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**UPCEA Mid-Atlantic Regional Council**

**Call for Officer Nominations for 2017-2018**

**Nominations are due no later than October 31, 2016 online at**

[**https://www.surveymonkey.com/r/UPCEAMAnominations**](https://www.surveymonkey.com/r/UPCEAMAnominations)

**The UPCEA Mid-Atlantic Region is seeking nominations for three elected leadership positions:**

1. **Chair-Elect**
2. **Regional Representative to the Board**
3. **Secretary**

All three positions serve as officers on the UPCEA Mid-Atlantic Regional Council, and begin in March 2017 at the UPCEA annual national conference in Chicago, IL. The roles and responsibilities of these positions are provided below. The qualifications for these, as outlined in the UPCEA Regional Policies and Procedures document, are:

* Regional officers should be active members of the Region.
* Strong consideration should be given to the identification and recruitment of a diverse group of officers representing institutions from the region that are diverse to include: public and private, large and small; race; gender; variety of leadership roles and positions, etc.

**1. Chair-Elect**

The Chair-Elect position is the first step in a three-year term beginning in March 2017. The individual elected to this position serves as Chair-Elect in 2017-2018, as Chair in 2018-2019, and as Past Chair in 2019-2020. This position serves primarily at the regional level, as well as interfacing and coordinating with UPCEA national activities during 2018-2019 in the role of Chair. This largely hands-on position is well suited to mid-level to senior-level professionals, and can serve as a solid foundation for building a career and developing leadership skills.

The specific roles and responsibilities associated with this position are as follows, as outlined in the UPCEA Regional Policies and Procedures document:

Regional Chair-Elect (March 2017 to March, 2018)

* + 1. Serve as an active member of the Conference Planning Committee in the period between taking office at the Annual Conference and the Regional Conference the following fall.
    2. After the Regional Conference concludes during the Chair Elect’s term, begin serving as Chair of the Regional Conference Planning Committee. That role will follow the individual when he or she cycles into the Regional Chair position at the Annual Conference.
    3. Perform such other duties as delegated by the Chair and the Regional Council.

Regional Chair (March, 2018 to March, 2019)

* + 1. Preside at all meetings of the Regional Council and Regional Business Meetings.
    2. Appoint the chair of each standing ad hoc committee. Aid in the selection of members of each committee.
    3. Serve as the Conference Planning Chair [of the 2018 regional conference] during the period of time between taking office at the Annual Conference and the Regional Conference to be held the following fall.
    4. Serve as ex officio member of all committees except the nominating committee.
    5. Appoint such special committees as may be authorized by the Region.
    6. Present a condensed annual report at the Annual Business Meeting.
    7. Render all such other duties coincident with the office.
    8. Serve as the chief representative from the Region to the Regional Cabinet.
    9. Appoints new leaders to fill interim vacancies as needed.

Regional Past Chair (March, 2019 to March, 2020)

1. Serve on the Regional Council.
2. Coordinates for process for developing the slate of nominees.
3. Perform such duties as delegated by the Chair and Regional Council (i.e. historian, emerging leaders program, etc.

**2. Regional Representative to the Board**

The Regional Representative to the Board serves on UPCEA’s national board and represents the region in the association’s strategic planning activities. The individual elected to this position serves a two year term, beginning in March, 2017 and ending in March, 2019. This position is well suited for individuals in senior leadership roles at their institution, and with strengths and prior experience in strategic planning.

The specific roles and responsibilities associated with this position are as follows, as outlined in the UPCEA Regional Policies and Procedures document:

1. Represent the Region on the UPCEA Board of Directors and facilitate two-way communication between Regional and Association-wide leadership.
2. Represent the unique interests of the Region and its membership.
3. Attend all regularly scheduled meetings of the UPCEA Board of Directors, which meets in person three times annually (once at the Annual Conference) and by electronic means once annually.
4. Report on Board activities to the Regional Council and at regularly scheduled Regional meetings.
5. When possible, the ideal candidate for Regional Representative to the Board would be a senior level professional who has played an active role in the regions and is committed to their purpose.

**3. Secretary**

The Secretary serves at the regional level and assists the Regional Council in creating and maintaining its meeting notes and other documents. The individual elected to this position serves a two year term, beginning in March, 2017 and ending in March, 2019. This hands-on position is well suited to junior and mid-level professionals, and can serve as a solid foundation for building a career, developing leadership skills, and moving into future leadership roles within the region.

The specific roles and responsibilities associated with this position are as follows, as outlined in the UPCEA Regional Policies and Procedures document:

1. Maintain an accurate record of the minutes of all meetings of the Region and the work done by the Regional Council.
2. Prepare necessary correspondence, including information, agenda, or other action items for meetings and elections.
3. Be responsible, with assistance from the Regional Council, for updating the operating manual for the Region to reflect any changes within the Regional structure.
4. Ensure that all practices at the Regional level are consistent with the Regional Policies and Procedures.