



UNC Staff Assembly Position Description

Secretary

Qualifications

- Must be a full-time employee of the UNC system.
- Knowledgeable about the programs and activities of the UNC Staff Assembly.
- Have working knowledge of Google Docs, Outlook, and general social media applications.
- Ability to communicate effectively in oral and written form.
- Ability to commit to short term deadlines.

Term

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

General Description

The Secretary is responsible for the official communication of the Executive Committee, Executive and full-body minutes, announcements, and the business of the UNC Staff Assembly and Executive Committee. The Secretary communicates Executive Committee business to delegates and the University staff through appropriate means.

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

- Record and distribute minutes within 15 business days for:
 - o UNC Staff Assembly full body meetings,
 - o Executive Committee meetings,
 - o Faculty and Staff retreat meetings of the UNC Staff Assembly.
- Assist with the development of content for the UNC Staff Assembly as directed by the Chairperson or in support of executive communications (i.e. social media, newsletter, website).
- Maintain and call roll at each full body and Executive Committee meeting of the UNC Staff Assembly.
- Prepare to conduct meetings in the absence of the Chairperson and Vice-Chairperson contributing to the governing body as a member of the UNC Staff Assembly Executive Committee by contributing to governing decisions and serving on additional committees as designated by the UNC Staff Assembly Chairperson.



Estimated Time Commitment

- Executive Committee Meeting: as needed.
- UNC Staff Assembly Meetings: a minimum of three in-person per year.
- Monthly communications and technology-related meetings: 3 hours.
- Other committee projects as defined by the Chairperson: 1 hour per month.

Meetings

- Executive Committee Meetings as needed.
- UNC Staff Assembly Meetings: a minimum of 3 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 Recording Secretary for all Assembly-related travel, according to established travel guidelines and mandates by System Office, required to fulfill the duties on the executive committee.