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**UPCEA Mid-Atlantic Regional Council**

**Call for Officer Nominations for 2018-2019**

**Nominations are due no later than October 31, 2017 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. **Membership Coordinator**

Both positions serve as officers on the UPCEA Mid-Atlantic Regional Council, and begin in March 2018 at the UPCEA annual national conference in Baltimore, MD. 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 2018 to March, 2019)

* + 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, 2019 to March, 2020)

* + 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, 2020 to March, 2021)

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. Membership Coordinator**

1. Provides leadership on membership issues at the regional level, with a special focus on membership retention and recruitment.
2. Attend the meeting of the Board of Directors for UPCEA if the Regional representative is unable to do so.
3. Serve on the Board’s Membership Committee and coordinates with UPCEA’s Director of Membership on UPCEA membership issues.
4. If the region has a membership committee, the Membership Coordinator should chair the regional membership committee.