

1993

1993-94 UNOPA Nominating Committee

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**UNOPA POSITION DESCRIPTION
PRESIDENT**

Shall perform the duties described in the Bylaws and shall conduct the affairs of the Association as determined by the membership.

Shall preside at all meetings of the Association and of the Executive Board.

Shall, with the assistance of the other elected officers, appoint directors for following standing committees: Awards, Employee Concerns, Hospitality, Membership, Nominating, Professional Growth, Publicity, Salary Issues, UNOPA NOTES, and Ways and Means.

Shall serve as an ex-officio member of all appointed committees, except the Nominating Committee.

Shall be given the option to represent the Association at the NAEOP Advisory Council at the National Convention.

Shall not vote on issues during the Executive Board meetings unless there is a tie vote.

Shall, along with the editor of UNOPA NOTES, review all drafts prior to printing.

Shall preview and approve all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.).

Shall, along with the Hospitality Director, determine head table arrangements for monthly Association meetings.

Shall be a member of the state and national associations; dues will be paid or reimbursed by the Association.

Shall, with Board approval, make recommendations for appointments to various outside committees.

Shall, along with the Treasurer, arrange for a year-end audit of all financial records by an outside individual or group as approved by the Executive Board.

Shall submit an annual report for the Association in May.

Shall work with UNOPA NOTES editor to coordinate, publish, and distribute the annual report for the Association.

Shall become the Past-President and Foundation Director during the following year.

**UNOPA POSITION DESCRIPTION
PRESIDENT-ELECT**

Shall preside at all meetings of the Association and of the Executive Board in the absence of the President.

Shall perform the duties of the President in the President's absence.

Shall fill a vacancy in the Presidency in the event the President cannot fulfill the term.

Shall act as Director of the Program Committee.

Shall submit the proposed year's programs, menus, and speakers to the Board for approval as soon as tentatively arranged.

Shall provide information about each monthly meeting to the Publicity Committee and the UNOPA NOTES Editor.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall be responsible for preparing and photocopying the printed programs for the Bosses' Luncheon, Awards Recognition Luncheon, and Installation Ceremony Luncheon.

Shall present the outgoing President with a gavel guard, chain and plaque following the passing of the gavel at the May installation meeting.

Shall submit an annual report to the President in May.

Shall become the President during the following year.

**UNOPA POSITION DESCRIPTION
PAST PRESIDENT**

Shall perform the duties described in the Bylaws and shall conduct the affairs of the Association as determined by the membership.

Shall serve as an ex-officio board member to the Executive Board.

Shall serve as director of the Foundation Committee.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall work with the Professional Growth Director in utilization of the Foundation funds for the benefit of the Association.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
CORRESPONDING SECRETARY**

Shall perform the duties described in the Bylaws and shall conduct the affairs of the Association as determined by the membership.

Shall conduct the correspondence of the Association as directed by the President and/or Executive Board.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall send courtesy cards to Association members upon reports of births, weddings, extended illness, or deaths; and shall report such contacts to the editor of the UNOPA NOTES so that such pertinent information can be passed along to the entire Association.

Shall serve as liaison for the Association between the state (NEOPA) and national (NAEOP) organizations.

Shall correspond with State (NEOPA) newsletter editor and send updates of UNOPA activities for publication.

Shall organize the annual past presidents/retirees recognition luncheon and correspond with those involved concerning the details of this activity.

Shall serve as Recording Secretary in his/her absence or as needed because of President/President-elect absences.

Shall coordinate and make registration and travel arrangements to state, regional and national meetings.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
RECORDING SECRETARY**

Shall perform the duties described in the Bylaws and shall conduct the affairs of the Association as determined by the membership.

Shall keep an accurate record of the proceedings of the Association and Executive Board meetings.

Shall send to the Executive Board minutes of each meeting within five (5) days after said meeting.

Shall provide an additional copy of the Board minutes to the President.

Shall send General Meeting minutes to UNOPA NOTES Editor for publication or distribute to membership as soon as possible.

Shall preside as President in the absence of the President and President-elect, while allowing the Corresponding Secretary to take notes of the proceedings.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall collect pertinent records to be made part of the UNOPA history at Love Library Archives.

Shall keep an up-to-date record of the current Constitution and Bylaws, including Standing Rules.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
TREASURER**

Shall perform the duties described in the Bylaws and shall conduct the affairs of the Association as determined by the membership.

Shall receive all monies and disburse funds as directed by the President and the Executive Board.

Shall present monthly reports to the Executive Board and the Association and publish such reports in UNOPA NOTES.

Shall, along with other elected officers, study the financial needs of the Association for the year and present a proposed budget for approval to the general membership by the October general meeting.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall provide the Executive Board with an annual financial report.

Shall, along with the President, arrange for a year-end audit of all financial records by an outside individual or group as approved by the Executive Board.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
AWARDS DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Awards Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Awards Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall organize and implement, in coordination with the President, all awards presented by UNOPA. These awards include, but are not limited to:

- Floyd S. Oldt Boss of the Year
- Rose Frolik Award
- Floyd S. Oldt Silver Pen Awards (2)
- Floyd S. Oldt Outstanding Staff Award

Shall be responsible for selecting appropriate groups to judge submitted nominations for each award.

Shall assume responsibility for obtaining appropriate monetary stipends, plaques, etc., for presentation to each award recipient.

Shall seek reimbursement from the University of Nebraska Foundation (Floyd S. Oldt account) for expenses incurred by UNOPA in the presentation of the Oldt awards.

Shall work with the Publicity Director to see that appropriate public relations releases are prepared for the various awards.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
EMPLOYEE CONCERNS DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

A Co-director will be selected and approved by the Executive Board. The Co-director will assume the Directorship the following year.

Shall submit a proposed Employee Concerns Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Employee Concerns Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall recommend UNL committee representatives to the Executive Board of UNOPA for approval. Committees include:

- Academic Senate
- Campus Parking Advisory
- Campus Safety
- Commission on the Status of Women
- Employee Assistance Advisory Committee (appointment by Chancellor)
- Grievance Committee (appointment by Chancellor)
- Human Rights Committee
- Parking Appeals
- Rape Awareness Committee
- Recycling Advisory Committee (appointment by Chancellor)
- Sue Tidball Award for Creative Humanity
- University Campus Security Advisory
- UNL and U-Wide Fringe Benefits (appointment by Chancellor)
- UNL Campus Police
- VDT (special ad hoc committee)

Shall make policy statements for the Association; any major policy statement must be "reviewed" before the Executive Board and decided upon by a majority membership vote at a general meeting.

Shall report to the membership on results/comments/actions taken on issues.

Shall organize reports from all UNL subcommittees as listed and any additional special committees as delegated by the President/Executive Board.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
HOSPITALITY DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Hospitality Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Hospitality Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall receive the monthly general meeting reservation forms and monies (monies to be turned over to Treasurer following meeting).

Shall keep a record of attendance/payment (members and guests) at all luncheons (with copies to Treasurer, President, and Membership Director).

Shall report monthly luncheon count to appropriate luncheon site; along with president, determine and report head table arrangements.

Shall provide a pleasant environment for all UNOPA meetings through decorations for special events, etc.

Shall greet all attending the luncheons.

Shall make name tags for members and guests and make place cards for the head table.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
MEMBERSHIP DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Membership Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Membership Committee to be reconciled with the Treasurer's records.

Shall receive membership dues and applications.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall provide each member with a membership card, constitution, and information packet.

Shall promote increasing membership yearly by sending personal invitations to appropriate office/service employees to join UNOPA. In addition to the membership drive done at the beginning of the year, a continuous recruitment effort should be made.

Shall maintain a current membership roster and prepare mailing labels as directed by the President/Executive Board.

Shall prepare various reports regarding the membership as directed by the President/Executive Board.

Shall keep current permanent membership card file.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
PUBLICITY DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Publicity Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Publicity Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall create interest in UNOPA through newspaper releases, The Scarlet announcements, and promotion of UNOPA activities.

Shall send out reservation forms for the monthly UNOPA meetings, either through the campus mail or UNOPA NOTES.

Shall take pictures and keep a current scrapbook of the meetings and events which shall become part of the permanent UNOPA history at Love Library Archives.

Shall work with the Awards Director to see that appropriate public relations releases are prepared for the various awards.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
NOMINATIONS DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Nominations Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Nominations Committee to be reconciled with the Treasurer's records.

Shall provide each Executive Officer and Director with a current description of duties at the beginning of the year.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall solicit nominations from the general membership assuring at least two people nominated for each office.

Shall introduce the prospective slate of candidates to the general membership at the Association March meeting and call for any additional nominations.

Shall provide the membership with brief biographical descriptions of those prospective candidates, either through campus mail or UNOPA NOTES.

Shall contact each Executive Officer and Director for an updated description of duties at the close of the year.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
PROFESSIONAL GROWTH DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Professional Growth Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Professional Growth Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall organize and implement at least one UNOPA sponsored workshop per year.

Shall provide information and assistance regarding the Professional Standards Program (PSP) to membership.

Shall keep current records of members holding PSP certificates and those members working toward their certificates.

Shall obtain PSP plaques for those members receiving their PSP and make arrangements for awarding the plaques at a general meeting.

Shall work with the Past President in disbursing Foundation Funds.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
SALARY ISSUES DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

A Co-Director will be selected and approved by the Executive Board. The Co-Director will assume the Directorship the following year.

Shall select a committee with a minimum of three members.

Shall submit a proposed Salary Issues Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Salary Issues Committee to be reconciled with the Treasurer's records.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall coordinate UNOPA efforts with those of the Chancellor's Office, Personnel, UAAD, and the Academic Senate regarding salary issues.

Shall collect and keep for historical purposes newspaper clippings and other appropriate materials regarding salary issues within the University and state government.

Shall submit an annual report to the President in May.

**UNOPA POSITION DESCRIPTION
UNOPA NOTES DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed UNOPA NOTES budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the UNOPA NOTES Committee to be reconciled with the Treasurer's records.

Shall collect information from all officers, committee directors, and the general membership to publish in the NOTES.

Shall establish and meet deadlines, coordinate printing of NOTES in the most economical way.

Shall type, layout, design, and edit each issue of the NOTES.

Shall, along with the President and committee members, review all drafts prior to printing.

Shall coordinate with the Publicity Director the inclusion of the reservation form for monthly meetings in the NOTES.

Shall obtain mailing labels from the Membership Director.

Shall provide an additional copy of the NOTES to the President.

Shall submit one issue of NOTES to NAEOP for the Rachel Maynard Award for Excellence in Communication.

Shall submit an annual report to the President in May.

Shall work with the President to type, layout, design, and edit the annual report.

**UNOPA POSITION DESCRIPTION
WAYS AND MEANS DIRECTOR**

Shall be part of the Executive Board and shall report committee activities at each board meeting.

Shall select a committee with a minimum of three members.

Shall submit a proposed Ways and Means Committee budget to the President/Executive Board.

Shall maintain an accurate record of all income and expenses for the Ways and Means Committee to be reconciled with the Treasurer's records.

Shall, along with the President, study the proposed budget and financial statement to determine what additional funds will be needed for the year.

Shall recommend possible fund raising projects to the Board for discussion and approval.

Shall present the fund raising projects to the Association.

Shall submit all printed materials to be mass distributed (i.e. to UNOPA membership, office/service staff, etc.) to the President for review and approval.

Shall coordinate and administer the approved fund raising projects.

Shall keep accurate records (income and expenditures) of all projects.

Shall turn all monies over to the Treasurer with a report of income and expenditures.

Shall present a report of each project to the Board and Association.

Shall submit an annual report to the President in May.