

1990

## 1990-91 Description of Officers & Board of Directors

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## **DESCRIPTION OF UNOPA OFFICERS AND BOARD OF DIRECTORS 1990-91**

### **PRESIDENT:**

Shall preside at all General Meetings and Executive Board Meetings.

Shall, with the help of the Executive Officers, appoint a Director for each committee: Membership, Publicity, Nominating, Hospitality, Professional Growth, Employee Concerns, Salary Issues, UNOPA NOTES, Awards, and Ways & Means.

Serve as contact between UNOPA and the State (NEOPA) and National (NAEOP) Associations.

Serve as UNOPA's delegate to the National Convention and National Advisory Board.

Act as ex-officio member of all UNOPA committees except Nominating.

Assist the Director of each committee in selecting members.

Shall become the Past-President during the following year.

### **PRESIDENT-ELECT:**

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

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

Act as Director of the Program Committee.

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

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

Will become the President during the following year.

### **PAST PRESIDENT:**

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

Shall work with the Professional Growth Director in utilization of the Office and Service Staff Development Fund and the UNOPA Fund held at the University of Nebraska Foundation.

**RECORDING SECRETARY:**

Keep accurate records of the proceedings of the Board and General Meetings.

Send copies of all Board Meetings to members within 5 days.

Send copies of General Meetings to UNOPA NOTES Editor for publication as soon as possible or distribute to membership as soon as possible.

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

**CORRESPONDING SECRETARY:**

Correspond with individuals and organizations as directed by the President and/or Executive Board.

Send courtesy cards to members upon reports of births, weddings, extended illness, or deaths; and keep a log of these cards so a report can be printed in the UNOPA NOTES.

Correspond with National (NAEOP) and State (NEOPA) Newsletter Editors. Send updates of UNOPA activities to these Editors for publication.

Organize the annual retiree's recognition luncheon and correspond with the retirees concerning this activity.

Serve as Recording Secretary in his/her absence or as needed because of Presidential absences.

Coordinate and make registration and travel arrangements to State and National meetings.

**TREASURER:**

Receive all money and disburse funds as directed by the Executive Board.

Present monthly statements to the Executive Board and Association at the meetings or publish monthly in UNOPA NOTES.

Shall work with the President to set a proposed budget for the year and submit in October.

Present an annual report in July to the Board and Association.

Arrange a year-end audit with the help of the President-elect.

## **COMMITTEE DIRECTORS**

### **GENERAL DUTIES:**

Will be part of the Executive Board and shall give reports of their Committee's activities at each Board Meeting.

Shall select a committee of at least 3 members besides the Director (exception; Nominating shall consist of 2 members plus the Director--one being a past president if possible).

Must submit an annual report to the President in May.

### **MEMBERSHIP:**

Keep an up-to-date record of the Constitution and Bylaws (including revision dates).

Receive membership dues and applications.

Provide each member with a membership card and information packet.

Promote increasing membership yearly by sending personal invitations to appropriate C-Line employees to join UNOPA. This should be done at the beginning of the year.

Maintain a current membership roster and prepare mailing labels as requested.

### **PUBLICITY:**

Help create interest in UNOPA through newspaper releases, *The Scarlet* announcements, and promotion of events.

Send out reservation forms for the monthly UNOPA meetings, either through the Campus mail or UNOPA NOTES.

Take pictures and keep a current scrapbook of the meetings and events.

Keep the archives in current order through an Historian & committee.

### **NOMINATING:**

Update job descriptions of the Executive Officers and Directors as needed.

Accept nominations from the General Membership with two candidates for each office as is consistent with the Constitution.

Introduce the prospective Executive Officers to the general membership at the March general meeting and also provide the membership with brief descriptions of these prospective officers, either thru Campus mail or UNOPA NOTES.

### **HOSPITALITY:**

Receive the monthly General Meeting reservation forms & monies (monies to be turned over to Treasurer).

Keep a record of paid attendance and guests at all luncheons (with copy to Treasurer and President).

Report monthly luncheon count to appropriate luncheon site.

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

Greet all attending the luncheons and arrange transportation to/from meetings.

Make name tags for the guests and members.

### **PROFESSIONAL GROWTH:**

Organize and implement at least one UNOPA sponsored workshop per year.

Provide information and assistance about the Professional Standards Program (PSP) to membership.

Keep current records of members holding PSP certificates and those members working towards their certificates.

Shall work with the Past President in disbursing Foundation Funds.

### **EMPLOYEE CONCERNS:**

The Director shall recommend UNL committee representatives to the Executive Board of UNOPA for approval.

Coordinate a time table to report back to the membership on results/comments/actions of issues of interest to and on position statements issued by UNOPA.

Organize reports from all UNL committees as listed and any additional special committees as delegated by the President.

Committees include:

- Faculty Senate Benefits Committee (usually Director)
- Employee Advisory Committee (usually Director)
- Campus Parking Advisory
- Parking Appeals
- UNL Campus Police
- Campus Safety
- UNL & U-Wide Fringe Benefits
- Sue Tidball Award for Creative Humanity
- University Campus Security Advisory
- Emergency Preparedness
- Recycling Advisory Committee

### **SALARY ISSUES:**

Coordinate UNOPA efforts with those of the Chancellor's Office, Personnel, UAAD, and the Faculty Senate regarding salary issues.

Collect and keep a notebook for historical purposes of newspaper clippings and other appropriate materials regarding salary issues within the University and State govts.

### **UNOPA NOTES:**

Collect information from all Officers, Committee Directors, and the General membership to publish in the NOTES.

Type, layout, design, and edit each issue of the NOTES.

The President shall review all drafts prior to printing.

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

### **AWARDS:**

Organize and implement all UNOPA special awards in coordination with the President to include, but not limited to:

Boss of the Year  
Rose Frolik Award  
Silver Pen Award

### **WAYS & MEANS:**

Study the proposed budget and financial statement to indicate what additional funds will be needed for that year.

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

Present the fund raising projects to the membership for recommendation and the purposes for the money raised.

Coordinate the projects with other committees involved.

Turn all profits over to the Treasurer with a report of profits and expenses.

Present a report of the project to the Board and Membership.