

## **Committee and Position Responsibilities**

### **Michigan Association of Retired School Personnel—Berrien County Chapter**

#### **1. Audit Committee: [Ad Hoc]**

- [a] Conducts an audit of the MARSP-BCC financial records to verify records and the accountability of funds at the conclusion of each fiscal year and when the treasurer changes.
- [b] Conducts an audit that includes the examination of
  - [1] bank statements
  - [2] records of receipts including membership meeting income, scholarship contributions, and chapter dues.
  - [3] records of expenditures including payment of scholarships, meeting expenses, payments to MARSP, and payment of chapter and committee expenses.
- [c] Submits a written report with any recommendations to the Board of Directors at the board meeting held prior to first fall membership meeting or when a new treasure assumes office.

#### **2. Bylaws Committee: [Ad Hoc]**

- [a] Attends Board of Directors meetings [chairman or representative].
- [b] Requests information from the Board of Directors regarding additions and/or corrections to be considered for the Bylaws committee.
- [c] Reviews requests for additions and/or corrections, and make recommendations to the Board of Directors.
- [d] Reports to membership of MARSP-BCC as additions/changes are recommended for action.

#### **3. Calling Committee:**

- [a] Works with the online facilitator to create a list of call coordinators (call coordinators receive meeting reservations from assigned callers), callers, and members to be called for meeting reservations.
- [b] Provides the list of call coordinators and callers for publication in the yearbook.
- [c] Maintains the list of call coordinators, callers, and members to be called by adding or removing the names of call coordinators, callers, and members to be called.
- [d] Communicates instructions to the call coordinators and callers.
- [e] Provides the list of meeting reservations to the online facilitator for printing name tags and check-in forms for membership meetings.

#### **4. Decorations Committee:**

- [a] Prepares an overall plan for the decorations for the general meetings.
- [b] Enlists whatever help is needed to carry out the year's plan.

#### **5. Friendship Committee:**

- [a] Is informed of the current members who are ill and should be sent a "get well" or a "sympathy" card to those who have a deceased family member.
- [b] Maintains a list of the cards sent.

#### **6. Historian Committee:**

- [a] Keeps a book of clippings and other important information relating to the activities of MARSP-BCC.
- [b] Archives the annual reports of all officers and committee chairmen.

#### **7. Hospitality Committee:**

- [a] Obtains volunteers for the luncheon meetings: cashiers, hosts or hostesses, and a person to give

the invocation, lead the Pledge of Allegiance, and a song for each membership luncheon meeting.

- [b] Reserves places at the luncheon tables for the workers.

**8. Insurance Committee:**

- [a] Keeps informed about all insurance information that is applicable to the membership.
- [b] Keeps the membership informed about changes in the related policies, group and personal.
- [c] Answers specific questions of members or refers that member to an appropriate resource.

**9. Legislation Committee:**

- [a] Keeps informed on all legislation related to the aging with special emphasis on that which is related to retired school personnel.
- [b] Attends local, area, and state meetings concerning legislative issues.
- [c] Reports to the Board of Directors and at the general meetings of the membership.
- [d] Requests specific action from the membership on vital legislation.

**10. Membership Committee:**

- [a] Responsible for using all resources available, and delegating activities to other members of the membership team, to recruit new retirees, retain current members, regain former members who failed to renew.
- [b] Uses the MARSP database or information provided by the online facilitator to keep a record of all members.
- [c] Reports all changes and deaths to the MARSP-BCC online facilitator.
- [d] Collects dues from members who choose to pay at the local level, and forward same to the MARSP office for recording with checks payable to MARSP.
- [e] Staffs the membership table at the area conference.
- [f] Attends and actively participates in the MARSP Recruitment TEAM training seminars.
- [g] Understands the current policies/procedures set by the MARSP Board and staff.
- [h] Maintains a good working relationship with the MARSP Membership Secretary.
- [i] Works cooperatively with the state membership chairman/committee.
- [j] Solicits strategies, policies, philosophies, etc., from successfully growing MARSP chapters.
- [k] Is familiar with the latest version of the *MARSP Membership Handbook*.

**11. Necrology Committee:**

- [a] Assigns one member from each geographical area of Berrien County to inform the Necrology Chairman of member deaths.
- [b] Checks the obituary columns of the area newspapers for the deceased members names.
- [c] Keeps an accurate list of those MARSP-BCC members deceased on a yearly basis.
- [d] Gives a list of deceased members' names to the Membership Chairman and Treasurer quarterly [September 20, December 31, March 31, June 30].
- [e] Sends one copy of each deceased member's obituary [or letter of notification from a relative] to the Membership Chairman or Treasurer who sends this on to MARSP.
- [f] Provides a list of the deceased members for the November necrology recognition.

**12. Nominating Committee: [Ad Hoc]**

After obtaining the consent of the nominees for officer positions, presents the names to the Executive Board in March.

**13. Program Committee:**

Obtains program ideas from the membership survey and other sources, contacts presenters, and schedules programs for the membership meetings after obtaining board approval.

**14. Publications Committee:**

- [a] Publishes a newsletter to provide information before each of the membership meetings:
  - [1] Gathers information for a quarterly newsletter.
  - [2] Prepares and edits materials gathered for publication.
  - [3] Arranges for the printing and distribution of the newsletter.
  - [4] Prepares and presents to the treasurer and president an itemized accounting of costs incurred after each issue.
- [b] Publishes an annual yearbook:
  - [1] Gathers information from chapter officers and committee chairmen.
  - [2] Prepares and edits materials gathered for publication of yearbook.
  - [3] Prepares and presents to the treasurer and president an itemized accounting of costs incurred after each issue.

**15. Public Relations Committee:**

- [a] Sends notice of general meetings to local newspapers at least two weeks prior to the meeting.
- [b] Attends Board of Director's meetings to keep informed of meeting content.
- [c] Involves news reporters from different areas of Berrien County.
- [d] Prepares periodic news reports of the MARSP-BCC meetings for the Vanguard.
- [e] Submits publicity for any other project requested by the president.

**16. Retirement Committee:**

Provides informational meetings on Blue Cross/Blue Shield of Michigan (BCBSM) and the Michigan Public School Employees Retirement System (MPERS) for current and future retirees.

**17. Scholarship Committee:**

- [a] Establishes criteria for, applications and other forms needed to award scholarship[s].
- [b] Distributes scholarship information to colleges and media.
- [c] Establishes system of reviewing all applications and personal interviews with those meeting the criteria guidelines.
- [d] Arranges for presentation of scholarships.
- [e] Works with the Board and membership regarding financing of scholarship.
- [f] Provides oral and written reports to membership.

**18. Website Committee:**

- [a] Keeps information on the MARSP-BCC website up to date.
- [b] Keeps information on the MARSP website up to date.
- [c] Requests treasurer pay annual domain name cost.

**19. Online Facilitator:**

- [a] Keeps a record of all members.
- [b] Utilizes the portal page to gain member information and make personal contacts.
- [c] Provides Monthly Rosters and Membership Reports to the membership chairman.
- [d] Updates accessible fields: area codes, phone numbers, position at retirement, school district, year retired.
- [e] Provides Treasurer's Roster and reports to the treasurer.
- [f] Prints labels for mailings.
- [g] Attends and actively participates in the online training sessions.

Revised: 2003; Amended: January 2008 and July 2012.