

## **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 treasure 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.