Chair

General Description
The Chair, with guidance from the Executive Committee supervises and conducts the business of the Staff Assembly. The Chair provides the necessary leadership to assure that the Staff Assembly functions effectively and productively. The Chair shall represent the Staff Assembly to the University administration and serves as an advisor to the President.

Term - Two years. October to October

Specific Duties and Responsibilities

- Preside at all meetings of the Assembly and Executive Committee. Develop agenda for these meetings in consultation with the Executive Committee.
- Attend Assembly functions and events.
- Perform the duties usually associated with this office including, but not limited to generally supervising the activities of the Assembly; appointing members of task forces and special committees; with the guidance of the Executive Committee.
- Attend formal meetings to include, UNC System Board of Governors'; President of UNC System; Chancellor Installations, Awards, Recognition presentations, and formal and called meetings of the Staff Assembly and Staff Assembly Executive Committee.
- Communicate with the UNC General Administration President, Chief of Staff, Vice President and Associate Vice President of Human Resources on a routine basis to stay abreast of issues, concerns, commitments, and information.
- Establish communications with Chancellors and/or Chief of Staff at each institution: acquire essential staff information at the institutions; collect and work issues on behalf of the staff.
- Conduct campus visits and attend campus to address the Staff and Institution Leadership concerning staff recommendations and concerns.
- Gather and exchange information on behalf of the staff of the constituent institutions and General Administration of The University of North Carolina.
- Act as Spokesperson to news and media outlets on behalf of the Staff Assembly, forward information to General Administration for immediate media release with the guidance of the Executive Committee, working closely with the UNC GA VP for Communications.
- Serve as the Staff Assembly appointee on task forces and special committees appointed by The UNC System President and the legislature.
- Serve as a Staff Assembly representative to the legislature and act as a resource person for the same on University staff issues as directed by the Presidents.
- Develops strategic (annual) objectives for the Staff Assembly with the help of the Executive Committee and builds consensus. Sets the (4) quarterly meeting dates and coordinates request for video teleconferences and or in person meetings.
- Foster and support a working relationship with the Chair of the Faculty Assembly, developing considered and informed recommendations that benefit both Staff and Faculty of the institutions. Serve as an advocate of shared governance to both the Staff and Faculty.
- Attend Key Faculty Assembly meetings/retreats to bring awareness of staff issues and concerns to the Faculty audience.
- Serve as ex-officio, non-voting member of all committees.
- Serve as chief spokesperson for the association with both external and internal audiences. Keep members informed of the Assemblies actions and association issues.
- Prepare and present report to the membership at the annual meeting.
- Writes Chair’s column for quarterly newsletter.
• Reviews bylaws and policies of the association and recommends changes as necessary.

Qualifications
• Active voting member of the assembly at the time of election to Chair-Elect.
• Demonstrated leadership skills through record of responsible service to the Staff Assembly
• Knowledgeable about the programs and activities of the 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 Staff Assembly
• Flexibility in scheduling and traveling
• Ability to maintain day to day operation of principal job functions while functioning in the capacity of chair
• Good working relationship with management in his or her department and flexibility in job responsibilities

Time Commitment Required
1. Monthly meetings:
   a. Executive Committee: 2 hours/month
   b. Governance Committee/Legislative priorities Committee: 1 hour/month
   c. Chairs’ Committee: 2 hours/month
   d. Other Committees of the Staff Assembly: 4 hours/month
   e. Board of Governors: 9 hours/month
   f. Meet with the President of the University: 1 hour/month
   g. Meet with the Chief of Staff: 1 hour as needed
   h. Meeting with SVP of HR: 1 hour as needed
   i. Meeting with the AVP of HR: 2 hours as needed
   j. Special call meetings: 1 hour as needed
   k. Chancellor installations, awards, recognitions: as needed
   l. Campus meetings/tours/with Chancellors and other Key Staff: 8 hours/month
   m. Faculty Assembly Chair meetings: 2 hours/month
   n. Meetings of task force/search/and other special appointed tasks: as needed
2. Meeting Preparation: 6 hours/month
3. Research and Investigation/Reports: as needed
4. Communication and Coordination: 10 hours/month
5. Reports (Trip reports, annual reports, etc): 4 hours/month

Expense Policy
It is the policy of the assembly to reimburse the Chair 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.