



carolina union
MORE THAN A BUILDING

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Chair of the Carolina Union Board of Directors

CAROLINA UNION MISSION

The Carolina Union creates safe, inclusive, and educational experiences that enable students to maximize their time at Carolina.

CAROLINA UNION PURPOSE

The Carolina Union is an organization of students, professional staff, and part-time student staff who provide co-curricular programs, services, and facilities to all members of the campus community. The many co-curricular programs, services, and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization. The Carolina Union intends to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by full-time staff and over 180 student staff members, the Carolina Union builds a sense of community.

BOARD OF DIRECTORS PURPOSE

The Board of Directors is comprised of a representative group of leaders on campus, including the Director of the Carolina Union, faculty members appointed by the Chancellor, appointed graduate students, and select student leaders from various student organizations. The Board meets on a biweekly basis to discuss the operation of the Union and how to better improve students' experiences within the building. The primary duties of the Board include, but are not limited to:

- Selection of the Chair of the Carolina Union Board of Directors
- Participation in the selection of the Union Director
- Review, evaluation, and approval of Union finances
- Long-range planning for the Union, including consideration and recommendation of necessary fee increases to the appropriate parties
- Establishment of Union policy with regard to facilities use, programming, finances, and such other areas as the Board deems appropriate
- Final arbitration of disputes arising over Union policy

POSITION SUMMARY

The Chair of the Board will serve as the representative of the Board and the student face of the Union. The Chair of the Board will provide leadership and oversight in all aspects of the Board, including finance, planning, student affairs, advancement, and other key areas. The Chair will work closely with the Director of the Carolina Union to ensure that the purpose and goals of the Board are met, as well as to set a strategic direction for the Board that aligns with the University and Union's mission. The Carolina Union Activities Board (CUAB) President will serve as the Board Vice Chair.

Principle duties of the Chair of the Board include:

(50%) Outreach

- Represent the organization to its many constituents/stakeholders
- Be present at key Union events throughout the year, such as Carolina Union Activities Board (CUAB) events, Treat Yo Self Thursdays, Holiday celebrations, art collection events, Homecoming, FallFest, Student Employee training, Carolina Union Employee Forum (CUEF) events, the year-end student staff banquet, and Campus wide election events, to name a few.
- Be a visible student face of the Union (e.g. to Board of Trustee meetings, to Union resident departments, by writing editorials for the Daily Tar Heel).
- Consistently present a professional image online and offline, thereby upholding the integrity of the organization
- Understand the services provided by the Union and what the Union does for its constituents
- Sit on campus task forces and committees such as:
 - Student Advisory Committee to the Chancellor
 - Community and Diversity Committee
 - University Day
 - UNC Student Affairs Advisory Board
 - Student Leadership Advisory Committee
- Represent the Union at some off-campus events and conferences (travel required) such as the Association of College Unions International (ACUI)
- Participate and/or lead pan university discussions around campus student life
- This position works closely with the following positions on campus:
 - Vice Chancellor for Student Affairs
 - Sr. Associate Vice Chancellor for Student Affairs
 - Director of the Carolina Union
 - Senior Associate Director of Events Services

- Senior Associate Director of Student Life & Leadership
- Senior Associate Director of Facility Management
- Associate Director of Business and Finance
- Associate Director of Communications & Creative Services
- Carolina Union Activities Board (CUAB) President & Board Vice Chair
- President of the Student Body
- President of the Graduate and Professional Student Federation
- President of the Residence Hall Association
- Speaker of Student Congress
- Chair of the Carolina Union Employee Forum

(25%) **Preside at Board of Director Meetings**

- Attend and preside at all Board of Directors meetings
- Author the agenda for all Board of Directors meetings
- Lead discussions during Board of Directors meetings
- Facilitate debate with constituents at Board of Directors meetings
- Encourage students, faculty, and other constituents to attend Board of Directors meetings
- Direct the Board in a direction that is conducive to the needs of the campus and student body

(15%) **Appoint Committees and Leadership**

- Appoint chair positions of the Board's standing committees: Long Range Planning, Finance, Space Allocation, and Membership
- Attend committee meetings
- Maintain an attitude of integrity, respect, and awareness of campus needs / constituent needs among all committees

(10%) **Support and Advise the Union Leadership Team**

- Meet regularly with the Union Director and other Union leaders
- Develop a relationship of trust and understanding with full time staff
- Maintain awareness on trending national topics potentially of interest to the Union leadership
- Author and provide Needs Assessment highlighting what the Union needs to address on campus and how the Union can better serve the campus

QUALIFICATIONS AND CHARACTERISTICS

A successful candidate for the Chair of the Board will be an engaging and self-driven individual with a high-level commitment and passion to achieve ambitious goals that will affect the entire University. This person is a generative and strategic thinker who is vigilant about asking questions and seeking knowledge to understand the opportunities, challenges, and threats that affect the organization's big picture. This candidate will embody many, if not all, of the following professional skills, qualifications, and characteristics:

Position-Specific Essential Characteristics

- Due to the time-requirements of this leadership position and the Union's dedication to supporting student's academic pursuits as a first priority, the Chair of the Board cannot hold any other major student leadership position on campus while serving as Board Chair. For this purpose, major student leadership positions are those within student organizations supported by student fees with high visibility on campus, high accountability to a large constituency of students, moderate to high risk activities, regular interaction with University staff, and reliance on the University for funding, financial support, facilities and event planning support. 2018-2019 organization examples include: Executive Branch, Student Congress, Graduate and Professional Student Federation (GPSF), Honor Court, Board of Elections, Residence Hall Association (RHA), The Daily Tar Heel, Campus Y, and BSM, to name a few.
- Must be in good academic and judicial standing with the University. The GPA requirement for this position is 2.5 for undergraduate students and a grading standard above probation for Graduate students
- Currently enrolled as a Carolina Union Operating Fee paying student for the entire academic year of the term

Executive Leadership Skills

- Ability to empower the board to move forward and to build organizational capacity, understanding that the Board Chair role is not about serving personal ego and preference but about serving the organization
- Be a strategist, visionary, and generative thinker
- Engage Board members to take ownership for the work of the board
- Celebrate the hard work and achievements of individual board members and the collective board
- Uphold legal and ethical standards of conduct

- Commitment to the Carolina Union’s mission and values, including the ability to work successfully with the Carolina Union Leadership Team, fellow Board of Directors members, and the Union’s full-time and student staff
- Promote outstanding board development and governance practices
- Experience with managing others as exemplified by previously held leadership positions in student organizations, athletic teams, academic groups, or co-curricular events or activities
- Willingness to learn more about leadership and management and a strong commitment to improving one’s leadership abilities during one’s term as Board of Directors Chair

Personal Attributes

- Tolerant, competent, and mature with an ability to remain steadfast to the main purpose
- A willingness to learn and grow within this position
- Committed to being proactive in order to achieve excellence in all areas
- Display empathy and treat all people fairly
- An interest in the Carolina Union and what the Union can do for the campus community
- Encourager of open communication and constructive debate
- A strong sense of self-awareness in terms of strengths and weaknesses
- A passionate leader who is both visible and approachable
- Trust and understanding for members of a team
- Highly developed verbal communication skills and written language skills
- Enthusiasm, respect, confidence, honesty, humility, sense of humor, diligence, integrity, and a strong work ethic

KEY OPPORTUNITIES AND CHALLENGES FOR THE NEXT BOARD CHAIR

Our Carolina Union & Student Life at UNC-Chapel Hill

In 2013, with the change in Carolina Union director leadership, the Carolina Union began undergoing a major organizational review. In 2016, the Board initiated the Feasibility Study, which is a deep exploration in the functionality of the current FPG Student Union and student life components administered by the Carolina Union. The study is designed to identify the needs of the Carolina community and evaluate the areas of improvement using student focus groups, user interviews, and extensive benchmark research. The results were revealed to the campus in Spring 2017; however, plans to move forward toward the construction of a new student union were halted due to changes and updates in the Campus Master Plan overseen by Campus Administration. Until the Board is notified to move forward with the project, it has

turned its focus toward enhancing the current facility through the renovation of student organization office space, the West Lounge, and major system updates including the fire alarm system and various air handlers. Throughout their term, the Board Chair will serve as the student voice and advocate for the needs of our student population as it relates to the future of the Student Union facility and student life experience on campus.

BOARD CHAIR LEARNING OUTCOMES

- Through the role of Board of Directors Chair, the leader will analyze the various areas of budgeting held accountable by the Board of Directors. This includes directly working on annual budgets and approving proposals
- Serving as the Board of Directors Chair, this leader will articulate the mission of the Carolina Union to different audiences and stakeholders utilizing various platforms including leading meetings, hosting presentations, and attending conferences
- Through the role of the Board of Directors Chair, the leader will develop an understanding of the value and diversity of communities and cultures as a priority in decisions impacting the Carolina Union

STIPEND

The Chair of the Board of Directors will receive a \$2,000.00 stipend, to be paid in 10 monthly disbursements.

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL IS AN EQUAL OPPORTUNITY EMPLOYER REGARDLESS OF AGE, COLOR, CREED, DISABILITY, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, NATIONAL ORIGIN, RACE, RELIGION, SEX, SEXUAL ORIENTATION, OR VETERAN STATUS.

SELECTION TIMELINE

The selection process timeline was selected intentionally as not to overwhelm student leaders during this very busy time of year. Additional dates are listed to clarify the happenings on campus and how this selection process fits within the entire process.

January 16 th	Board Chair applications made available at 5:00 pm
January 30 th	Application submission deadline at 3:00 pm in the Union Administration Office (Room 3105)
February 4 th -8 th	Applicant interviews and deliberation
February 13 th	Announcement of Chair Elect

APPLICATION

Please submit for consideration by the Board of Directors your resume as well as written answers to the questions below. **Applications are due in the Union Administration Suite (Room 3105) by January 30 at 3:00pm** and are to be printed and submitted in person. Please write no more than 300 words for each question.

Questions

- What does the Union mean to you and our community?
- Why are you interested in serving as the Chair of the Carolina Union Board of Directors?
- What experience do you have that prepares you for this position?
- Describe an experience of working collaboratively with students or organizations on campus.