

## **EXECUTIVE DIRECTOR**

### *From Bylaws:*

- A. An Executive Director may be appointed by the Board of Directors and shall serve at its direction.

### *In Reality:*

- A. Manage the sdrta.net website through the web manager John Rayner of Rapid City, raynerj@draginet.com
- B. Our website is through Network Solutions. The account #, user name and password need to be maintained.
- C. Bills to pay to Network Solutions should be referred to the treasurer
- D. In May unit leaders must be contacted to submit updated officer list (to then be sent on to Network Solutions), or to make the changes themselves through the website Unit Information category.
- E. Keep web site up to date.
- F. Prepare a report of past year's accomplishments for the board meeting at annual convention
- G. Assist the president with convention planning
  - a. Work with AARP regarding essay contest winner costs
  - b. Contact Grandparent Essay chairperson (Donna Fischer) to make sure winner and family have been invited, etc.
  - c. Arrange pre-convention and/or post convention events
  - d. Send special invitations to Past Presidents and spouses to attend the convention and be seated together for the Tuesday dinner
  - e. Prepare driving instructions to pre and post convention events and have them available on registration table.

- f. Make final convention arrangements with hotel. Distribute list of convention job descriptions to state board members at least 15 days before convention begins.
- g. Contact the previous year's Krieger Award winners to have plaque engraved and ask her/him to be ready to make new Krieger winner presentations (In the past, the SDRTA president had this responsibility and presented the award. At the 2103 convention, the presentation was made by the previous winner and that has continued.) This task could revert back to the president if that is desired.
- h. Keep website updated about convention
- i. Get food count to hotel; be sure grandparent essay winner and family and any other complimentary meals for convention presenters are included.
- j. Arrange for the past-presidents' event
- k. Check on hotel meeting room set up - head table, flags, microphone, projectors, etc – need to confer with president and speakers on what is needed
- l. Make copies of convention program (with all updates) for registration table
- m. Get registration numbers from the registrar and pass on to all board members so they know the # of copies needed for their reports at the general meetings
- n. Prepare a convention evaluation sheet; distribute at convention, collect and give reports to board members via email or at the summer board meeting
- o. Send thank-you messages to speakers after convention.

H. Other duties as assigned by the president

I. Serve on the AARP - SD Executive Council

- J. Participate in conference calls with complete committee and AARP – SD director
- K. Attend the Volunteer Event in fall of each year, and other AARP events as possible
- L. With our state having an executive director (volunteer), SDRSP belongs to the Association of State Retired Teacher Executives
- M. Attend the annual national ASRTE conference
- N. Keep in contact via email with the president of ASRTE concerning issues of teacher benefits

## **PRESIDENT**

### *From Bylaws:*

- A. Shall preside at all meetings of this Association.
- B. With the advice and consent of the Executive Board, shall appoint active members to serve as chairman of Standing Committees; shall establish and appoint active members to serve on special committees when such committees are deemed necessary or appropriate;
- C. The President shall be an ex-officio member of all committees except the nominating committee.
- D. Shall appoint a parliamentarian to serve at each meeting held.
- E. Shall appoint two members from the Board of Directors to serve on the audit committee; the committee will audit the accounts of the treasurer at the close of each fiscal year and report findings to the membership at the annual meeting.
- F. Shall appoint a budget committee consisting of the treasurer and two members from the Board of Directors; the budget will be presented and approved at the annual meeting.
- G. Shall officially represent the Association at meetings of related organizations or designate another active member to serve in this capacity for specific occasions.

### *In Reality:*

- A. Preside at all meetings of this organization
- B. With advice and consent of the Executive Board, to appoint active members to serve on special committees
- C. Act as ex-officio member on all committees except nominating committee
- D. Appoint a parliamentarian to serve at each meeting
- E. Appoint two from the board of directors to audit accounts of the treasure at the end of each fiscal year

- F. Appoint a budget committee to consist of the treasurer and 2 board members to prepare and present a budget at the annual meeting
- G. Represent association at meetings of related organizations or designate another active member to do so
- H. For convention:
  - a) help arrange for speakers: notify them of times, fees, etc
  - b) Arrange for requested AV equipment, computers, etc
  - c) Notify treasurers of honorarium and expense reimbursement agreements
  - d) Ask unit presidents for participation, e.g. stories to be told, door prizes, displays of crafts
  - e) Prepare board agenda for the meeting on the first night
  - f) Make convention assignments for prayers, flag salutes, etc
  - g) Make copies of Krieger Awards and send only to Executive Board members (elected officers, not appointed) for voting.
  - h) Prepare all award certificates (Kreiger, outstanding service, reminiscent teacher, presidents awards)
  - i) Compile annual reports in a form to be given to the Board members and unit presidents
  - j) Prepare convention remarks
  - k) Send special invitations to past presidents and spouses to attend the convention and be seated together for the first night dinner

## **PRESIDENT-ELECT**

### *From Bylaws:*

- A. Shall accumulate a talent bank of capable active members for the purpose of selecting key individuals to chair standing committees during his/her term of office as President.
- B. Shall be responsible for receiving Reminiscent Teacher essays and compiling them for display at the Annual Meeting.
- C. Shall assume the office of President, without election at the Annual Meeting, upon the expiration of the current President's term.

### *In Reality:*

- A. Find people to chair standing committees during the upcoming term as president
- B. Be in charge of recruiting and providing reminiscent essays for the convention
- C. Be in charge of collecting applications and finding adjudicators for the SDRSP scholarships
- D. Establish location and necessary information, e.g. theme, for conventions during his/her term as president; this should be done before the summer board meeting prior to becoming president
- E. Attend all board events as possible

## **PAST PRESIDENT**

### *From Bylaws:*

- A. Immediate past president will serve as chairperson of the nominating committee, with other past SDRSP presidents as committee members.
  - 1. The committee will prepare a slate of candidates for the offices to be filled at all elections held by this association.
- B. Immediate past president will serve as Bylaws and Standing Rules chairperson.
  - 1. Prepare proposed amendments to the existing Bylaws and Standing Rules, when changes are suggested by the membership and provide copies for the secretary and the Board of Directors.
  - 2. Revise the existing Bylaws and Standing Rules to reflect such changes adopted by the membership and provide copies for the secretary and Board of Directors.

### *In Reality:*

- A. Serve as parliamentarian
- B. Review Bylaws as requested
- C. Present Slate of Officers for next term
- D. Other duties as assigned by the Presiden

## **VICE-PRESIDENT**

### *From Bylaws:*

- A. Shall preside at all meetings in the absence of the President and in event a vacancy occurs in the office of the President, shall automatically assume the office of President for the duration of the term.
- B. Shall be responsible for the Memorial Tribute.
- C. Shall serve as Program Chairperson with the following responsibilities:
  - a. Serve as a resource for local unit program committees,
  - b. be aware of statewide issues that are of concern to retired persons, and contact local unit program chairs through direct mailings and the SDRSP NEWSLETTER, with suggestions and recommendations for local programs.
- D. Shall officially represent this Association at meetings of related organizations in the absence of the President or his/her authorized designee.
- E. Shall perform such other duties as may be designated by the President

### *In Reality:*

- A. Plan Memorial Service. Get names from Membership Chair.
- B. Have printed programs ready for service.
- C. Get traveling trophy award from previous unit winner (it should be brought to the convention for you).
- D. Have traveling trophy forms ready for Unit representatives. Tabulate forms, and announce winner and make presentation of trophy at convention luncheon.



## **SECRETARY**

### *From Bylaws:*

- A. Shall record and file the minutes of all meetings of the Executive Board, the Board of Directors and this Association and provide a duplicate copy for the President and provide copies of the minutes of the previous Annual Meeting for distribution at the Annual Meeting.
- B. Shall refer all correspondence relating to this Association to the President and shall respond to such correspondence as authorized by the President.
- C. Shall maintain on file a copy of the current Bylaws of this Association, actions taken by the Executive Board and the Board of Directors, reports of standing committees and special committees, and the annual financial report, all of which shall be readily available upon request, to any active member and all of the above records shall be passed on to the succeeding Secretary.
- D. Perform such other duties as may be provided herein

## **TREASURER**

### *From Bylaws:*

- A. Receives deposits, and is responsible for the safe keeping of all moneys of this Association.
- B. Records the source and amount of all moneys received and retains the names and addresses of all active members as their dues are received and expeditiously transmits a copy of the names and addresses to the Membership Chair.
- C. Receives vouchers and pays all bills and keeps all vouchers and other records on file for a minimum of three (3) years.
- D. Shall serve as a member of the Budget Committee.
- E. Shall prepare and present an Annual Financial report to the membership at the Annual Meeting and interim financial reports as may be requested by the President, the Executive Board, or the Board of Directors.
- F. Shall pass on all records, reports and moneys of this office to the office of the succeeding Treasurer.
- G. Shall also have the following duties:
  - a. Shall appropriately invest funds not needed for the current operation of the Association. Such investments are to be held in certificates of deposit or dividend bearing certificate accounts of reputable banking or savings and loan institutions.
  - b. Shall transfer funds from investment accounts to the General Operating Fund if it becomes necessary to meet current obligations, fund special projects or balance future budgets

## COMMUNITY SERVICE & HEALTH

### *From Bylaws:*

- A. Prepare and give Community Service report at board and general meetings, plus hand out awards
- B. Other duties as assigned by President.

### *In Reality:*

This job is to enhance the volunteer work of the SDRSP. Specifically, the person in this position will:

- A. Write an article for each newsletter.
- B. Inform the units of the way the volunteer hours will be reported to SDRSP.
- C. Collect the volunteer hours from each unit prior to the convention.
- D. Report to the convention the total number of volunteer hours.
- E. The report may include:
  - 1. the number of hours With Our Youth
  - 2. the number of hours Benefiting Adults
  - 3. the number of hours for Grandparent Essay work
  - 4. an example of volunteer work written in vignette form
- F. When the report is presented, certificates may be awarded. It is up to the person in this position to determine who receives the certificates and for what purpose.

## **MEMBERSHIP**

### *From Bylaws:*

- A. Recruit new members and remind delinquent members to pay their dues.
- B. Shall keep a card file or computer record of all members.
- C. Communicate and cooperate with the chair of NEWSLETTER Committee and Vice-President.

### *In Reality:*

- A. Maintain membership list for SDRSP including Local Association Name, Type (New, Renewed, Live), First Name, Last Name, Address, Date of Membership, Current Status (N, R, L, Q – delinquent(with last year of active membership – boards dictate that names are to be maintained for three years)), Renewal date, email address (if they want newsletter delivered electronically), Deceased Date, Who Notified SDRSP, When They Notified SDRSP, Date Member Was Memorialized
- B. Communicate with local officers to maintain a current list of members
- C. Communicate with members from the Other category – these are State members who choose not to belong to a local – to maintain their active membership
- D. Communicate with Treasurer to determine paid members
- E. Send membership list with addresses to Newsletter printer
- F. Receive electronic version of Newsletter from printer; email copy to members
- G. Prepare memorial list prior to convention and send to Vice President
- H. Prepare and give membership report at Board meeting and convention
- I. Other duties as assigned by President

## **NEWSLETTER (COMMUNICATIONS)**

### *From Bylaws:*

Prepare and give newsletter report at board and general meetings Arrange for photographs of award winners, etc. Other duties as assigned by President

## **LEGISLATIVE**

### *From Bylaws:*

- A. Prepare and give legislative report at board and general meeting
- B. Other duties as assigned by President

### *In Reality:*

- A. To attend meetings of the SDRS board,
- B. To purchase a lobbyist badge in order to represent the SDRP during the Legislative session
- C. To follow/monitor legislation impacting the SDRSP
- D. To appraise SDRSP officers of the status of such legislation
- E. To report on retirement legislation to the SDRSP membership
- F. To comply with statutory requirements for lobbyists

## **Convention – Local Responsibilities**

Collect materials of local interest; put in a bag – one for each attendee at registration table

Receive convention registrations through the mail and prepare a name tag for each attendee

Prepare a spread sheet of attendees – Include:

Name, Unit, \$ Paid, Dinner, Lunch, Pre-Conv. Tour, Post-Conv. Tour, email address & ph.#

Send registration number to Presideents for Board members' information. Send President the count for each of the meals (may want to make “meal tickets” to indicate choice) Send President number of pre and post convention tour participants

Arrange table for registration by 9:45 a.m. on April 28; have 2 people at table until convention begins at 1:00

Accept “at-door” registration for attending sessions, but not for meals unless checking with President or you know for sure someone has canceled.

Present registration report and matching fees to treasurer