The University of North Carolina
Staff Assembly

Consent to serve Form

What is the UNC Staff Assembly?

The Staff Assembly serves in an advisory capacity to the president of the University of North Carolina system. As an organization, it is dedicated to addressing the needs and concerns of staff through developing a close working relationship between its sister institutions within the UNC system and the UNC administration. Working collaboratively with all its stakeholders, the Staff Assembly strives to continually improve our work environment, "to attract, retain, develop, and motivate a diverse and competent workforce." (1)

(1) Taken from OSP website

How Often Does the Staff Assembly Meet?

A regular meeting of the Staff Assembly shall be conducted quarterly per fiscal year in accordance with a schedule published and distributed no later than July 1 of each year to Staff Assembly delegates by the Secretary of the Staff Assembly. However, the chair may call special meetings as needed. All meetings are conducted in accordance with North Carolina's Open Meetings Law.

http://uncstaffassembly.northcarolina.edu

What are the duties of officers?

1. Officers shall attend all regular monthly meetings and one subcommittee meeting.
2. Officers shall serve on appointed staff assembly committees.
3. Officers shall make themselves known to their constituents, indicating how they can be contacted.
4. They shall be receptive to collecting information of importance to the university and staff on behalf of their representative division and communicate this effectively to the Staff Assembly. In turn, delegates must keep their constituents informed of the work of the Staff Assembly and matters that the administration.

Description of Officer's and their duties.

Chair
The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.

Vice Chair
The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair.

Communications Officer
The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. In addition, the Communications Officer will chair the Communications Committee.

Chair-Elect
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.

Past Chair

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

Secretary/Treasurer

The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the University staff through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.

Parliamentarian

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.

The Election Process

Individuals being considered for an officer of the Staff Assembly must consent and receive approval of their supervisor before a nominee's name is placed on the ballot. Please sign and have your supervisor sign this consent form.

All Consent Forms must be returned as soon as possible!!

Name of potential Candidate _____

Signature/Consent to run _____ Date: _____

University or Affiliation _____

Email Address _____

Phone Number _____

Supervisor Name _____

Signature/Consent to serve _____ Date: _____

Email Address of Supervisor _____

Phone Number of Supervisor _____