

Committee and Position Responsibilities

Michigan Association of Retired School Personnel—Berrien County Chapter

1. Financial Review Committee: [Ad Hoc]

- [a] Reviews 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 Membership Chair 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] 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.
- [c] Communicates instructions to the call coordinators and callers.
- [e] Provides the list of meeting reservations to the Publications Committee ~~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.
- [c] Provides receipts to the treasurer for reimbursement.

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.
- [c] Submits receipts for cards and postage to the treasurer for reimbursement.**

6. Historian Committee:

- [a] Retain and preserve copies of reviewed financial records, digital and paper copies of past annual directories, digital copies chapter newsletters, digital and paper copies of scholarships, bylaws, committee descriptions, and chapter history on chapter website.

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 to keep a record of all members.
- [c] 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.
- [d] Staffs the membership table at the area conference.
- [e] Understands the current policies/procedures set by the MARSP Board and staff.
- [f] Maintains a good working relationship with the MARSP Membership Services Coordinator.
- [g] Works cooperatively with the state membership chairman/committee.
- [h] Solicits strategies, policies, philosophies, etc., from successfully growing MARSP chapters.

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.
- [c] Keeps an accurate list of those MARSP-BCC members deceased on a yearly basis.
- [d] Sends one copy of each deceased member's obituary [or letter of notification from a relative] to the MARSP Membership Coordinator.
- [e] Provides deceased members obituaries to Friendship Committee.

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:

- [a] Obtains program ideas from the membership survey and other sources, contacts presenters, and schedules programs for the membership meetings after obtaining board approval.
- [b] Communicates with treasure to arrange payments for presenters.

14. Publications Committee:

- [a] Publishes a newsletter twice annually 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] Provides invoices to treasurer for payment.
- [5] Forwards Change of Address Report provided by newsletter printer and mailer to chapter membership chair and MARSP Membership Coordinator.
- [6] Provides Historian Committee digital copies of chapter newsletter and paper and digital copies of the chapter directory.
- [b] Uses reservation list provided by Calling Committee to print name tags, check-in, and cash count pages for membership meetings.
- [c] Publishes an annual directory:
 - [1] Gathers information from chapter officers and committee chairmen.
 - [2] Prepares and edits materials gathered for publication of directory.
 - [3] Prepares and presents to the treasure and president an itemized accounting of costs incurred after each issue.

15. Retirement Committee:

Provides informational meetings on the Michigan Public School Employees Retirement System (MPERS) for current and future retirees.

16. Scholarship Committee:

- [a] Establishes criteria for, applications and other forms needed to award scholarship[s].
- [b] Distributes scholarship information to 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.

17. Website Committee:

- [a] Keeps information on the MARSP-BCC website up to date.
- [b] Requests treasurer pay annual domain name cost.
- [c] Provides the Historian Committee digital and paper copies of scholarships, bylaws, committee descriptions, and chapter history on chapter website.

Revised: 2003; Amended: January 2008, July 2012, and June 11, 2024.