



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 5, 2007

Response Deadline: February 26, 2007

MEMORANDUM

To: HRD Coordinators/Directors

From: Robin R. Coates *RR*

Subject: 2007-2008 HRD Advisory Board Elections

Nominations for the 2007-2008 HRD Advisory Board are now open. Please distribute copies of the forms to your staff for their participation. The following positions need to be filled:

Region	Position	Term/Duration
East	Chairperson-Elect	2 years
East	Regional Representative	1 year
Central	Chairperson-Elect	2 years
Central	Regional Representative	1 year
West	Chairperson-Elect	2 years
West	Regional Representative	1 year
At-Large	Recorder	1 year

All nominees must have the approval of their supervisor and have adequate time to serve on the board. Nominees for Chairperson-Elect must have a minimum of two (2) years' experience as an HRD Coordinator/Director, managing the day-to-day operations of his/her program. Nominees for Regional Representative must have at least one (1) year's experience as an HRD staff member, as does the position of Recorder, a non-voting member of the HRD Advisory Board.

Nomination forms are due February 26, 2007. Please return these forms to me by fax at (919) 807-7169. Once the names are compiled, ballots will be distributed to the colleges via e-mail. I encourage all who meet the eligibility guidelines to become involved. Serving on the HRD Advisory Board is an excellent way to network with your fellow HRD staff members and to learn of new workforce initiatives first hand. If you have any questions, please give me a call at (919) 807-7182.

Attachment

c: Senior Continuing Education Administrators

CC07-032
E-Mail Copy

HRD Advisory Board Nomination Form

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

Please respond to the questions below:

1. Have you been involved with the HRD program for at least one year? (Check one)

_____ Yes
_____ No

2. Please check the position for which you are seeking nomination: (Check one)

	<u>Region</u>	<u>Position</u>
_____	East	Chairperson-Elect
_____	East	Regional Representative
_____	Central	Chairperson-Elect
_____	Central	Regional Representative
_____	West	Chairperson-Elect
_____	West	Regional Representative
_____	At-Large	Recorder

Before submitting your name for nomination, you must have your immediate supervisor's approval. Please obtain a signature below.

Supervisor's Signature: _____
Name Title Date

Please complete and fax by **February 26, 2007** to:
Robin R. Coates, State Director of HRD
Phone: (919) 807-7182
FAX: (919) 807-7169