



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 29, 2008

Response Deadline: February 21, 2008

MEMORANDUM

To: HRD Coordinators/Directors
From: Robin R. Coates *RR*
Subject: 2008-2009 HRD Advisory Board Elections

Nominations for the 2008-2009 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 of 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 of 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 21, 2008. 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: Presidents
Senior Continuing Education Administrators

CC08-022
Email 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 21, 2008** to:
Robin R. Coates, State Director of HRD
Phone: (919) 807-7182
FAX: (919) 807-7169