

Responsibilities of the chair of the Board of Trustees of UNCW include, but are not limited to:

- a) Providing leadership to the Board in the fulfillment of its responsibilities and in its operations;
- b) Serving as chair of and presiding at meetings of the Board of Trustees, the Executive Committee, the Educational Planning and Programs Committee, and the Endowment Board;
- c) Serving as a member of the Endowment Board in the year prior to service as chair and in the year after service as chair;
- d) Appointing members of the Board to standing and ad hoc committees;
- e) Participation in Commencement activities as a member of the platform party, including the bringing of greetings from the Board of Trustees and the conferral of degrees;
- f) Participation in other special events in the life of the university;
- g) Participation in events scheduled for the chairs of the boards of trustees of the seventeen UNC constituent institutions;
- h) Being available to and providing advice and counsel to the Chancellor on a regular and “as needed” basis;
- i) Providing leadership for the chancellor assessment process as outlined in the policies of the UNC Board of Governors;
- j) Serving as an advocate for the institution and a spokesperson for the Board;
- k) Providing a letter to students for the academic catalogues and source of public statements when needed for other publications and announcements.

Responsibilities of the vice chair of the Board of Trustees of UNCW include, but are not limited to:

- a) In the absence of or at the request of the chair, presiding at meetings of the Board of Trustees, the Executive Committee, the Educational Planning and Programs Committee, and the Endowment Board;
- b) Serving as a member of the Endowment Board and of the Executive Committee;
- c) In the absence of or at the request of the chair, fulfilling other responsibilities of the chair;
- d) Being available to and providing advice and counsel to the Chancellor on a regular and “as needed” basis;
- e) Serving as an advocate for the institution;
- f) Typically, exhibiting a willingness and ability to serve as chair in the following year, if recommended for and elected to that office.

Responsibilities of the secretary of the Board of Trustees of UNCW include, but are not limited to:

- a) Serving as a member of the Executive Committee;

- b) Working with the assistant secretary or secretaries to meet the requirements of Section 402C of The Code.
- c) Being available to and providing advice and counsel to the Chancellor on a regular and “as needed” basis;
- d) Serving as an advocate for the institution;
- e) Typically, exhibiting a willingness and ability to serve as vice chair in the following year, if recommended for and elected to that office.

Relevant excerpts from The Code of the Board of Governors:

401 A. Chair, Vice Chair, and Secretary.

At the first regular meeting after June 30 of each year, each board of trustees shall elect from its membership a chair, a vice chair, and a secretary. [See G.S. 116-32] Each of these officers shall serve until his or her successor is elected. If the term of the chair on the board of trustees expires before his or her successor as chair is elected, then the vice chair shall become the interim chair until the chair’s successor is elected.

401 B. Assistant Secretary.

Each board of trustees may also elect an assistant secretary, from among the members of the chancellor's staff. Copies of all minutes, papers, and documents of a board of trustees may be certified by its assistant secretary with the same force and effect as though such certification were made by the secretary of such board.

402 C. Keeping Board of Governors Informed.

The secretary of each board of trustees shall keep the Board of Governors, through the secretary of the University, fully and promptly informed concerning activities of the board of trustees, including notice of any changes in the membership of the board or in its committee structure or bylaws, notices of meetings, and a copy of the minutes of all meetings.

403 A. General Powers and Duties.

Each board of trustees shall promote the sound development of its institution within the functions prescribed for it, helping it to serve the people of the state in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every area of endeavor. Each board of trustees shall serve as advisor to the Board of Governors on matters pertaining to its institution and shall also serve as advisor to the chancellor concerning the management and development of the institution. [See G.S. 116-33]