



UNC SYSTEM STAFF ASSEMBLY

Consent to Serve Form

What is the UNC Staff Assembly?

The Staff Assembly serves in parallel function with the University Faculty Assembly and the Association of Student Governments to address constructively the concerns and interests of our respective campuses and the whole University.

Our goal is to improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations.

How Often Does the Staff Assembly Meet?

Regular meetings of the Assembly shall be conducted at least three times per fiscal year in accordance with a schedule published and distributed by July 1 to Assembly delegates by the Secretary. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference). The Chair may call special meetings as needed.

Meetings of the Assembly shall be conducted in accordance with North Carolina's Open Meetings Law.

More information about the UNC Staff Assembly can be found on our website at <https://myapps.northcarolina.edu/staffassembly/>

What are the duties of officers?

1. Officers shall attend all regular monthly meetings and one subcommittee meeting.
2. Officers shall serve on appointed staff assembly committees.
3. Officers shall make themselves known to their constituents, indicating how they can be contacted.
4. They shall be receptive to collecting information of importance to the university and staff on behalf of their representative division and communicate this effectively to the Staff Assembly. In turn, delegates must keep their constituents informed of the work of the Staff Assembly and matters that the administration.
5. Officers serve a two-year term from the date of election or until a replacement can be found.

Description of Officer's and their duties

Chair

The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.

Vice Chair

The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair.

Technology Officer

The Technology Officer shall manage all facets of technology for the Assembly. This includes preparation of electronic ballots/polls, dissemination of information via appropriate means (i.e. website, email, social media, etc), and making technology recommendations to the Assembly.

Chair-Elect

A Chair-Elect will be elected in the second year of the term of the Chair and shall have duties as designated by the Chair.

Past Chair

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to all standing committees with the exception of the Campus Chairs Committee.

Parliamentarian

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures.

At Large Delegates

The At-Large Delegate shall attend all Executive Committee and UNC Staff Assembly meetings and stay abreast of all UNC Staff Assembly activities during his/her term. At-Large Delegates will be assigned by the UNC Staff Assembly Chair to serve on Ad Hoc committee(s) as required for the duration of their term in office.

The Election Process

Individuals being considered for an officer of the Staff Assembly must consent and receive approval of their supervisor before a nominee's name is placed on the ballot. Please sign and have your supervisor sign this consent form.

All consent forms should be returned as soon as possible to ensure timely inclusion on the ballot and eligibility to hold any position.

Name of Nominee _____

Signature/Consent to Run _____

Nominee Email _____

Address _____

Nominee Phone # _____

Date: _____

Supervisor Name _____

Signature/Consent to Serve _____

Supervisor Email _____

Supervisor Phone # _____

Date: _____