

# **MSU RETIREES ASSOCIATION OPERATIONS MANUAL**

## **CREATORS:**

*Original by Jerry Hull: Past President, Rosemary Pavlik: Previous Co-Office Manager, Updated March 2009. Updated by MSURA Board: May 2014.*

## **NEED**

This manual outlines the functions and activities of the MSURA officers and committees. Officers and committee chairpersons, to assume and effectively carry out their duties, need to know the duties required of their respective offices, the functions of each committee and interactions with office managers, other officers and other committees.

## **PURPOSE**

To provide an operations manual that is in keeping with the Association's mission, goals and By-laws and also with the missions of the committees.

The manual reflects the responsibilities that MSURA places upon the Board of Directors, officers, committees, and special assignments. It is to be a guide and a stimulator to help achieve effective, orderly action. The Board of Directors may revise this manual when considered necessary and appropriate. The manual's contents must conform to the MSURA By-laws.

## **OBJECTIVES**

- Develop a working manual of officer and committee duties and guidelines.
- Provide job descriptions for officers including: term of office, mission and primary duties.
- Provide job descriptions and guidelines for standing committees including: mission, term of office, meetings, agenda, resource documents, minutes and reporting.
- Provide guidelines on the roles of the Board of Directors and various committees.
- Present the final copy of the operating manual in loose-leaf form, so future changes and additions can be made and inserted as needed to include page numbers and dates of changes.

## **INTRODUCTION**

Individuals assuming leadership of an MSURA committee or office need to understand the purposes, functions, and activities of the particular committee or office. This manual outlines guidelines and duties for each committee and office, chairperson and office so that individuals might understand the function of each committee/office and the expected interaction with other committees and offices.

## **MISSION**

The mission of the Association is to establish and maintain a community of fellowship among its members for the purposes of stimulating individual and mutual interests and concerns; to come together for social, recreational and educational purposes; to communicate and clarify information that has special impact upon retired persons and/or surviving spouses; to provide liaison between the retirees and Michigan State University

administration and to participate in service projects and programs that benefits its members, Michigan State University and the community.

## **BOARD OF DIRECTORS**

The By Laws describe the duties and composition of the board of directors. The property, business, and affairs of MSURA shall be managed by the Board of Directors. The Board has the responsibility for the policies and practices of the association, for the operation of the MSURA office and selection/supervision/evaluation of its office managers, and other duties to assure the purposes of the MSURA are effectively performed. The MSURA is an informal not-for-profit organization, it possesses an IRS tax identification number, and it is considered an affiliated organization with Michigan State University.

The Board of Directors normally meets each month from September through May and once in July or August.

## **OFFICERS/THE EXECUTIVE COMMITTEE/MEMEBERS-AT-LARGE**

- President
- Vice President
- Immediate Past President
- Secretary
- Treasurer
- Office Manager(s)
- Members-at-Large (4)

## **STANDING COMMITTEES**

- Budget & Finance Committee
- Communications Committee
  - Newsletter Editor
    - Production Assistant
    - News Reporter
    - News Contributor
    - Newsletter Advertising Manager
  - List Server (eNotices)
  - Website and Facebook Operations
- Health Benefits Committee
- Information Technology Computer Manager
- Membership Development & Services Committee
- Program Committee
- Development Fund Coordinator
- Historian
- Interest Group Coordinator

## **ANNUAL COMMITTEES**

- Audit Committee
- Awards Committee
- By-Laws
- Faculty Emeriti
- Nominations & Elections

- United Way

## **JOB DESCRIPTIONS FOR MSURA OFFICERS**

### **PRESIDENT**

Term of Office: One year with eligibility for re-election to one additional year.

#### **Duties:**

- Provides leadership consistent with the mission of the Association.
- Calls and chairs all meetings of the Board of Directors, sets time and place and plans the agenda of business meetings.
- May call a special session of the officers of the Board and/or Association membership if needed.
- Appoints all standing committee chairs and members, subject to approval by the Board.
- May appoint special committees or task forces to study special problems or organize activities.
- Represents the Association at all official functions and meetings having relevance to the mission and goals of the MSURA.
- Writes a President's message for all MSURA newsletters.
- Serves as a mentor to the Vice President/President-elect.
- Serves as an ex officio member of all MSURA committees.
- Suggests changes for the By-laws of the Association.
- Contacts appropriate University administrators on issues that may adversely affect the Association and MSU retirees.
- Performs all duties incident to the office and other duties as may be prescribed by Board of Directors from time to time.
- Upon expiration of term of office, the President shall automatically assume the office of immediate Past President of the Association.

### **VICE PRESIDENT/PRESIDENT-ELECT**

Term of Office: One year term with eligibility for re-election for a second year. This person serves with the understanding that he/she shall succeed as President.

The Vice President/President-elect in the absence of the President, or in the event of his /her death, resignation or inability to act or perform the duties of the President, shall assume the duties of the President's office and when so acting, shall have all the authority of and be subject to all the restrictions incumbent with the office of President.

#### **Duties:**

- Assists the President in all phases of the leadership of the Association as well as performing other duties prescribed by the President or the Board of Directors.
- Participates in all Board of Director meetings.
- Serves as a member of the Executive Committee.
- Represents the Association in all official functions or other meetings dealing with the mission or goals of the MSURA when the President is unable to attend.
- Presides at meetings of the Board of Directors and Executive Committee in the absence of the President.

- Assumes the duties of the President on July 1 following the Annual Meeting, subject to election to that office at the annual meeting.
- Introduces guest speakers at monthly retiree meetings.
- Chairs the Program Committee and coordinates its functions.
- Manages correspondence regarding program participants (i.e. invitations, thank you, etc.)

## **PAST-PRESIDENT**

Term of Office: One year with possibility of a two-year-term.

### **Duties:**

- Serves as member of Board of Directors and Executive Committee.
- Serves in the absence of the President and Vice President as Chair of Board or Executive Committee meetings and assumes the authority and restrictions incumbent with the office of President.
- Serves as counsel to the Board of Directors and the Executive Committee.
- Performs other duties that normally fall within the scope of this office or are designated by the President.

## **SECRETARY**

Term of Office: Two years with eligibility for re-election.

### **Duties:**

- Serves as member of Board of Directors and Executive Committee.
- Takes minutes at monthly board meetings, transcribes and distributes them to all Board of Directors members and maintains minutes and related files.
- Assures that permanent office copies of minutes and related materials are filed.
- Sets aside copies of materials for archiving.
- Faxes information regarding MSURA monthly meetings to the MSU News Bulletin

## **TREASURER**

Term of Office: Two years with eligibility for re-election.

### **Duties:**

- Serves as member of Board of Directors and Executive Committee.
- Maintains the financial records of the MSURA.
- Submits monthly financial reports at each board meeting.
- Pays all bills incurred.
- Collects and deposits all subscription fees.
- Reconciles bank accounts.
- Provides an annual financial report to the membership in cooperation with the Budget & Finance Committee.
- Serves as a member of the Budget & Finance Committee.

## **MEMBERS-AT-LARGE**

Term of Office: At-Large members shall serve two-year overlapping terms. One at-Large member is elected at the annual meeting each year; two are elected as needed.

No specific term length of office.

**Duties:**

- Serves as member of Board of Directors and Executive Committee.
- Represents the interests and concerns of the members of MSURA.
- Serves as a member and/or chairs of one or more of the MSURA standing committees, as requested by the President.
- Serves in an advisory capacity to the MSURA Board.

**OFFICE MANAGER(S)**

Serves as a liaison to approximately 4,200 retirees of the Michigan State University community. Communicates information that has special and specific impact on retirees, sees to their concerns, and represents them at various University functions.

No specific term length of office.

**Duties:**

- Membership on the Board of Directors.
- Attends all Executive Board Meetings and provides current office reports.
- Works with all committee chairpersons on how best to serve and represent the retirees and fulfill their committee responsibilities.
- Recruits, schedules and trains volunteers to cover office (i.e. answer phones, answer questions, pick up mail, copy materials, etc.).
- Recommends By-law changes in conjunction with the President and Board of Directors members.
- Coordinates the annual meeting and awards luncheon.
- Verifies and directs Treasurer on payment of Association bills which come into the MSURA office.
- Assists with completion of Big Ten Surveys and other requests.
- Collects, opens, and responds to office correspondence: distributes to MSURA Officers and Board Members as appropriate.
- Coordinates assistance to annual Florida Luncheon and meeting.
- Maintains office files of MSURA including a record of paid subscribers.
- Schedules meeting rooms as requested.
- Inputs data into the MSURA computer database including deaths, name changes, address changes, etc.
- Serves as liaison with Staff Benefits to ensure correctness of retiree data.
- Enters all new retirees into the MSURA computer database.
- Works with the Treasurer on compliance of subscriptions fees.
- Calculates subscription payments and maintains accurate "paid-up-to dates" in the MSURA computer database.

**OFFICE ASSISTANT**

No specific term length of office. Serves as a liaison to MSU retirees.

**Duties:**

- Assists Office Manager(s) with any duties as needed: Scheduling workers to cover office during the academic school year; inputting data regarding deaths, name changes, address changes, etc. into the computer databank; and enters new retirees into the Association computer databank.
- Attends all Executive Board meetings and provides backup to Office Manager as requested.

## **STANDING COMMITTEES**

### **PROGRAM COMMITTEE**

**Mission:** To coordinate program activities for the membership.

This committee is chaired by the Vice President. There is no limitation on length of service for members.

Develops MSURA programs to expand members' horizons and enable members to continue to learn about MSU research, activities and accomplishments and the knowledge and talent being developed at MSU and in the community. To encourage social interaction within the membership as interests may indicate.

**Duties:**

- Provides for the regular Monday educational and social events conducted by MSURA for the membership. These programs are conducted on the second Monday of months from September through April. The committee secures speakers, meeting rooms, and thanks presenters on behalf of MSURA.
- Plans and organizes the May annual meeting of the Association including facility, program, invitations, meal arrangements, and so forth.
- Acts a forum to consider special programs that MSURA might offer to members and to the University community.
- Assures that adequate publicity is provided for each educational and social event including internal communications and appropriate publicity through mass media.

### **HEALTH BENEFITS COMMITTEE**

**Mission:** To enhance the well-being of MSURA members by advocating ways to maintain and improve retirees' health and welfare.

Chair and members have no length of term limitations.

**Duties:**

- The Chairperson is a member of the Board of Directors.
- Maintains a working relationship with the MSU Human Resources Department to keep abreast of changing benefits which may affect MSU retirees.
- Monitors University programs and policies for effects on retiree benefits and privileges.
- Advises Board of Directors on health issues and anticipated changes.
- Writes periodic health-related articles for publication in the MSURA newsletters.

- Explores and/or develops health-related program options for retirees.
- Serves as liaison between MSURA and Healthy U on health concerns of retirees.

## **BUDGET & FINANCE COMMITTEE**

**Mission:** Monitors MSURA financial situation and financial activities and coordinates overall financial planning and MSURA activities. Assures appropriate and accurate financial records for the Association

Chair and members have no limitations on length of service.

The work of the Budget & Finance Committee is essential for maintaining the financial health of the Association. Development of financial resources and maintenance of a sound budget are very important for MSURA. Maintains a close working relationship with the Membership Development & Services Committee and the Treasurer.

### **Duties:**

- The Chairperson of the committee is a member of the Board of Directors.
- Works with the Office Manager(s) and the Treasurer in preparing an annual budget for presentation to, and for approval of the Board of Directors.
- Monitors the budget throughout the financial fiscal year.
- Develops procedures to increase the financial base of MSURA along with the Office Manager(s), Membership Development & Services Committee, Executive Officers, and other interested parties.
- Makes reports as needed to the Board of Directors.
- Recommends an individual to conduct a financial review of any fiscal year for approval by the Board of Directors, facilitates each financial review, and reports to the Board of Directors at the conclusion of the review.

## **MEMBERSHIP DEVELOPMENT & SERVICES**

**Mission:** Promotes newsletter subscriptions to retirees, surviving spouses, and other interested parties. Encourages attendance at monthly meetings.

Chair and members have no length of office limitations.

The success of MSURA is largely dependent upon its members. They help generate subscription and charitable gift contributions, are active participants and contribute to the newsletters as well as providing volunteer service to MSU and MSURA activities.

### **Duties:**

- The Chairperson is a member of the Board of Directors.
- Evaluates active participation of MSU retirees and MSURA newsletter subscriptions.
- Determines membership needs and membership activities to achieve the goals of the MSURA.
- Develops programs and ideas to obtain subscribers and active members.
- Cooperates with the Budget & Finance Committee concerning issues such as subscriptions and services for members.
- Works closely with the Office Manager in matters related to membership.
- The Chairperson presents reports to the Board of Directors as needed.

- Considers follow-up contacts with retirees who have not subscribed to the newsletter.
- Writes regular articles for local and international newsletters.
- Determines who is volunteering on campus and compiles results for future use.
- Develops a data bank of individuals interested in providing volunteer services. Works with the Computer Manager on collection, storage and retrieval of volunteer services information.

## **RETIREE VOLUNTEER COORDINATOR**

This person is appointed by the President with approval of the Board of Directors.

### **Duties**

- Serves as contact for various university functions and schedules appropriate volunteers, such as The Road Next Traveled.
- Responds to requests for volunteers from the University at large. Obtains volunteers and sets up work schedules.
- Maintains list of volunteer opportunities available for MSU retirees on the MSURA website with help from Website Operations Manager.

## **DEVELOPMENT FUND COORDINATOR**

This person is appointed by the President with approval of the Board of Directors.

### **Duties:**

- Visits with selected persons about making gifts to support MSURA programs and services.
- Submits occasional newsletter articles to solicit gifts.
- Produces letters to selected individuals to personally ask them for gifts.
- Prepares proposals for *Spartan Seniors* newsletter sponsorships and coordinates MSURA's relationship with such sponsors.
- Prepares informal gift acknowledgement letters for signature of President.
- Prepares list of donors and sponsors when they occur for newsletter notices.
- Represents MSURA with University Development regarding the account used for gifts that support MSURA programs and services and represents MSURA with the Human Resources Department concerning the account.
- Coordinates with the Budget & Finance Committee and the Office Manager(s).
- Assures that any gifts with donor designations attached will be accepted only if the designation is approved by the Board of Directors.
- Maintains records of individuals giving to MSURA as confidential and not accessible to the office staff.
- Maintains office records of gift income received, correspondence and related materials.

## **COMPUTER MANAGER**

No specific term length of office. Provides computer support for the MSURA office technology.

### **Duties:**

- Member of Board of Directors
- Updates MSURA computer systems as needed.
- Compiles addresses of retirees for local and international newsletter mailings and sends via computer to the printer of the newsletters.
- Compiles addresses of retirees as requested by other departments for mailings.
- Compiles special reports as requested.
- Member of the Communications Committee.

## **WEBSITE AND FACEBOOK OPERATIONS MANAGER**

No specific term length of office. Provides website and Facebook support for the MSURA office operations.

### **Duties:**

- Member of Board of Directors
- Maintains the MSURA website online at <http://retirees.msu.edu> (website) and updates website content and design as needed.
- Maintains Facebook organizational information online at <http://www.facebook.com/MSURetirees> where all MSU retirees may actively contribute.
- Monitors to ensure posts are in accord with MSURA policies.
- Compiles special reports as requested.
- Member of the Communications Committee.

## **INTEREST GROUP COORDINATOR**

No specific term length of office. Coordinates Interest Group services to MSURA members.

### **Duties:**

- Member of Board of Directors.
- Provides consultation and support to Interest Group Leaders.
- Alerts the Board of Directors to Interest Group issues that may warrant Board consideration.
- Approves the formation of new Interest Groups and communicates such actions to the Board.
- Dissolves Interest Groups which are no longer functional or which are operating in a manner that is inconsistent with Board expectations. Communicates such actions to the Board.
- Provides updates as warranted to the three Communications Editors (newsletter, website, e-Notices, Facebook, Twitter).
- Maintains an email and phone number roster of Interest Group Leaders.
- Communicates with the President, Vice President, and Office Manager as needed.

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## **LIST SERVER MANAGER**

No specific term length of office. Provides e-Notices support for MSURA operations.

## **Duties:**

- Member of Board of Directors.
- Updates MSU retiree email addresses on the list server as needed (i.e., additions, changes, and deletions). Receives updates from the Office Manager once each month or more frequently if requested.
- Removes MSU retiree email addresses from the list server when Opt-Out requests are received or when e-Notices bounce because of non-deliverable email addresses.
- Notifies the MSURA Office Manager when corrections to email addresses occur through list server activities.
- Sends e-Notices when local or international newsletters are available, to communicate monthly program announcements, or when requested for special messages.
- Reports current number of e-Notices recipients and number of e-Notices editions in a given date range as requested.
- Member of the Communications Committee.
- Implements other list server mailing lists as requested.

## **e-Notices and Newsletter Announcement Procedures 1/18/11**

To prepare an e-Notice or Newsletter Announcement, start with a copy of the most recent text that was published. Edit it with a plain text editor (e.g., Notepad in Windows) and update it to reflect the new information that you want to publish. Save the revised text in plain text format, and paste a copy of the text into an email message. On the "TO:" line, use this email address to send the message to the MSURA e-Notices Listserv:

MSURA-ENOTICES@list.msu.edu

Send a BCC to yourself, if you want a copy of the email.

Please note that only a List Owner is permitted to authorize the publication of a message via the Listserv. As of 1/18/11, Gordon Williams is the only List Owner for MSURA.

List Owner Succession: The e-Notices Listserv is managed via this email account: MSURA.List.Manager@gmail.com

When the current/former List Owner is replaced by a new List Owner, the password for the above email account shall be given to the new List Owner (by the former List Owner). This password permits the new List Owner to send and approve messages via the Listserv, and it permits the new List Owner to perform administrative functions on the Listserv itself.

Assuring Continuity of Electronic Access on Behalf of the Association: In order to assure that MSURA as an Association shall always have emergency/urgent access to the electronic accounts which are part of the foundation of the Association's work, the President shall be provided with a sealed envelope which contains the password and login information for each electronic account that is operated on behalf of the Association. It is intended that the President shall open the envelope and utilize (or assign) that login information only when emergency or urgent access is required AND the usual manager of that account is not available or is otherwise non-responsive to requests from the President. The outside of the envelope shall be labeled "Confidential for the MSURA President", shall have the date that the envelope was sealed & the name of the account manager, and shall have an indication of the account name and/or function -- so the President knows which envelope to open as the need arises. Each outgoing President shall pass to the incoming President the collection of sealed envelopes. (For the e-Notices Listserv and the Gmail account listed above, the sealed envelope will be mailed to President Patrick Scheetz on 1/19/11 by Gordon Williams.)

Emergency Replacement of List Owner: In the event that the current List Owner is unable to carry out his/her Listserv duties, the President of MSURA can contact the MSU Computing Help Desk at 517-432-6200 and ask for their assistance in gaining control of the e-Notices Listserv (by proposing a new List Owner). In the interim, the President can open the sealed envelope (containing e-Notices login information) in order to permit normal Listserv activities to be maintained.

Updated email address information for members: The List Owner shall keep the Office Manager informed of changes in email addresses (including Opt-Out info) that is received by the List Owner. Likewise, the MSURA Office shall keep the List Owner informed of changes in email address information (including Opt-Out info) that is received by the Association. The intent is to keep both databases in sync (Excel database and Listserv database)

See the 7/28/10 job description for List Server Manager for additional information.

Gordon Williams  
MSURA List Server Manager  
January 18, 2010

## **HISTORIAN**

No specific term length of office.

### **Duties:**

- Supervises maintenance of the history and records of MSURA.
- Maintains a compilation and maintenance of reports and significant activities of MSURA members.
- In conjunction with the University Archivist and the Association Secretary, the Historian will transfer appropriate materials to the University Archives.
- Provides for history to be reviewed in newsletters and at appropriate Association meetings.
- Urged to attend all Board of Director meetings.

## **COMMUNICATIONS COMMITTEE**

**Mission:** Establishes policies and guidelines for MSURA publications.

Chair and members of the committee have no limitations on length of service. The Chairperson of this committee and as many as two other members of this committee may be appointed to the Board of Directors by the President and subject to approval by the Board of Directors. The Editor of the MSURA newsletter will always be an appointed member of the Board of Directors.

### **Duties:**

- Member of Board of Directors.
- Manages, facilitates and assists in the production of MSURA newsletters.
- Creates an annual communications plan with published deadlines for all newsletters and, when requested, shares advance notice of plans for contents and features.

- Takes leadership to ensure all MSURA communications to the public and to constituents meet acceptable standards of excellence.
- The editor of the newsletter is a committee member and provides leadership to all aspects of gathering news, editing, proofing, and liaison with the university printing service. (See Newsletter Editor)
- The manager of the list server is member of this committee and supports the communications objectives of the association with special and very important periodic eMessages to MSU retirees (See List Server Manager)
- Provides input and support to the Computer Manager on matters relating to that person's areas of responsibility (website development, mailing lists, and other communication systems).
- Recommends communications goals and strategies to the Board of Directors.
- Assists the Association in developing communications strategies with MSU administrators, the University community and the general public.

## **NEWSLETTER EDITOR**

No specific term length of office. Appointed by the President with approval by the Board of Directors.

### **Duties:**

- Member of Board of Directors.
- Manages production of two newsletters.
  1. Spartan Senior - local edition (approximately 5 issues per year). Mailed to all subscribers living within approximately 35 miles of East Lansing.
  2. Spartan Senior - international edition (3 per year). Mailed to all MSU retirees worldwide.
- Publishes deadline dates for newsletter information to appropriate persons.
- Writes original articles for newsletter on topics of interest to MSU retirees.
- Seeks, collects and processes all newsletter items received, edits for clarity and accuracy, and checks with contributors.
- Collaborates with technical editor in laying out pages, assigning headlines and other means of emphasis.
- Proofreads for accuracy everything included in the newsletters. Involves the President or his/her designate as a second proofreader.
- Provides an appropriate electronic file or camera ready, hard copy pages and print order materials to customer service representative at university printing services.
- Provides a final proofing of pre-press pages.
- Obtains final count of subscribers from Computer Manager and provides the count to printing services.
- Acts as a member of the Communications Committee.
- Ensures that MSURA publications meet acceptable standards of excellence.

## **PRODUCTION ASSISTANT**

No specific term length of office.

### **Duties:**

- Member of Board of Directors.

- Assists with collection of articles for newsletters.
- Retypes articles as needed.
- Keeps track of timely materials.
- Confers with the editor on placement of articles in newsletters.
- Produces the final copy of the newsletter and forwards a suitable electronic file to the Editor for forwarding to university printing services.
- Member of the Communications Committee.

## **NEWSLETTER ADVERTISING MANAGER**

No specific term length of office. Appointed by the President with approval by the Board of Directors.

### **Duties:**

- Member of Board of Directors.
- Maintain communication with current advertisers
- Work to develop appropriate new advertisers within guidance of President and Board
- Liason with Treasurer on billing and payment for ads
- Provide newsletter Editor with a listing of future ads to be printed, for the entire publication year if possible, including size on page (full, half, etc.)
- Provide newsletter Editor with electronic files of ads to be run in the coming newsletter by the content deadline for newsletter (many ads repeat)
- Provide advertisers with electronic and/or hard copy files of ads run for them

## **OTHER MSURA APPOINTMENTS**

These are non-voting positions. Those holding assignments are invited to participate in every meeting of the Board of Directors and to report as needed at those meetings and/or to the President or Executive Committee.

### **AUDIT COMMITTEE**

**Mission:** To assure appropriate and accurate financial records for the Association.

No specific term length of office.

### **Duties:**

- Performs an annual review of the financial records of the Association.
- Prepares a report stating an opinion that the Statement of Revenues and Expenditures with the resultant Fund Balances are fairly stated.
- Obtains from the Treasurer all records and papers as requested to complete a thorough and accurate review of MSURA financial records.
- Provides a report to the Budget & Finance Committee for presentation to the MSURA Board.

### **AWARDS COMMITTEE**

**Mission:** Solicits and evaluates nominations for Volunteer of the Year Award. Provides recommendations for special awards and/or recognitions.

Members have no length of office limitations.

MSURA may present a ***Volunteer of the Year Award*** at each annual meeting. It is appropriate to consider other types of recognition and possible awards for special and exemplary contributions to MSURA. The committee shall consist of members appointed by the President.

**Duties:**

- Develops and distributes guidelines for qualifications for award nominations.
- Recommends policies and practices relevant to the Association Awards Program for consideration by the Board of Directors.
- Solicits nominations, collects materials, and evaluates information related to potential candidates for the ***Volunteer of the Year Award***.
- Recommends proposed recipients to the Board of Directors for awards, honors, recognitions, and special contributions to MSURA.
- Assures that solicitations for awards are printed in the local newsletters and other appropriate media sources.
- Arranges for preparation of award plaque(s) and citations.

**FACULTY EMERITI GROUP LIAISON**

No specific term length of office.

Works with the MSU Provost's Office and participates in the University-wide program for emeritus professors who voluntarily engage in organized University activities while continuing to utilize their backgrounds and skills.

**Duties:**

- Represents the potential contributions, concerns and energies of the MSURA.
- Plays an active role in recruiting, organizing and encouraging emeritus professors to engage in MSURA programs.
- Keeps MSURA officers, board members, and general membership informed of the emeriti faculty programs and obtains new ideas regarding development of MSURA activities, events, and programs.
- Prepares newsletter articles that encourage emeritus professors to participate in MSURA programs, including reporting of continuing developments in faculty emeriti programs.
- Provides up-to-date information about the program to MSURA participants in "The Road Next Traveled" program.
- Urged to attend all Board of Director meetings.

**NOMINATING & ELECTIONS COMMITTEE**

**Mission:** Determines qualified candidates to fill MSURA offices and Board of Director positions and develops ballot for membership consideration.

This committee is appointed by the President with approval of the Board of Directors. It is not a standing committee. The chairperson is a member of the Board of Directors. This

committee is responsible to recommending for election the various officers and at-large members of the Board of Directors. These nominations are to be presented by the committee at the annual membership meeting for action by the members in attendance.

## **UNITED WAY CAMPAIGN CHAIR**

No specific term length of office.

### **Duties:**

- Establishes date for mailing of all United Way campaign materials to retirees (usually first Tuesday in Oct.).
- Reserves room for preparation of mailings.
- Notifies Chairpersons of MSU Community Charitable Campaign (United Way) of materials needed for mailings.
- Rewrites cover letter to keep current and submits to MSU United Way Chairperson.
- Obtains volunteers to help with preparation of mailing materials.
- Supervises and trains help on mailing days.
- Provides count for food order for breakfast and lunch on days of mailings.
- Orders hampers for mailings and schedules mailroom pickup time for mailing materials.
- Maintains record of donations.
- Delivers pledges/checks to MSU Administration building each week.
- Urged to attend all Board of Director meetings.

## **OTHER MSURA COMMITTEES (Non-Standing)**

### **BYLAWS COMMITTEE**

**Mission:** Provides for a set of By-laws and appropriate amendments for the proper operation of MSURA.

This committee is appointed by the President with approval of the Board of Directors. It is not a standing committee. The chairperson is a member of the Board of Directors. This committee is responsible to recommending By-law changes as needed.