



UNC Staff Assembly Position Description

Chair-Elect

Preferred Qualifications

- Active member of the UNC Staff Assembly at the time of election
- 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-Elect
- Good working relationship with management in his or her department and flexibility in job responsibilities

Term

The Chair-Elect will be elected in the second year of the term of the Chair as defined by the bylaws.

General Description

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.

The Chair-Elect's specific duties and responsibilities include but are not limited to:

- Assist the current Chair with all UNC Staff Assembly matters
- Carry out special assignments as requested by the Chair
- Participate in UNC Staff Assembly meetings and activities
- Participate as a vital part of the Executive Committee leadership
- Succeed the Chair in office



Time Commitment Required

Meetings and Events

- Executive Committee Meetings: 2 hours/month or as needed
- UNC Board of Governors Meetings: twelve (12) per year, two (2) days each*
- 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

- Meeting Preparation: 4 hours/month
- Meeting Minutes Preparation/Review: 1 hour/month
- Research and Investigation/Reports: 2-4 hours/month
- Communication and Coordination: 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-Elect 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.