2023-2024 Nominations + Elections:
Roles + Responsibilities
Division Representative
CUR Divisions - Division Representative

*Full Call:*

The Council on Undergraduate Research seeks collaborative and capable members with expertise in URSCI to serve as Division Representatives. Division Representatives are a crucial link between the organization and its members, helping to advance undergraduate research through programmatic resource development, networking and mentor development opportunities, advocacy at their home institution, and other activities and events.

Throughout their three-year term, Division Representatives are required to:

- Attend volunteer leadership training and Divisional meetings, which are held virtually,
- Attend in-person events like ConnectUR, as required by Division.
- Represent their Division in task force or committee positions within the organization or serve as program facilitators and coordinators.

Candidates are encouraged to apply to the Division most closely aligned with their discipline or area of expertise. This position is open to all CUR members interested in sharing their mentorship expertise, increasing awareness of URSCI, and developing connections within the community. Specific needs and responsibilities may vary depending on the Division. Potential candidates with questions are encouraged to contact their Division’s Nominations and Leadership Development Committee for additional specifics.

*Requirements*

Successful candidates for Division Representative must demonstrate the following qualities:

- 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 who can hear and disseminate community needs.
- 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.

This position is open to those new to CUR. Elected Division Representatives must maintain active membership during their term.

Candidates must demonstrate commitment to CUR’s goals and have the time and interest to serve the larger CUR community.

Division Representative responsibilities include serving in leadership or programmatic development capacities within the division.

Division Representatives are required to attend volunteer training or leadership meetings. Any meetings requiring a cost for travel will be the attendee’s responsibility.

If elected, CUR can provide a copy of your election letter to administrators you designate to help secure administrative support for your work with CUR and your division.

Division Representatives elected in this cycle will serve either a one-year or three-year term. Terms will begin on June 1, 2024. The number of open positions may vary depending on Division.

*Nomination Process:*
This nomination is a self-nomination. Partial submissions will not be reviewed. Nominations must be submitted by 11:59pm EST, January 4, 2024. If you would like to recommend someone else to be considered, please refer them to this page or send their contact information and applicable Division to Austen Gage (agage@cur.org).

CUR values diverse opinions and experience to fully represent the undergraduate research community, so candidates will be evaluated on diversity with respect to institutional type, area of specialization, identity, and geographic location.

Please prepare answers to the following required application questions prior to beginning the online nomination form (note all answers must be 300 words or less):

- Please comment on your involvement in undergraduate research activities in the context of your institution and its mission. (300 words or less);
- In what ways have you helped promote diversity and inclusion in URSCA? (300 words or less);
- How would you anticipate your skills will help 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 allocation decisions. CUR Division Representatives advance undergraduate research by providing networking opportunities, activities, and educational content. Their aim is to create and foster community and value within the organization. Representatives support the members of their division in activities and programs that align with the CUR strategic plan, mission, vision, and values.");
- If you have previously served a term as Division Representative (previously Division Councilor), are there any particular contributions during your previous term/s that you would like to highlight? (optional)

Nominee Vetting, Notification, and Ballot Information:

Each Division’s Nominations and Leadership Development Committee will vet all Division Representative nominees and submit recommendations for candidates to appear on the ballot. Accepted nominations will appear on a ballot in early Spring 2024 that will be voted on by the CUR membership. All candidates will be notified of their election status by May 1, 2024.
**Division Representatives Roles + Responsibilities**

**Charge:**

CUR Division Representatives advance undergraduate research by providing networking opportunities, activities, and educational content. Their aim is to create and foster community and value within the organization. Representatives support the members of their division in activities and programs that align with the CUR strategic plan, mission, vision, and values.

**Deliverables/Timeline:**

- Annual Action Plan (July)
- Mid-year reports (January 8, 2024)
- End-of-year reports (May 23, 2024)
- Divisional activities (On-going)

**Composition:**

- Up to 24 representatives, including a Chair, Vice-Chair and Secretary.

**Staff Liaison:**

Austen Gage

**Policies:**

Failure to adhere to these policies could result in the removal of a Division Representative, at the discretion of the Chair.

- Serving as a Representative requires active participation. Failure to participate in Division obligations or violations of the CUR Code of Conduct, Code of Ethics, Confidentiality or Conflict of Interest policies can result in removal from the position.
- Preparedness and regular attendance is necessary to uphold responsibilities. Representatives 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.
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

Roles:

**Representative**

- 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.
- Leading the creation of educational content and mentor development for division membership, within the approved annual action plan. Work with other Division Representatives to create collaborative solutions to the issues faced by the UR community. Connect with Division leadership and the National Office to move these initiatives forward.
- Provide service to their division and to assigned committees and focused task forces.
- Attend any CUR leadership meetings as required.
- Commit to a total of 3 years in the position.
- Maintain CUR membership.

**Secretary**

- Maintain accurate records of Division meetings and decisions.
- At least annually share records with National Office for archiving. (inclusion in community accomplishes this)

**Vice-Chair**

- Performs duties as assigned by the Chair.
- Serves as a back-up to the Chair.
- Prepares to be Chair.
Chair

- Determines meeting frequency (at least twice a year). Plans and leads agenda.
- Charges and assigns Divisional Committees. As necessary, appoints Divisional Representatives to CUR-wide committees as tasked by the President.
- Works in partnership with the National Office on annual action plan, nominations and election processes, educational content development and delivery, reporting, and budget spending.
- Oversees Division nominations and election.
- Communicates with Councilors to ensure Divisions voice is represented.
- Manage, engage and lead the Division Representatives.
- Participate in any called Chair meetings or activities.

Division NLDC

Charge:

In partnership with the staff, the Divisional Nominations and Leadership Development Committees are an essential part of the CUR volunteer development process and serve as year-round committees with responsibilities that include:

- Working with CUR leadership and staff to assess the qualities, skills, and diversity needed in Division leadership in each election cycle.
- Identify and recruit top-tier candidates, aligned with CUR’s mission and vision, for the Division and Council.
- Engage in a fair and transparent process of vetting those candidates to put forward a qualified and strong slate.
- Oversee the process of leader selection/election.
- Develop a pipeline of future Divisional leadership through outreach and education.

Deliverables/Timeline:

- On-going work to identify and recruit future leadership candidates.
- Late Summer/ Early Fall- Meet to discuss open positions and call for nominations
- Fall- Call for nominations opens
- Winter- Review nominations and prepare ballot for election
- Late Winter/Early Spring-ballot announced and voting opens
- Spring- Announcement of newly elected leaders
- Spring/Summer- On-boarding and new terms start

Committee Composition:
- A minimum of two individuals, one of which cannot be up for re-election in the nomination cycle.
- Committee membership should be shared with the National Office for documentation.

**Staff Liaison:**

Austen Gage

**Policies:**

- Serving on this committee requires active participation. Failure to participate in committee obligations or violations of the CUR Code of Conduct, Code of Ethics, or Conflict of Interest policies can result in removal from the committee.