HANDBOOK FOR OFFICERS AND COMMITTEE CHAIRMEN

I. INTRODUCTION

This Handbook has been prepared for the following purposes:

A. To help incoming state officers and committee chairmen with their official duties and responsibilities
B. To help leaders in developing potential strength of Retired School Employees
C. To provide accurate information for dissemination to local Associations

II. MEETINGS

A. A Business Meeting, hereby known as the Annual Council, shall be held annually. The time and place will be designated by the Executive Board.

1. The Annual Council shall be composed of delegates selected by local units, plus members of the Executive Board, the Chairmen of the Standing Committees, and the Past State Presidents.
2. The basis for delegate representation shall be:
   a. The President of the local unit will be an automatic delegate
   b. One (1) delegate for the first 25 members or major fraction thereof
   c. One (1) delegate for the second 25 members or major fraction thereof
   d. One (1) delegate for each additional 50 members or major fraction thereof.
   e. One (1) delegate for each additional 100 members or major fraction thereof.
3. The Annual Council shall:
   a. hear reports of officers and committee chairmen
   b. vote on recommendations
   c. elect officers
   d. act on new business

B. Leadership Conference

1. The place and date of the Leadership Conference shall be determined by the Executive Board.
2. The purposes of the Leadership Conference are:
   a. to train and instruct incoming officers and Regional committee chairmen
   b. to inspire local leadership
   c. to allow committees time to formulate objectives and goals to be presented at Annual Council.
   d. to prepare Regional Chairmen of Standing Committees to present goals of each committee to the county unit chairmen within the regions at the Regional Meetings.

C. Regional Meetings

1. The purposes of the Regional Meetings are:

a. to inform local units of the State goals for each committee
b. to exchange profitable procedures and experiences
c. to instill enthusiasm among unit members
d. to allow unit chairmen of State parallel committees and unit presidents to attend at no cost to WVARSE.

2. The Regional Director's responsibilities are:
   a. to set the date and location of the regional meeting, with approval of the Executive Board.
   b. to plan and arrange the program
   c. to arrange for registration, luncheon, and committee rooms for the five (5) Standing Committees
   d. to certify attendance at regional conferences for NRTA funding.
   e. to notify county unit presidents, as well as all program participants, well in advance
   f. to send forms to each county in the region for luncheon reservations
   g. to advise counties to refer to the WVARSE Reimbursement Sheet to see whose expenses will be reimbursed by the NRTA.
   h. to remind counties that a check should be sent to the Regional Director prior to the meeting for all other persons from that county who are planning to attend the luncheon.

D. Legislative Meetings (One Day)

1. The Regional Chairman of Legislation may hold a one (1) day Regional Meeting in the Fall if Annual Council is held in September.
2. The State Legislative Committee will plan the program for these meetings, centered entirely on Legislation.
3. The Regional Chairman of Legislation will be totally responsible for notifying county units and for presiding at his/her Regional Meeting.
4. A report of the meeting, including number of counties represented, interest shown, and major recommendations for implementing the program, shall be sent to the State Legislative Chairman.

E. Executive Board Meetings

1. The President shall determine the places and dates of the Executive Board meetings.
2. Voting members of the Executive Board shall include all elected officers, the Treasurer, editor of the Newsletter, the Historian, and the Immediate Past President. Any State Chairman attending the official Executive Board Meeting may make motions, enter discussions, and vote on issues. (Authorized by the Board at the November 1991 meeting.)
3. The decision of the Executive Board shall be binding (when not in conflict with Annual Council action) until the next Annual Council meeting.
4. The Executive Board shall carry out the policies and actions of the Annual Council.
5. The Executive Board shall hear reports and recommendations of Standing and Special Committees and take action when deemed necessary.
6. The Executive Board may be polled by the President on issues between meetings, if necessary.

III. ELECTED OFFICIALS

A. The President and President-elect are elected for one two-year term. Regional Directors and the recording secretary are elected for two-year terms and eligible for re-election.

B. Regions I, III, and V Directors shall be elected in odd-numbered years. Regions II, IV, and VI Directors shall be elected in even-numbered years.

C. All elections shall be by ballot if more than one candidate is running for an office.

D. The elected officers shall assume their duties at the Annual Council installation.

IV. APPOINTED OFFICERS

A. The Parliamentarian shall be appointed by the President, with approval of the Executive Board.

B. The Treasurer, Editor of the Newsletter, Membership Clerk, and Historian shall be appointed by the President and approved by the Executive Board.

West Virginia Association of Retired School Employees
Description of Duties

Duties of the President:

- Presides at all state meetings, according to Robert's Rules of Order, Revised.
- Plans and executes, along with the Executive Director, all Association meetings.
- Prepares and follows an Agenda for each meeting, starting and ending on time, keeping the meeting moving, and providing for discussion of proposed motions, before asking for a vote.
- Appoints all standing State Committee Chairs, a three-member Nominating Committee, a three-member Auditing Committee and a three-member Budget Committee.
- Appoints the following officials, with the approval of the Executive Board: Treasurer, Newsletter Editor, Historian, and Membership Clerk.
- Serves as an ex-officio member of all committees, except the Nominating Committee.
- Develops policies and activities approved by the Board which will lead the organization to greater accomplishments.
- Presents a State of the Association report at the Annual Council.
- Facilitates president's training sessions at the State Leadership Conference and Regional Leadership meetings.
- Represents the Association at NRTA meetings and other meetings of value to the Association.

- Submits a "Message From the President" for each Newsletter.
- Serves on the Executive Council of AARP and attends meetings when requested to do so. Gives a report of WVARSE to the Council.

Duties of the President-elect:

- Works with the President.
- Substitutes for the President, when necessary.
- Becomes President upon completion of current President's term of office.
- Attends meetings and presents status reports.
- Facilitates president's training at Regional Leadership meetings.
- Assists with any other matters assigned by the President and the Board.

Duties of the Executive Director:

- Keeps a current mailing list of state and regional officers and committees, as well as local unit officers and committee chairs.
- Maintains copies of official files and records of the Association.
- Officially notifies appropriate persons of meetings.
- Receives and handles Association mail and refers it or answers it without delay.
- Represents the Association at meetings of the NRTA Association of Executive Directors.
- Serves as a lobbyist for the Association during the Legislative Session and the Interim Sessions, particularly representing the Association at Finance and Pensions Committees.
- Maintains the Association webpage, keeping pertinent information of meetings and activities.
- Assists Regional Directors in the performance of their duties.
- Assists the State Legislative chair in the promotion of the Annual Day at the Legislature, by coordinating the local arrangements.
- Presents oral and written reports at scheduled meetings of the Board and the Annual Council.
- Plans and executes, along with the President, the Annual Council and the Spring Leadership Conference.
- Attends Regional Leadership Meetings.
- Assists with any other matters assigned by the Association President and the Board.

Duties of the Treasurer:

- Receives and keeps an accurate account of all money.
- Pays all bills when properly submitted and documented.
- Attends meetings and presents financial status reports to the Board and to the Annual Council.
- Submits the Treasurer's records to an Audit Committee of three. (Committee to be appointed by the President prior to the Annual Council)
- Serves as chairman of Budget Committee appointed by the President.
- Makes and manages the investments of the Association.
- Prepares payroll which includes making all necessary reports and calculations.
- Files all government required documents.
- Assists with any other matters assigned by the President and the Board

Duties of the Recording Secretary:

- Attends meetings, recording the business of the Association.
- Keeps an accurate and permanent file of the minutes of each Board Meeting and the Annual Council Business Meeting.
- Promptly sends an accurate copy of the Board and Annual Council minutes to each Board member and the chairs of each standing committee.
- Makes the minutes available for reference at each Board meeting, along with a copy of the state Constitution and the By-laws.
- Keeps on file the Executive Director's correspondence to Board members.
- Provides sympathy and "thinking of you" cards and has them available at each Board meeting.
- Assists with any other matters assigned by the President and the Board.

Duties of the Parliamentarian:

- Serves at the will and pleasure of the President.
- Uses the Robert's Rules of Order, Revised, to enforce the rules of parliamentary procedure and that of the Constitution and By-laws during Board meetings and Business meetings at the Annual Council.
- Attends designated meetings.
- Assists with any other matters assigned by the President and the Board.

Duties of the Membership Clerk:

- Receives all memberships and records payments.

- Alphabetizes by county and stores records for five years.
- Prepares and presents a report at all state meetings and for each Newsletter.
- Secures and reports each county's potential membership information.
- Submits mailing data with names and addresses of all members to mail the Newsletter.
- Deposits money received for memberships and furnishes documentation to the Treasurer.
- Works with the State Membership Chair to promote membership.
- Works with County Membership Chairs to promote accurate county and state membership records.
- Works with the State Treasurer to order and deliver membership materials.
- Assists with any other matters assigned by the President and the Board.

Duties of the Scholarship Chair:

- Updates college contact information on a yearly basis.
- Revises application as needed.
- Notifies participating colleges and universities of scholarship availability.
- Works closely with committee members.
- Mails applications to participating colleges and universities in a timely manner.
- Mails reminder letters.
- Receives and checks applications carefully.
- Copies and mails applications to committee members.
- Schedules committee meeting to choose winners.
- Notifies winners and all applicants in writing.
- Keeps all applications on file for five years.
- Writes article for spring Newsletter on scholarship winners.
- Attends Board meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Historian:

- Develops a written and pictorial record of Association events.
- Displays these materials at all appropriate events.
- Records dates, locations and persons' names on all pictures.

- Keeps copies of minutes of Board meetings, bulletins, financial records, newspaper articles, Newsletters, membership reports and any important Association documents.
- Attends meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Newsletter Editor:

- Gathers articles, pictures, etc., from local, regional and state officers for publication in the Newsletter.
- Collates and organizes the above materials into newspaper format.
- Ensures that all materials reach the publisher by deadlines.
- Attends meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Regional Director:

- Contacts all Unit Presidents as soon as elected.
- Requests a copy of each unit's meeting, including the dates, locations and time of meetings.
- Emphasizes the honor points list.
- Promotes membership.
- Makes every attempt to reactivate any inactive unit.
- Is readily available to each unit.
- Appoints a regional chair for each of the standing committees.
- Is responsible for the registration table and the hospitality room once every three years and becomes familiar with the duties required.
- Secures location for the Regional Meeting.
- Plans and arranges the program, registration, luncheon and committee rooms for the five standing committees for the Regional Meetings.
- Sends forms to each Unit President for luncheon reservations, reminding them that a check should be sent to the Regional Director prior to the meeting for all other persons attending.
- Visit each unit within the Region at least once during a two-year term.
- Attends Board meetings and presents status reports.
- Interprets goals of the Association to the county units.

Duties of the Community Service Chair:

- Develops and disseminates a timeline for reporting volunteer hours.
- Collects and tabulates volunteer hours from Regional Community Service Chairs and sends to President, Executive Director and Newsletter Editor.
- Publicizes the monetary value of volunteer service.
- Conducts the training session for the six Regional Community Service Chairs at Leadership Conference.
- Maintains contact with the Regional Community Service Chairs.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Informative and Protective Services Chair:

- Maintains an accurate list of deceased retired education employees compiled from the reports submitted by local chairs and reports these names to the Membership Clerk and the Executive Director.
- Maintains contact with local and Regional Chairs to disseminate information that is beneficial to retirees.
- Conducts the training session for the six Regional Informative and Protective Services Chairs at Leadership Conference.
- Prepares and conducts the annual Memorial Service for deceased retirees at the Annual Council with the assistance of the Executive Director and the Regional Chairs.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Legislative Chair:

- Establishes and maintains contact with Regional Legislative Chairs.
- Conducts training session for Regional Legislative Chairs at Leadership Conference.
- Meets in June with Regional Chairs to evaluate previous goals and activities and to formulate new legislative goals.
- Promotes legislative concerns and issues.
- Communicates with all Regional Chairs as necessary throughout the year.
- Communicates with legislators to assure passage of Association supported bills.
- Writes a summary of legislative action for each Newsletter.
- Plans and executes, with Executive Director, the Association's Day at the Legislature.
- Attends designated meetings and presents status reports.

- Assists with any other matters assigned by the President and the Board.

Duties of the Membership Chair:

- Coordinates membership goals and develops a membership campaign.
- Conducts a training session for the six Regional Membership Chairs at Leadership Conference.
- Maintains contact with Regional Membership Chairs.
- Promotes associate and life memberships.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Retirement Education Chair:

- Emphasizes the importance of Retirement Education.
- Helps prospective retirees become knowledgeable regarding State Retirement System, Legal and Tax Aspects of Retirement, Health Programs, Pension Plans, etc.
- Establishes working contacts with knowledgeable persons on retirement planning issues and disseminates material to Regional Chairs.
- Attends Leadership Conference to conduct a training session for the six Regional Retirement Education Chairs.
- Maintains contact with Regional Retirement Education Chairs.
- Emphasizes to Regional Chairs the importance of media in their planning for local seminars on retirement.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Nominating Committee Chair:

- Seeks individuals dedicated to the goals and purposes of the Association.
- Works closely with Nominating Committee to secure a broad selection of members for leadership positions.
- Contacts individuals to determine their willingness to serve in appropriate positions.
- Presents the Nominating Committee report at Annual Council for the approval of the membership.

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Revised 1978:
Daniel Jones
Madge McDaniel

Revised 1983:
Madge McDaniel with help of
Executive Board

Revised 1992:
Beatrice Harvey
Mabel Dick
Madge McDaniel

Revised 1995:
Dr. Robert L. Kirk
Doris Cameron
Hazel Durst

Revised 1999:
Arlene L. Decker
Doris Cameron
Irma Powell

Revised 2002:
Action by Annual Council

Revised 2003:
Action by Annual Council – Recommendation from Task Force
Roscoe Keeney, Chair

Revised 2010: Action by Executive Board – Recommendation from Handbook for Officers and Committee Chairmen Revision Committee
Garry Lynne Shearer, Chairman, Loretta Thompson, Myrna Bolyard, Mary Ann Ferris and Rita Hammond

STANDING RULES

Annual Council

1. The date and place of the Annual Conference shall be determined by the Executive Board and announced in the Newsletter.
2. Any retired school employee or guest of a retired school employee may attend the Annual Council - but only delegates may vote.
3. The privilege of the floor may be extended to guests by unanimous consent of the Council.
4. The minutes of the Annual Council, including the adopted Legislative goals and other goals, shall be mailed to the County Unit Presidents, the Chairmen of Standing Committees, and the Executive Board, immediately following the Annual Council.

Standing Committees

1. The President, as soon as possible after election, shall name the Chairman of each Standing Committee
2. Regional Directors may submit names for Regional Chairmen of Standing Committees, from their respective regions, on a form sent by the President. (Minutes March 1985).
3. Standing committee chairmen shall serve at the will and pleasure of the President, with Board approval.
4. Chairmen of State Committees may attend the Executive Board meetings when the President deems attendance is necessary. The President may request a written report from the Chairmen as an alternative.
5. Avoid, if possible, appointing members of Standing Committees who are currently serving as Presidents of local units.
6. The Executive board should train the Chairmen of State Committees before the training of Regional Chairmen. The President may use other qualified persons if desired.
7. The Standing Committees should develop goals for the incoming year and submit them to the Annual Council for action. The goals should then be mailed to all County Unit Presidents and to the respective Committee members. These goals should be used in the training of the Regional Chairmen at the Leadership Training session.
8. A form should be developed by the Standing Committees and sent to local committees to be completed and returned one month prior to the Annual Council, in order that a composite report of action at the local level can be given to the following Annual Council
9. A form should be developed by each Standing Committee which would be given to the Regional Chairman of that Committee in order that the goals could be discussed and suggestions made at the Regional Meeting of that group.. Regional Chairmen should then send their suggestions to the State Chairman at least one month prior to Annual Council.

Appointed Officers

1. The Treasurer, Editor of the Newsletter, Membership Clerk, and Historian shall be appointed by the President and approved by the Executive Board

Additional Responsibilities

1. The President shall appoint a Nominating Committee, with approval of the Board, at its first meeting. The committee shall consist of three members, with at least one member being retained from the previous committee. The Chairman of this Committee shall then present a slate of

officers to the Executive Board prior to Annual Council. The slate of proposed officers shall be published in the Newsletter prior to Annual Council.

2. The President shall appoint an Auditing Committee by March 1.

3. The State President shall have full authority to plan the agenda and participants at State meetings, including having the programs printed.

4. The State President may designate a qualified member to represent him/her at a Unit Meeting, with expenses to be paid from the President=s budget.

5. The State President should request that a list of Unit Officers and Unit Committee Chairmen be sent to the Executive Director, and the respective Regional Directors by April 1.

6. Upon recommendation by the State President and the State Legislative Committee, the Executive Board shall have the authority to employ a qualified lobbyist, if funds are available, to secure the passage of adopted Legislative Goals and to carry out duties as assigned.

7. If a State Chairman or Regional Chairman is invited to a county unit to promote that specific committee=s goals, his/her expenses shall be paid [by WVARSE].

Conference and Other Committees

1. The date and place of the Leadership Training Conference shall be determined by the Board.

3. The dates for the Regional Meetings shall be determined by the Regional Directors and approved by the Executive Board.

4. The date and place for any other State Conference shall be determined by the Executive Board.

4. The State President may appoint additional committees as he/she deems advisable.

Items for Newsletter

1. Names, addresses, and telephone numbers of Unit Presidents shall be published in the Summer issue of the Newsletter.

Policies Adopted by Executive Board

The State Organization and the affiliated county units may interview but cannot endorse political candidates - (Minutes September 4, 1984)

September 1992
Beatrice Harvey, Chairman
Mable Dick
Madge McDaniel

May 1995
Doris Cameron, Chairman
Dr. Robert L. Kirk
Hazel Durst

May 1999
Arlene L. Decker, Chairman
Doris Cameron
Irma Powell

September 2003
Annual Council
Recommendation from Task Force
Roscoe Keeney, Chair