



Board of Graduates Position Descriptions

Voting Board Members

- Respect and understand the roles of Leadership UNK and program documentation.
- Develop 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 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, Treasurer, and Marketing Officer for the board on an annual basis, (members of the board including ex-officio may volunteer to serve in these roles).
- If you're not in a position on the board, please note that you will be expected to take the lead with activities/events and help with other goals related to the progression of the program.

President & Vice-President

- Ensure that all board members understand and fulfil their commitments.
- Develop and implement a one-year plan to set and accomplish program goals.
- Facilitate a strategic planning session (including program proposals, budget needs, and annual program review) with Vice and Assistant Vice Chancellor of Business & Finance as needed to develop a plan to grow participation and the quality of the program.
- Complete a LUNK Alumni survey every 5 years beginning 2025, 2030, 2035, etc.
- Create a goal-oriented culture for the program and ensure that all board members and class participants are aware of and motivated to reach the program goals.

- Develop and implement a marketing plan/materials with board assistance and with media partners as appropriate.
- Responsible for tracking board members and ex-officio, if a board member leaves, responsible for making determination on how to proceed that best serves the board.
- Keep track of progression of program towards annual goals and make suggestions/ideas on improvements to help the program overall including reviewing program documentation, communications, or advertisements.
- Responsible for the removal of class participants from the program (i.e. exceeded absences, not meeting requirements, etc.).
- 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.
- Oversee Coordination of Leadership UNK graduation activities, including, but not limited to speakers, awards, food, invitations, and other arrangements, as necessary.
- Responsible for communications from the LUNK Program which includes maintain generic email and forward to appropriate people, send out LUNK event/activities emails, send out surveys as appropriate after events.
- Ensure all receipts for expenditures/invoices/bills are received by and paid for by the board of graduates selected Treasurer.
- Responsible for the upkeep of Leadership UNK Board of Gradates materials; responsible for giving access to the Leadership UNK shared drive appropriate members of the board.
- Responsible for scheduling all board meetings for the year, send Outlook calendar invites to all board members with date/time of monthly meetings.
- Responsible for completing room reservations and room arrangements for LUNK events and activities as needed.

Co-Chairs

- Serve as the liaison between the board and the class participants.
- Responsible for overseeing the facilitation of Leadership UNK class sessions.
- Assist President & Vice-President of the Board of Graduates with functions as requested.
- Have access to Leadership UNK Shared Drive and be responsible for the organization and upkeep of Leadership UNK Class materials on shared drive.
- Responsible for taking pictures at monthly class sessions (share pictures as appropriate with Marketing Officer).
- Follow the Co-Chair Responsibilities/Expectations Document.

Secretary, Treasurer, & Marketing Officer

Secretary

- Responsible for notifying all members of the board if something with meeting changes such as time, location, and update members accordingly.
- Take meeting minutes at each board meeting, send out to board members in a timely manner and make changes to minutes as deemed necessary.
- Help coordinate Leadership UNK graduation activities: communicate/request and confirm speaker(s), reserve room, help order graduation invitations and programs, and notify personnel of room arrangement and help with other tasks as needed.
- Have access to Leadership UNK Shared Drive and will be responsible for the organization of meeting minutes within it.

Treasurer

- Present report at board meetings of current budget balance and expenditures
- Park invoices in SAP for AP approval and payment of bills/invoices.
- Responsible for contacting vendors regarding direct billing for the LUNK program.
- Work with and coordinate with all LUNK board members with budgetary needs for all LUNK events
- Have access to the Leadership UNK Teams and will be responsible for the organization of receipts, invoices, and expenditures within it.

Marketing Co-Chairs

- Co-Chairs will separate duties below
- Assists in the delivery or design of marketing correspondence or advertising materials of the LUNK Program,
- Take pictures at LUNK activities/events as needed
- Creates newsletter and send out to alumni members and class participants every other month (work with co-chairs to get pictures of sessions).
- August/September (sent out by end of September)
- October/November (sent out by end of November)
- December/January (sent out by end of January)
- February/March (sent out by end of March)
- April/May (sent out by end of May)
- Contact UNK Communications to make changes to LUNK website as needed.
- Help coordinate graduation activities such as: taking pictures at graduation and helping with other tasks as needed.
- Have access to the Leadership UNK Teams and will be responsible for the organization of newsletters and other communications/marketing materials within it.

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| Ex-Officio Members |
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- Ex-Officio will be a former LUNK BOG Board member.
- Provide ideas and constructive feedback to help voting members make conclusions and place votes.
- Responsible for sharing historical knowledge of program to the discussions as needed.
- Respect and understand the roles of Leadership UNK and program documentation.
- Develop 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.
- Nominate/select a Secretary, Treasurer, and Marketing Officer for the board on an annual basis, (members of the board including ex-officio may volunteer to serve in these roles).

Non-Position Board Members (including Ex-Officio):

- Take lead on activities/events such as: one event, one volunteer, and one brown bag lunch, communicate with board and position members as appropriate.
- Responsible for obtaining information regarding activities/events and leadership opportunities at UNK campus and in Kearney Community (to be presented at monthly meetings).
- Responsible for physically storing LUNK materials such as banners, extra materials, shirts, etc.
- Volunteer to do task of position (Secretary, Treasurer and Marketing Co-Chairs) if they are unable to do it and will work with that specified position regarding the task.