2023-2024 Nominations + Elections: Roles + Responsibilities

Councilor
**CUR Council - Councilor**

*Full Call:*

The Council on Undergraduate Research seeks collaborative members with strong communication skills to serve as Councilors. The Council is a multidisciplinary advisory body to the Board of Directors. Councilors provide a crucial link between the Board of Directors and Divisions, serving in a communication capacity, bridging the insight of the Division to the work of CUR as a whole by encouraging meaningful sharing of trends, challenges, and opportunities from the Division level. In addition to meetings with the Council, Councilors will be expected to meet with their Division leadership to share information and facilitate conversations necessary to serve in their advisory role.

The Council role is best suited to individuals who have previously served on their Divisional Council. This position may not be held concurrently with Division Representative. Division Representatives will need to step down to accept this position.

*Requirements:*

Successful Councilor candidates must demonstrate the following leadership qualities:

- **Communication**: Professional and effective communicators who can 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
- **Creativity**: Thoughtful supporters of change, able to think outside the box to find new initiatives
- **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

Councilors must maintain a current membership with CUR and have the time and interest to serve the larger CUR community. The Council will meet a minimum of 3 times a year, and meeting attendance is required.

Councilors must demonstrate a commitment to CUR’s strategic plan and mission.

Councilors elected in this cycle will serve either a one-year or three-year term. Terms will begin on June 1, 2024.

*Nomination Process:*

This nomination is a self-nomination. Partial submissions will not be reviewed. Nominations must be submitted by 11:59 pm EST, January 3, 2023. If you would like to recommend someone else to be considered, please refer them to this page or send their contact information to CUR@CUR.org.

Please prepare answers to the following required application questions before beginning the online nomination form (note that all answers must be 1000 words or less):

- Describe your leadership experience both within CUR and extramural;
- How would you anticipate your skills will help the Council successfully uphold the following charge?

  “The primary focus of this multidisciplinary body will be to provide advisory input to the Board, so they have a broader perspective when making resource investment decisions. The Council will serve in a communication capacity, surfacing key items arising from the Divisions, bridging the insight of the Division to the work of CUR as a whole, and serving as one means of information and resource dissemination from the central organization to the Divisions and members. Finally, Council will provide recommendations to the Board on Division creation, merging, and sunsetting.”
Nominee Vetting, Notification, and Ballot Information:

The Division’s Nominations and Leadership Development Committee (NLDC) will vet all Councilor nominees and submit recommendations for candidates to appear on the ballot. In early Spring 2024, accepted nominations will appear on a ballot that will be voted on by the CUR membership in their Division. All candidates will be notified of their election status by April 1, 2024.
Councilors Roles + Responsibilities

Charge:
The primary focus of this multidisciplinary body will be to provide advisory input to the Board, so they have a broader perspective when making resource investment decisions. The Council will serve in a communication capacity, surfacing key items arising from the Divisions, bridging the insight of the Division to the work of CUR as a whole, and serving as one means of information and resource dissemination from the central organization to the Divisions and members. Finally, Council will provide recommendations to the Board on Division creation, merging, and sunsetting.

Deliverables/Timeline:
- 3 meetings annually determined by Chair

Composition
- 2 Councilors per Division
- President-elect (Chair)
- Treasurer
- CEO (non-voting)

Staff Liaison
Lindsay Currie

Policies
Failure to adhere to these policies could result in removal from the Council, at the discretion of the Chair.

- Serving as a Councilor requires active participation. Failure to participate in Council 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 responsibilities. Councilors are required to attend all meetings. Any absences beyond 25% of the meetings over the course of the year could be subject to removal. If you anticipate missing a meeting, please inform the Chair at least 10 days in advance to ensure business can be conducted. The Chair will review repeated absences to determine next steps.
- Operate by the CUR Meeting Parameters.
- Operate within CUR’s values.
- Cannot sit on Council and Board of Directors simultaneously.
CUR Meeting Parameters:
Developing a Community Understanding

Roles:

Councilors

• Tap into Division members and others on key topics of the strategic plan.
• Utilize multi-disciplinary expertise and perspectives to advise on issues of the organization.
• Serve as a resource to Divisions, helping to align programmatic efforts to mission advancement and organizational strategy.
• Surface key trends, threats, and opportunities heard across Divisions and the higher education community for Board awareness and strategic consideration.
• Identify potential leaders of the future in partnership with the Nominations and Leadership Development Committee.
• Be an emissary of CUR and CUR’s mission, both at their home institution and at professional-related conferences and meetings. CUR relies on leaders to use their many skills to achieve the objectives of the organization including: promoting, mentoring, and involving undergraduate students in their research, scholarship, and creative activity.
• Attend any CUR leadership meetings as required. (There will be a minimum of three Council Meetings)
• Commit to a total of three years in the position.
• Maintain CUR membership.
• Serve on any committees, working groups, or task forces as assigned by the Chair.

Chair

• Determine meeting frequency (at least three times a year). Plans and leads agenda.
• Works in partnership with the National Office on any deliverables.

• Charges and assigns any Committees.