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2012-13 UNOPA Elected Officers

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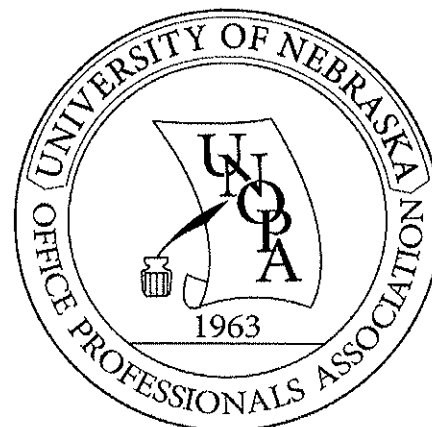
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UNIVERSITY OF NEBRASKA-LINCOLN
University of Nebraska Office Professionals Association (UNOPA)

Officers and Committees

UNOPA 2012-2013 Elected Officers

Position	Name	Phone Number	E-mail Address
President	Linda Luedtke, CEOE	472-9354	lluedtke1@unl.edu
President-elect	Mary Klucas	472-7325	mary.klucas@unl.edu
Recording Secretary	Shawn Sheets	472-3030	ssheets2@unl.edu
Corresponding Secretary	Lisa King	472-1675	lking2@unl.edu
Treasurer	Jamie Long	472-7801	jlong5@unl.edu
Past President Bradley Munn	Cathy Robertson, CEOE	472-0456	crobertson@huskers.com



To view a description of the officers duties, please see the [Bylaws and Standing Rules](#).

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community.

UNOPA 2012-2013 Standing/Ad Hoc Committees and Directors

Standing Committees	Director(s)	Description
Awards & Awards Co-director	<u>Diane Carson</u> , CEOE and <u>Lainey Bomberger</u>	The Director of each standing committee is appointed by the Elected officials of UNOPA and serves as a member of the UNOPA Executive Board. Committee members are selected by the Director of the Committee. Orchestrate all aspects of the four major awards given each year by UNOPA. Also, may be involved with special awards and with submission of awards to the state and/or national associations of which UNOPA is affiliated.
Bylaws	<u>Jane Schneider</u>	Review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board.
Career Development	TBA	Submit the proposed year's program and speakers for approval as soon as tentatively arranged to the Board of Directors and provide information about each monthly meeting to the UNOPA Notes Editor.
Career Development-PSP	<u>Debbie Hendricks</u> , CEOE	Responsible for organizing and implementing at least one free Association sponsored workshop per year for the purpose of professional development and work with membership to help them achieve their personal PSP goals.
Communication Technology	<u>Deb Rosenau</u>	Updates and maintains UNOPA's web page. It would be helpful to have working knowledge of html, pdf and ftp. Commitment is for two years.
Employee Concerns Director	<u>Roddy Spangler</u>	Set-up and direct UNOPA contacts on ad hoc committees concerning the University employees. Work with a Co-Director to coordinate all members activities on the various committees.
Hospitality Director	<u>Alicia Arnold</u>	reservations and menus for each meeting. Establish a pleasant and conducive environment. Receive membership applications and dues and process them. Acknowledge membership cards.

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.