UNC Staff Assembly Position Description

Chair

Preferred Qualifications

- Active member of the UNC Staff Assembly at the time of election to Chair-Elect
- Demonstrated leadership skills through the record of responsible service to the UNC Staff Assembly
- Knowledgeable about the programs and activities of the UNC Staff Assembly
- Ability to communicate effectively in oral and written form
- Demonstrated ability to exercise good judgment
- Fair, reasonable, and impartial
- Ability to be a good facilitator
- Committed to serving the common interests of the UNC Staff Assembly
- Flexibility in scheduling and traveling
- Ability to maintain day-to-day operation of principal job functions while functioning in the capacity of the Chair
- Good working relationship with management in his or her department and flexibility in job responsibilities

Term

The Chair shall serve for two years as defined by the bylaws.

General Description

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

The Chair’s specific duties and responsibilities include but are not limited to:

- Preside over all meetings of the UNC Staff Assembly and Executive Committee and develop an agenda for these meetings in consultation with the Executive Committee
- Attend UNC Staff Assembly functions and events
- Perform the duties usually associated with this office including, but not limited to:
  - Generally supervising the activities of the UNC Staff Assembly
  - Appointing members of task forces and special committees with the guidance of the Executive Committee
Attend formal meetings to include:
  - UNC System Board of Governors
  - President of the UNC System
  - Chancellor Installations
  - Awards Ceremonies
  - Recognition presentations
  - Formal and called meetings of the UNC Staff Assembly and UNC Staff Assembly Executive Committee

Communicate with the UNC System President, Chief of Staff, Vice President and Senior Vice President of Human Resources on a routine basis to stay abreast of issues, concerns, commitments, and information

Establish communications with Chancellors and/or Chief of Staff at each institution, acquire essential staff information at the institutions, collect and work issues on behalf of the staff

Conduct campus visits and attend campus events to address the staff and institution Leadership concerning staff recommendations and concerns

Gather and exchange information on behalf of the staff of the constituent institutions and System Office of The University of North Carolina

Act as spokesperson to news and media outlets on behalf of the UNC Staff Assembly

Forward information to the System Office for immediate media release with the guidance of the Executive Committee, working closely with the UNC System Office Vice President of Communications

Serve as the UNC Staff Assembly appointee on task forces and special committees appointed by The UNC System President and the North Carolina State Legislature

Serve as a UNC Staff Assembly representative to the legislature and act as a resource person for the legislature on University staff issues as directed by the President

Develop strategic (annual) objectives for the UNC Staff Assembly with the help of the Executive Committee and builds consensus

Set the UNC Staff Assembly meeting dates and coordinates requests for video teleconferences and/or in-person meetings

Foster and support a working relationship with the Chair of the UNC Faculty Assembly, developing considered and informed recommendations that benefit both Staff and Faculty of the institutions

Serve as an advocate of shared governance to both the staff and faculty

Attend key UNC Faculty Assembly meetings/retreats to bring awareness of staff issues and concerns to the faculty audience

Serve as ex-officio, non-voting member of all committees

Serve as chief spokesperson for the UNC Staff Assembly with both external and internal audiences. Keep members informed of the UNC Staff Assembly's actions and association issues

Prepare and present a report to the membership at the annual meeting

Reviews bylaws and policies of the UNC Staff Assembly and recommend changes as necessary
Time Commitment Required

Meetings and Events
- Executive Committee Meetings: 2 hours/month or as needed
- UNC Staff Assembly Meetings: minimum of three (3) per year, two (2) days each*
- UNC Faculty Assembly/UNC Staff Assembly Retreat: one (1) per year, two (2) days*
- Campus Chairs’ Committee: 2 hours/month (optional)
- Other UNC Staff Assembly Committees: 4 hours/month
- UNC Board of Governors Meetings: twelve (12) per year, two (2) days each*
- Special Call meetings: 1 hour as needed
- Chancellor installations, awards, recognitions: as needed
- Meetings of task force/search/and other special appointed tasks: as needed
- Chancellors’ Cup Golf Tournament: two (2) days with travel

Other Tasks
- Meeting Preparation: 6 hours/month
- Meeting Minutes Preparation/Review: 1 hour/month
- Research and Investigation/Reports: as needed
- Communication and Coordination: 10 hours/month
- Reports (Trip reports, annual reports, etc): 4 hours/month

*In-person meetings may require additional hours for travel.

Expense Policy
It is the policy of the UNC Staff Assembly to reimburse the Chair for all Assembly-related travel required to fulfill their duties on the executive committee, according to established travel guidelines and mandates by the office of the System Office.