



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 23, 2001

RESPONSE DEADLINE: March 30, 2001

Memorandum

To: HRD Coordinators/Directors

From: Barbara Boyce

Subject: HRD Advisory Board Elections

It's time that we elect new HRD Advisory Board Members. Please refer to the HRD Advisory Board Handbook for nomination and voting procedures. This handbook can be found in your HRD Policy Manual. Please be reminded of the following:

- Each region will elect their own chairperson-elect and regional representative.
- The at-large position on the board is designated as the Recorder whose main responsibility is to take minutes at State HRD Advisory Board meetings. Nomination for this position is open to any HRD staff that meets the eligibility guidelines.
- We encourage any HRD staff who has been with the program for at least one year to submit their name for the nomination.
- All nominations must be approved by your supervisor and then be submitted to the State HRD Office by March 30, 2001.

The input I receive from the State HRD Advisory Board is vital to the growth and stability of the HRD program on both the state and local level. I realize that everyone is busy with demanding job responsibilities. But, please take the initiative and get involved.

Attachment

Paper Copy
CC01-045

Human Resources Development Nomination Form

Name: _____
Title: _____
College: _____
Phone: _____ Fax: _____

Please respond to the questions below:

1. Have you been involved with the HRD program at least one year? Yes _____
No _____

2. Before submitting your name for nomination, you must have your supervisor's approval. (Your supervisor must sign this form in the space provided below.)

Supervisor's Signature: _____ Date: _____

3. What position are you seeking? _____ Chairperson-elect
_____ Regional Representative
_____ Recorder

4. What is your HRD regional affiliation? _____ West
_____ Central
_____ East

Please complete this form by March 30, 2001

Fax or Mail to:

Barbara A. Boyce

Fax: (919) 715-5796

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