2023-2024 Nominations + Elections:

Roles + Responsibilities

Board of Directors
Board of Directors - President-Elect

*Full Call:*

The Council on Undergraduate Research seeks strategic members with essential leadership skills to serve on the Board of Directors (BOD) in the President-Elect position. The BOD is the governance leadership body of CUR, holds fiduciary responsibility for CUR, and determines the strategic direction to advance the organization. The BOD meets quarterly through video conference, in-person annually, and engages regularly via virtual means between meetings.

The President-Elect is an officer of the BOD, which requires the highest commitment to CUR. This position is a 3-year term, with the first year serving in the role of President-Elect, the second year serving as CUR President and the third year served as Immediate Past President. Each role has specific responsibilities to the organization, and applicants must review the roles and responsibilities document in full for each role before nomination. Each role requires visibility and interfacing with CUR members and stakeholders as a CUR ambassador. The role of President will have associated travel, costs covered by CUR.

In all roles, the President-Elect also serves on the Executive Committee, which meets more frequently, supports the strategy between Board Meetings, and sets the agenda for the BOD. The President also meets regularly with CUR’s Executive Officer to guide and oversee implementation of CUR’s Strategic Plan and business activities.

*Requirements*

Successful candidates for President-Elect must demonstrate the following leadership qualities:

- **Equipped leader:** An individual who brings a set of demonstrated leadership experiences as a servant leader, administrator, manager, and key contributor.
- **Strategic Thinking:** Forward-thinking leader, able to prioritize what is best for the organization and its sustainability.
- **Capable mentor:** Experienced guide and supporter of others looking to advance their growth and development in areas connected to but not limited to undergraduate research.
- **Communication:** Professional and effective communicator, experienced in difficult conversations and able to hear and disseminate community needs.
- **Foresight:** Individuals able to look to the best interests of CUR into the future when discussing issues impacting CUR members and higher education.
- **Evidence-based decision making:** Informed decision maker, using evidence from assessment and the research literature to support the strategic objectives and ongoing priorities of CUR.
- **Collaborative Spirit:** Team players making space for all voices to be heard, furthering the group’s collective understanding, and cultivating outcomes to best serve CUR and its membership.

Candidates must have prior service as division or committee chair, as an officer on the Executive Board, or have had other leadership roles within CUR that have provided a broad perspective on the organization.

Candidates should be familiar with and be prepared to provide leadership on CUR’s strategic plan and goal areas. Prior service on other nonprofit boards is a plus.

Those selected as President-Elect must maintain a current membership with CUR and have the considerable time and interest to serve the larger CUR community in this role. Preparation and attendance at BOD training and meetings are mandatory. Attendance at other CUR events may be required. Any travel-related costs will be the responsibility of the individual.
Well-developed public speaking ability is helpful, given the numerous public speaking obligations of the President. President-Elect candidates should have support from their home institutions for the time and effort required for regular meetings and events, and other issues as they proceed through their term as CUR President.

The successful candidate will serve their term as follows:

- President-Elect (June 1, 2024 – May 30, 2025)
- CUR President (June 1, 2025 – May 30, 2026)
- Immediate Past President (June 1, 2026 – May 30, 2027)

Candidates may NOT be members of the CUR Nominations and Leadership Development Committee during their nomination or election.

All nominees must be CUR members at the time of their nomination and, if elected, must remain members throughout their term.

Nomination Process:
Nomination for the role of President-Elect may be a 3rd party nomination or self-nomination. Partial submissions will not be reviewed. Please collect your nomination materials before submitting your nomination. The nomination form will require the following materials:

For Colleague Nominations (due by 11:59pm EST, November 6, 2023):
- Nominee information (full name, institution, link to any website with any relevant supplemental information: e.g., CV, LinkedIn page, Biography on campus website, other websites or blogs)
- A reflection on why the candidate is qualified to serve as President-Elect and all subsequent roles. (300 words or less)
- For Self-Nominations (due by 11:59pm EST, December 1, 2023): An abbreviated 4-page CV highlighting professional accomplishments with respect to undergraduate research;
- A description of your leadership experience both within CUR and extramural and how they qualify you to serve as President-Elect and all subsequent roles. (1 page maximum)

Nominee Vetting, Notification, and Challenge Information:
The CUR Nominations and Leadership Development Committee will vet all nominees. Nominees submitted by a 3rd party nominees will be asked to complete a nomination form. Additional information may be required from nominees during the vetting process. Approved candidates will be interviewed by the committee as part of the vetting and approval process. The NLDC will present an approved candidate slate for all officer positions to the CUR membership for approval or challenge in early Spring 2024, with final approval by the BOD. All candidates will be notified of their status by April 1, 2024.
Board of Directors - Treasurer

Full Call:

The Council on Undergraduate Research seeks strategic members with leadership skills to serve on the Board of Directors (BOD) in the Treasurer position. This position is the first step in the timeline of CUR President. The BOD is the highest governance leadership body of CUR, holds fiduciary responsibility for CUR, and implements strategic direction to advance the organization. The BOD meets quarterly through video conference, in-person annually, and engages regularly via virtual means between meetings.

The Treasurer is an officer of the BOD, and has the highest commitment to CUR. This position is a 4-year term, with the first year served in the role Treasurer, the second year served as President-Elect, the third year served as CUR President, and the fourth year served as Immediate Past President. Each role has specific responsibilities to the organization, and applicants must review the roles and responsibilities document in full for each role prior to nomination. Each role requires visibility and interfacing with CUR members and stakeholders as a CUR ambassador, both in person and in the media.

In all roles, this position also serves on the Executive Committee, which meets more frequently, supports the strategy from day-to-day, and sets the agenda for the BOD. During the year as Treasurer, additional responsibilities include chairing the finance committee.

Requirements

Successful candidates for Treasurer must demonstrate the following leadership qualities:

- Equipped leader: An individual able to bring a set of demonstrated leadership experiences as servant leader, administrator, manager, or key contributor
- Strategic Thinking: Forward thinking leader, able to put what is best for the organization above all else
- Capable mentor: Experienced guide and supporter of others looking to advance their personal growth and development in areas connected to but not limited to undergraduate research
- Communication: Professional and effective communicators, experienced in difficult conversations and able to hear and disseminate community needs
- Foresight: Individuals able to look to the best interests of CUR into the future when discussing various issues impacting CUR members and higher education
- Evidence-based decision making: Informed decision maker, using evidence from assessment and literature to support the strategic objectives and ongoing priorities of CUR
- Collaborative Spirit: Team players making space for all voices to be heard, furthering the collective understanding of the group, and cultivating outcomes to best serve CUR and its membership

Candidates must have prior service as division chair, as an officer on the Executive Board, or have had other leadership roles within CUR that have provided a broad perspective on the organization.

Candidates should be familiar with and be prepared to provide leadership on CUR’s strategic plan and goal areas. Prior service on other nonprofit boards is a plus.

Those selected as Treasurer must maintain a current membership with CUR and have the considerable time and interest to serve the larger CUR community in this role. Preparation and attendance at BOD trainings and meetings is mandatory. Attendance at other CUR events may be required.

Well-developed public speaking ability is helpful, given the numerous public speaking obligations of the President. Treasurer candidates should have support from their home institutions for the time and effort required for regular meetings and events, and other issues as they arise throughout their term as CUR President.
The successful candidate will serve their term as follows:

- Treasurer (June 1, 2024 – May 30, 2025)
- President-Elect (June 1, 2025 – May 30, 2026)
- CUR President (June 1, 2026 – May 30, 2027)
- Immediate Past President (June 1, 2027 – May 30, 2028)

Candidates may NOT be members of the CUR Nominations and Leadership Development Committee during their nomination or election.

All nominees must be CUR members at the time of their nomination and, if elected, must remain members throughout their term.

**Nomination Process:**
Nomination for the role of Treasurer may be a 3rd party nomination or self-nomination. Partial submissions will not be reviewed.

Please collect your nomination materials prior to submitting your nomination. The nomination form will require the following materials:

*To nominate a colleague (due by 11:59pm EST, November 6, 2023):*

- Nominee information (full name, institution, link to any website with any relevant supplemental information: e.g., CV, LinkedIn page, Biography on campus website, other websites or blogs)
- A reflection on why the candidate is qualified to serve as Treasurer and all subsequent roles. (300 words or less)

*For Self-Nominations (due by 11:59pm EST, December 1, 2023):*

- An abbreviated 4-page CV highlighting professional accomplishments with respect to undergraduate research;
- A description of your leadership experience both within CUR and extramural and how they qualify you to serve as Treasurer and all subsequent roles. (1 page maximum)

**Nominee Vetting, Notification, and Challenge Information:**

The CUR Nominations and Leadership Development Committee will vet all nominees. Approved 3rd party nominees will be asked to complete a nomination form. Additional information may be required from nominees during the vetting process. The committee must interview approved candidates as part of the vetting and approval process. The NLDC will present an approved candidate slate for all officer positions to the membership for approval or challenge in early Spring 2024. All candidates will be notified of their status by May 1, 2024.
**Board of Directors Roles + Responsibilities**

**Charge:**

The Board of Directors (BoD) is the highest governance leadership body of CUR. Directors are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. (Council of Nonprofits) Each Director has three primary legal duties: duty of care, duty of loyalty, and duty of obedience.

1. **Duty of Care** — *Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.*

2. **Duty of Loyalty** — *Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization’s needs come first.*

3. **Duty of Obedience** — *Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.*

https://boardsource.org/fundamental-topics-of-nonprofit-board-service/roles-responsibilities/

Additional responsibilities include:

- Prepare for, attend, and fully participate in board meetings.
- Determining mission and vision of the organization
- Guide strategic vision.
- Ensure fiduciary oversight and financial management.
- Serve as organizational ambassadors.
- Engage in securing partnerships, resources, and leverage connections and networks for the advancement of CUR and its mission.
- Select and evaluate the performance of the chief executive officer.
- Enhance the public image of CUR.
- Monitor and assess performance as the governing body of CUR.
- Engage fully in all BoD assignments.

**Deliverables/Timeline:**

- The BoD meets on a quarterly basis virtually.
  - Budget approval will be included in a regularly scheduled meeting.
- Each June there is an in-person Board retreat.
- Directors are assigned to various working groups and committees, which determine their own meeting schedule. Specific deliverables are included when charged.
- Board members are expected to participate in CUR programming throughout the year, i.e., annual awards ceremony, STR showcase, ConnectUR, and others.

**Composition:**

When fully transitioned the BoD will be composed of:
- Treasurer
- President Elect
- President
- Immediate Past President
- Directors (9)

Staff Liaison:

Executive Officer

Policies: Failure to adhere to these policies could result in removal from the BoD, at the discretion of the Executive Committee.

- Serving on the BoD requires active participation. Failure to participate in BoD obligations or violations of the CUR Code of Conduct, Code of Ethics, Confidentiality or Conflict of Interest policies can result in removal from the committee.
  - Preparedness and regular attendance is necessary to uphold fiduciary responsibilities. BoD members are required to attend all board meetings. Any absences beyond 25% of the Board meetings over the course of the year could be subject to removal. If you anticipate missing a meeting, please inform the President at least 10 days in advance to ensure the meeting quorum can be met and business can be conducted. The Executive Committee will review repeated absences to determine next steps.
- Maintain confidentiality about all internal CUR matters.
- Speak in a single voice regarding board decisions.
- Operate by the CUR Meeting Parameters.
- Operate within CUR’s values.

CUR Meeting Parameters:
Developing a Community Understanding

- Positive
- Future focused
- Respect past
- Listen to understand
- **Create, not fix**
- **“CUR” hat**
  - Strategy is not a spectator’s sport. It is about thoughtful Participation.
  - Dialogue, discussion, open, honest
- **Hope & direction**
Directors Roles Include:

- Be responsive and problem-solving member of the BoD. Dedicate significant time and energy to CUR business needs and planning, coming prepared to all meetings.
- With entire BoD ensures legal risk is mitigated, finances are sound and handled responsibly.
  - Act wholly on behalf of moving the organization forward and supporting strategic and financial interests of CUR, eliminating any conflict of interest or personal gain from actions during time in leadership role.
  - Assess risk, opportunities, and threats to the organization and bring to the BoD accordingly.
- Serve on BoD subcommittees, task forces, and working groups as appointed.
- BoD has oversight and responsibility for the overall governance structure, leadership pipeline, and governing documents of the organization.
- Holds responsibility for organizational strategy and progress.
- Assume necessary travel expenses for required in-person attendance.
- Commit to a total of three years in this position.
- Maintain active CUR membership.
- Serve as an ambassador of CUR through participation at external events.
- Represent the BoD and CUR leadership through participation at CUR activities.
- Assures ongoing recruitment, development, and contributions of BoD members.

Duties of the Treasurer: in addition to Director’s roles

- Consults with the Executive Officer to accept, invest, and disburse funds as authorized by the BoD.
- Serve as chair of the Finance Committee to assist the board in achieving CUR’s strategic priorities by monitoring the financial condition and financial strategy of the organization.
- Serves as a member of the Executive Committee.
- Verifies an accurate account of the financial state of CUR as maintained by the NO.
- Provides updates on organizational fiscal standing.
- Collaborates with the Executive Officer to prepare the budget presentation board meetings.
- Serve on the Council.

Duties of the President-Elect: in addition to Director’s roles

- Serve on the Council.
- Serves as a member of the Executive Committee.
- Performs duties as assigned by the President and CUR Bylaws
- Prepares to assume the office of President; this may include self-directed activities to address organizational areas that are unfamiliar.
- Attends leadership training prior to the beginning of their presidential year with the Executive Committee
- Assuming the duties of the President in the temporary absence of the President
Duties of the President includes: in addition to Director’s roles

- Serve as primary voice of organization by communicating regularly and publicly with members, volunteers and other organizational partners.
- Serve on Nominations Leadership Development Committee (non-voting)
- Act as Chair to BoD and Executive Committee and set BoD agenda.
- Hold oversight and responsibility for organizational strategy and progress.
- Have regular communication with the Executive Officer on organizational operations.
  - Be prepared to communicate frequently and with urgency with the CUR Executive Officer, and BoD, volunteer leadership.
  - Partners with the Executive Officer to help ensure the BoD’s directives, policies, and resolutions are implemented.
- Dedicate significant time and energy to CUR business needs and planning.
- Appoint and charge volunteer leaders, committees, sub-committees, and task forces as necessary to accomplish focused tasks.
- Manage all volunteer-to-volunteer relationships and conversations.
- Assesses the performance of the BoD and its committees.
- Sets goals and objectives for the board and ensures that they are met.
- Ensures the BoD has approved processes and policies to help ensure sound and compliant governance and management of CUR.
- Coordinates with the Executive Committee on the annual performance review of the Executive Officer

Immediate Past President: in addition to Director’s roles

- Serves as a member of the Executive Committee
- Chairs the Nominations and Leadership Development Committee
- Assumes other duties or responsibilities as may be assigned by the President.
- On-Board Treasurer, mentor President-Elect.