meeting invite and welcome packet, providing sensory/fidget toys, ensuring the option to provide pronouns on meeting name badges, etc.
- Create & monitor Google Form to receive anonymous feedback on any belonging, access, and inclusion experience in the region

EXPRESSION OF INTEREST DEADLINE: Roughly by December 1 of each year

DURATION: 1 year, (January 1 – December 31 cycle)

FUNCTION OF POSITION: The Chair for the CORE subcommittee is an individual (or team of individuals) who is passionate about cultivating community and inclusion efforts in the region. These person(s) are often a member of the subcommittee who are selected by mutual assent of the other members of the subcommittee. These person(s) should work as a member of the Region VII team, identifying ways to accomplish the overall charge of the regional leadership. Chair(s) may assume management responsibilities for certain tasks as needed by the executive committee.

ESSENTIAL DUTIES:

May assist with one or more of the following duties of the committee:

- Schedule, attend, and facilitate subcommittee meetings
- Regularly report subcommittee activities to Region VII Executive Committee
- Prepare inputs for Region VII communications, such as a slide of subcommittee activities for presentation at Annual & Regional Meetings, e-newsletter, etc.
- Maintain connection to National Board Representative for Region VII to ensure continuity & cohesion between National & Regional NCURA inclusion efforts

- Other duties as requested by Region VII Executive Committee and/or subcommittee members

QUALIFICATIONS/REQUIREMENTS:

- Desire, ability, and interest to support the duties of the subcommittee and Region VII constituents.
- Familiarity with issues related to community engagement, representation, belonging, and inclusion
- Ability to perform leadership committee tasks in accordance with NCURA's Commitment to Inclusion, Access, and Belonging.

ADDITIONAL PREFERENCES/CONSIDERATIONS:

- Chair should be a member of NCURA Region VII for the duration of appointment
- Awareness of regional CORE activities, resources, and/or limitations are a plus

ADDITIONAL INFORMATION:

- Participation & engagement conducted via conference calls on Zoom, and electronic communications in e-mail, Microsoft Teams, and Google Drive
- Average of 3-4 hours effort monthly (this estimate includes attendance at 1 monthly virtual leadership meeting and 1 monthly virtual subcommittee meeting)
- Attendance of monthly virtual leadership meetings strongly encouraged.
- Attendance encouraged to annual NCURA meeting and/or regional meeting to engage with regional community & stakeholders, but not required