



UNC Staff Assembly Position Description

Vice-Chairperson

Qualifications

- Active member of the UNC Staff Assembly.
- Demonstrated leadership skills through a 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 an effective facilitator.
- Committed to serving the common interests of the UNC Staff Assembly.
- Flexibility in scheduling.
- Flexibility in traveling.
- Ability to maintain day-to-day operation of principal job functions while functioning in the capacity of Vice-Chairperson.
- Good working relationship with management and flexibility in job responsibilities.

Term

The Vice-Chairperson shall serve for two years as defined by the bylaws.

General Description

The Vice-Chairperson shall serve as Chairperson of the Campus Chairs Committee and is a member of the Executive Committee. The Vice-Chairperson shall conduct meetings and represent the UNC Staff Assembly in the absence of the Chairperson. The Vice-Chairperson will preside over annual standing committee formation.

The Vice-Chairperson specific duties and responsibilities include but are not limited to:

- Preside at all meetings of the Chairs Committee.
- Develop an agenda for Chairs Committee meetings in consultation with the Chairperson of the UNC Staff Assembly.
- Oversee the process of committee formation to ensure adequate membership on each standing committee.
- Attend Assembly functions and events.
- Attend monthly Executive Committee meetings.
- Perform other duties as assigned by the Chairperson.



UNC SYSTEM STAFF ASSEMBLY

Time Commitment Required

- Executive Committee: 2 hours monthly
- Chairs Committee: 2 hours monthly
- Special called meetings: 1 hour monthly (varies)
- Standing Committee formation: 24 hours annually
- Meeting Preparation: 4 hours monthly
- Meeting Minutes Preparation/Review: 1 hour monthly
- Research and Investigation/ Reports: 2 – 4 hours monthly
- Communication and Coordination: 4 hours monthly

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 Vice-Chairperson 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 Vice-Chairperson.