

2007

2007-08 UNOPA Standing Ad Hoc Committees & Directors

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UNOPA 2007-2008 Standing/Ad Hoc Committees and Directors

Standing Committees	Director(s)	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.
AWARDS	<u>Kimberly Pappas</u>	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.
EMPLOYEE CONCERNS & Employee Concerns Co-director	<u>Jane Schneider</u> and <u>Doreen Wagenaar, CEOE</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.
BRADLEY MUNN PROFESSIONAL GROWTH FUND	<u>Donelle Moormeier</u>	This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Professional Growth Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund.
HOSPITALITY	<u>Cynthia Knight</u> and <u>Dora Dill</u>	Establish a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Arrange for room reservations and menus for each meeting.
MEMBERSHIP	<u>Cathy Leazer</u> and <u>Karen Randall</u>	Receive membership applications, send out membership packets and membership cards, and keep an accurate membership list. Includes sending out reminder letters for non-renewed members and sharing information about UNOPA with new University hires.
NOMINATING	<u>Donette Petersen</u> and <u>Marlene Pyatt</u>	Assure the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.

PROFESSIONAL GROWTH	<u>Betty Jacobs</u> and <u>Lorraine Moon, CEOE</u>	Arrange workshops for the purpose of professional development and work with membership to help them achieve their personal PSP goals.
PROGRAM	<u>Mary Guest, CEOE</u>	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.
UNOPA NOTES	<u>Tonda Humphress</u> or <u>Deb Rosenau</u>	Collect information for, setup, edit, and distribute monthly newsletter.
WAYS & MEANS	<u>Kathy Thompson</u>	Coordinates the workers for the Fall/winter parking lot work. This is UNOPA's only fund raiser right now, so it is important that it is fully staffed for each home game.
COMMUNICATION TECHNOLOGY	<u>Karen Jackson</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.
OUTREACH	<u>Barbara Homer</u> and <u>Linda Luedtke, CEOE</u>	Responsible for coordinating all aspects of the annual Summer Social, which includes choosing a location, and working with the committee to select theme, prizes, and coordinates registration.

Ad Hoc Committees	Director(s)	An Ad Hoc Committee director attends UNOPA Board meetings but does not vote or join in the discussion at meetings.
MENTORING	<u>Jan Edwards</u>	This committee is setting up a mentoring program for UNOPA. They are working closely with the Human Resources department on setting up a Blackboard information area for UNOPA members, among other things.
BYLAW		This committee will review UNOPA's Bylaws and make the necessary revisions to bring it up to date.
NEOPA LIAISON	<u>Diane Wasser</u>	This individual will personally congratulate and welcome UNOPA members at UNOPA meetings who join NEOPA and/or NAEOP for the first time. Thank UNOPA members who renew their memberships in NEOPA and/or NAEOP. This individual will plan a reception for UNOPA members to be held during the NAEOP annual conference prior to the PSP banquet and submit the plan for this reception at a regularly scheduled Executive Board meeting for approval.