



March 23, 2021

Dear UMPSA member,

We are in need of delegates – PLEASE volunteer to be a delegate at this year’s assembly. Being a delegate is an easy way to get involved in your union, it only entails giving up half of one day of your time. These are tenuous times for the University and it’s employees – this is the time to get involved.

Our annual Delegate Assembly (DA) will be held virtually on April 24, 2020. The meeting will be from 9 am to 12:00 pm.

The Delegate Assembly shall elect the officers of UMPSA. It is the legislative body of UMPSA, with the power to transact all business of UMPSA, to assess dues, to approve the budget to enact legislation relative to UMPSA, to establish policy, and to make general regulations governing the work of the Executive Board.

We are in need of delegates from each campus, the number of delegates for each campus is determined by the number of dues paying members. Campus Representatives you are expected to be a delegate as part of your Campus Rep duties.

<i>Business Unit/Campuses</i>	<i>Delegate allowed</i>	<i>Delegates still needed</i>
UMA	6	6
UMF	4	4
UMFK	3	3
UMM	2	2
UM	18	18
USM	11	11
UMPI	3	3
SWS	4	4
UMCE	3	3

This year we will be electing a President and Vice President for two year terms each, and Secretary and Treasurer, both for a 1 year term. We are in need of nominees for these positions. Listed below are the duties for each office:

The president shall:

- A. speak for UMPSA;
- B. preside at all meetings of the DA and Executive Board;
- C. advise and assist in preparing the annual program and budget for submission to the Executive Board and DA;
- D. vote to break a tie at the DA;

- E. appoint members to committees and serve ex-officio on all committees of UMPSA without voting privileges;
- F. perform all duties relevant to the office of the president.

The vice president shall:

- A. assist the president and assume all presidential duties in the absence of the president;
- B. advise and assist in preparing the annual program and budget for submission to the Executive Board and DA;
- C. serve on all standing committees as an ex-officio member without voting privileges.

The secretary shall:

- A. keep a record of the minutes of all DA and Executive Board meetings;
- B. preside over meetings in the absence of the president and vice president and continue to serve until those present have named a chairperson pro tem;
- C. carry on the correspondence of the local association:
 - 1. send invitations, thank you letters, etc.;
 - 2. send letters to members when necessary;
 - 3. send and reply to correspondence;
- D. notify officers, Executive Board, DA, and Executive Council members of meetings, agenda, and notify members of meeting changes and/or cancellations;
- E. file all correspondence received, treasurer's reports, membership roster, directory of officers, committee members with addresses and telephone numbers and copies of all committee reports.

The treasurer shall:

- A. be responsible for all financial matters of UMPSA, subject to policy established by the Delegate Assembly and authorized by the Executive Board;
- B. prepare financial reports and circulate prior to the upcoming meeting;
- C. work closely with the Executive Council in the preparation of the budget for the coming year, summarizing current year's expenditures, receipts by category, suggesting and advising on financial matters.

Please contact Jerolyn Brokos if you are interested in being a delegate, running for a position, or if you have any questions by sending her an e-mail: brokos@maine.edu

Thank you for your consideration and volunteering.

In solidarity,

Neil Greenberg
President