



UNC Staff Assembly Position Description

Chair-Elect

Qualifications:

- An 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.
- Good working relationship with management in his or her department and flexibility in job responsibilities.

Term:

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

General Description:

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

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

- Will assist the current Chairperson with all Assembly matters.
- If the Chairperson is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chairperson.
- Carries out special assignments as requested by the Chairperson.
- Understands the Chairperson's responsibilities and performs these duties in his/her absence.
- Attends all UNC Staff Assembly meetings.
- Participates as a vital part of the Executive Committee leadership.
- Chair-Elect succeeds the Chairperson in office.



Estimated Time Commitment Required

- Monthly meetings: Executive Committee: 2 hours/month
- Governance Committee/Legislative priorities Committee: 1 hour/month
- Chairpersons' Committee: 2 hours/month.
- Other Committees of the UNC Staff Assembly: 4 hours/month.
- Special call meetings: 1 hour as needed.

Meetings

- Executive Committee Meetings as needed.
- UNC Staff Assembly Meetings: a minimum of three in-person per year.
- Faculty Assembly/UNC Staff Assembly Retreat: 2 days with travel.
- Other committee meetings as defined by the Chairperson.

Expense Policy

It is the policy of the UNC Staff Assembly to reimburse the Chair-Elect for all Assembly-related travel, according to established travel guidelines by the office of OSP and General Administration consent. Reimbursement is subject to only the requirements to fulfill the duties of the office of Chair-Elect.