



## UNC Staff Assembly Position Description

### At-Large Delegate

#### Preferred Qualifications

- Active staff member of the UNC System at the time of election
- Demonstrated leadership skills through the record of responsible service to the UNC System
- 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
- Good working relationship with management in his or her department and flexibility in job responsibilities

#### Term

The At-Large Delegate shall serve for two years as defined by the bylaws.

#### General Description

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 At-Large Delegate's specific duties and responsibilities include but are not limited to:

- Serve as a representative of all staff—across the entire UNC System
- Contribute to governance decisions as a member of the Executive Committee
- Participate in UNC Staff Assembly meetings and activities
- Perform the duties usually associated with this office including, but not limited to:
  - Serving on the Chancellors' Cup Golf Tournament (CCGT) Committee
  - Chairing/Serving on the Nominations Committee
  - Chairing/Serving on the Scholarship Committees
  - Generally supervising the activities of the UNC Staff Assembly
  - Appointing members of task forces and special committees with the guidance of the Executive Committee
- Awards and Scholarship Duties as assigned by the Chair



## **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
- Other UNC Staff Assembly Committees as defined by the Chair: 1-2 hours/month
- Special Call meetings: 1 hour as needed
- Chancellors' Cup Golf Tournament: two (2) days with travel

### **Other Tasks**

- Research and Investigation/Reports: as needed
- Review and Evaluate scholarship requests and nominations: as needed
- Communication and Coordination: 2 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 At-Large Delegate for all Assembly-related travel required to fulfill their duties on the executive committee, according to established travel guidelines and mandates by the System Office.