I. Name

The organization name shall be voted on by its steering committee members. The organization name should convey the organization’s purpose and be inclusive of its intended audience. As the organization evolves, changes to the name may be made as necessary, though changes should be kept to a minimum to ensure continuity of the organization over time.  

II. Purpose

The organization’s steering committee shall review the mission and vision statements on an annual basis or as needed. The mission and vision statements shall be updated to stay true to the purpose of the organization based on its evolution.

The organization shall establish clear goals on an annual basis based on the current state of affairs and/or requests made by the research professionals at large or research leadership at UNC.

The organization’s mission, vision and goals shall be finalized after review and voting by steering committee members. The organization’s mission and vision statements shall be made public to the UNC research professionals at large.

Mission: To foster a distinguished community of research practice at UNC through education, communication and collaboration. (established July, 2015)
Vision: To engage and empower UNC research personnel to excel as a synergistic and preeminent research community. *(established July, 2015)*

### III. Organization

The NRP steering committee shall be governed independently and internally by its members and elected leaders. The NRP steering committee and its mission and activities shall benefit from oversight by Associate Vice Chancellor for Research and Chief Operating Office of NC TraCS Institute.

The organization of the NRP is represented in the chart below.

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### IV. Officers

**President and Steering Committee Chair**

A new President/Steering Committee Chair shall be elected every 2 years. The President’s primary duties include:

- Serve as liaison between steering committee and Office of Vice Chancellor for Research and NC TraCS; meet with leadership as needed to review progress and/or prioritize initiatives

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*Version Date: 1/13/2016*
Serve as representative of the NRP and promote the best interests of the NRP in a fair and unbiased manner on broader platforms
Organize and lead steering committee meetings
Prioritize steering committee focus of work
Finalize annual organizational budget request and gain approval for annual budget from Associate Vice Chancellor for Research and Associate Director of TraCS, revising as necessary; track and report expenditures
Communicate to research professionals at large as requested or deemed beneficial
Manage NRP listserv mailings (review, approve, redirect, etc.)
Manage Steering Committee listserv (membership)
Maintain comprehensive list of all committee members and roles
Organize and lead steering committee strategic planning retreats (as needed, recommended once every 2 years)
Ensure mission, vision and goals are up to date and in focus
Communicate regularly with steering committee and sub-committee members to monitor and document progress and provide additional resources or guidance where needed
In collaboration with steering committee members, produce NRP annual report at the end of each fiscal year
In collaboration with NC TraCS communications specialists, keep NRP website up to date

Steering Committee Secretary
Steering Committee Secretary shall be elected every 2 years. The Secretary’s primary duties include:

- Assist in scheduling steering committee meetings (reserve meeting space and teleconference lines, send calendar invitations, etc.)
- Record notes and prepare meeting minutes to be distributed to steering committee members
- Assist in communicating action items to steering committee members as applicable
- Manage NRP listserv (membership)

Immediate Past President
In the 1 year following his/her term as President, the Immediate Past President shall serve in an advisory role to the President and remain an active member of the Steering Committee.
President Elect
Every 2 years, a President Elect will be elected. Ideally, the President Elect will begin his/her term as President Elect 6-12 months prior to transitioning into President. During his/her time as President Elect, this individual will work closely with the active President to ensure a smooth transition to his/her upcoming position as President.

Sub-Committee Chairs
Each active Sub-Committee shall elect a Committee Chair. Sub-Committee Chairs are asked to commit to a minimum 1 year of holding the position. The term may be longer at the discretion of the Sub-Committee members and willingness of the Chair. Primary duties of Sub-Committee Chairs include:

- Serve as liaison between the sub-committee members and the steering committee
- Organize committee meetings
- Prioritize committee focus of work
- Delegate tasks to committee members as necessary

V. Committees
Committees within the steering committee shall be added or eliminated as the members see fit throughout the course of the evolution of the committee and its priorities. Each sub-committee shall seek and maintain at committee Chair. Sub-committees shall function to achieve goals set by the steering committee. Current sub-committees as of 1/2016 include:

- Education
- Mentoring
- Communication
- Outreach
- Events

VI. Membership
NRP membership is open to all UNC research professionals at large and all are welcome and encouraged to join. Membership is achieved by joining the NRP listserv.

Steering committee members are accepted on an ongoing basis. The steering committee shall strive to maintain a minimum of 15 members.

All steering committee members are expected to:

Version Date: 1/13/2016
• Participate in meetings (teleconference option available); members are expected to participate in a minimum of 50% of the meetings each fiscal year
• Contribute to the organization’s mission in a way that is fair and unbiased
• Foster productive communications
• Treat colleagues with respect
• Participate in projects and/or in a sub-committee

Criteria for steering committee membership:

• At least one year experience working in a research capacity at UNC
• Desire and ability to support the mission of the NRP

VII. Meetings

The President and Secretary shall work together to organize monthly meetings of the steering committee. Meetings shall have a clear agenda and set out to achieve goals in an efficient manner. Additional meetings may be scheduled or meetings may be canceled as recommended by the committee members, so long as goals are being achieved.