Leadership UNK

All Board Members

It is an expectation that all Leadership UNK Board of Graduates committee volunteers:

- Respect and understand the roles of Leadership UNK
- Consider ‘Class Survey’ results and other feedback from the previous year(s) participants when developing strategies to grow participation and the quality of the program
- Participate in monthly board meetings to share information and progress updates with fellow members and exchange ideas
- Participate in Open House & Graduation activities; and any other activities deemed appropriate
- Create a positive and inclusive environment at all program-related activities
- Become familiar with the resources available at UNK
- Learn and uphold appropriate UNK policies and procedures
- Nominate/select a Secretary and Treasurer for the board annually

President & Vice-President (prior year Chair & Vice-Chair)

As the program leaders, your primary responsibilities are to ensure that all board members understand and fulfill their commitments, to develop and implement a 1-year plan to set and accomplish program goals, and to serve as the voice of Leadership UNK on and around campus.

Responsibilities:

- Facilitate a strategic planning session (including program proposals & budget needs) with Vice Chancellor of Business & Finance as needed to develop a plan to grow participation and the quality of the program
- Create a goal-oriented culture for the program and ensure that all board members class participants are aware of and motivated to reach the program goals
- Ensure coordination, preparation, and implementation of regular program board meetings to share progress and exchange ideas
- Communicate regularly with board members to share information, progress, and updates between meetings, as necessary
Plan and implement, with assistance from board members, motivating, engaging, educational, and inspirational meetings and open house functions which are essential for promoting participation by others in the Leadership UNK program

Serve as a voice of the Leadership UNK program on campus and in the community. Implementing a marketing plan/materials with board assistance and with media partners as appropriate

Coordinate Leadership UNK graduation activities, including, but not limited to speakers, awards, food, invitations and other arrangements, as necessary

Ensure all receipts for expenditures are received by the board of graduates selected Treasurer and all bills are paid

Upkeep of Leadership UNK materials; will have access to \shares\leadership$

### Chair & Vice-Chair (most recent class graduates; selected by class members)

- Facilitate Leadership UNK classes during 1 year term as listed below:
  - Organize the 1st Leadership UNK session – Welcome to new class
  - Ensure Leadership UNK class members have the needed materials for the year
  - Organize & participate in the Board of Regents trip
    - Book transportation, Order/Pickup Box Lunches, Book room for eating lunch
  - If session organizers are not able to attend, ensure one of you is available to assist in leading. If a session leader leaves or if changes need to be made to a session you may need to plan a session or parts of a session
  - Book rooms for following year and assign session topic to class for preparation for board approval
  - Order supplies or food as needed for sessions
  - Coordinate checkout & return of iPad/tablet for class use
  - Track attendance and completion of assignments by current class
  - Responsible for removal of individuals from class if not completing requirements as necessary

- Assist President & Vice-President of the Board of Graduates with meetings and other functions as required/requested

- Upkeep of Leadership UNK materials; will have access to \shares\leadership$

### Secretary & Treasurer

- Secretary: Take minutes at each board meeting and submit to all board members in a timely manner
- Treasurer: Present report at board meetings of current budget balance and expenditures
  - Park invoices in SAP for AP approval and payment of bills/invoices
- Work with Chair & Co-Chair during annual strategic planning for budget purposes
- Upkeep of Leadership UNK materials; will have access to \shares\leadership$

**Ex-Officio Members (Maximum of 3, rotating terms)**

- Non-voting Leadership UNK Alum provide ideas, thoughts and opinions to help voting members make conclusions and place votes. Ex-officios often bring historical knowledge to the discussions leading to a more meaningful outcome. Ex-officios serve 3 year terms.

**Advanced Leadership Committee**

- Develop and promote professional development opportunities that are open to staff across campus
- Review and assess professional development activities and report back to the Board of Graduates
- Committee will be overseen by the Board of Graduates Vice-President and Vice-Chair
- The committee members are asked to serve a minimum of a 1 year term, to a maximum of 3 years without re-application being required