

## WOEA-R Job Descriptions 2012 (Jane Rahn, Nancy Brown, Carol Erwine, Wanda Adams)

Adopted November 2012

### I. Officers

#### A. Chairperson shall:

1. Preside at all meetings
2. Prepare an agenda
3. Serve as an ex-officio member of all committees
4. Appoint committee Chairpersons
5. Prepare a special report for the WOE-R Representative Assembly
6. Confer with the WOE-R president on issues affecting WOE-R members
7. Attend and submit a report to WOE-R Board of Directors meetings
8. Represent or send a designee to WOE-R sponsored functions
9. Shall be responsible for communications with OEA-R and NEA-R

#### B. Vice-Chairperson shall:

1. Assume the office of Chairperson for the remainder of the term in case of vacancy in the office of Chairperson.
2. Preside over meeting in the absence of the Chairperson.
3. Survey members for program planning.
  - a. During the year, accept suggestions for programs for the annual survey to be published in September.
  - b. Submit survey to the Chairperson and newline editor prior to the August submission date for publication deadline.
  - c. Tabulate and report survey results.
4. Plan programs for regular meetings.
5. Submit written program schedule to Chairperson prior to newsletter deadline submission date.
6. Handle member RSVP's and meeting arrangements.
7. Submit list of attendees/RSVP's for each event to the Chairperson prior to the event.
8. Send thank-you note(s) on behalf of WOE-R to presenters and meeting host.

#### C. Secretary shall:

1. Keep a record of the proceedings of WOE-R and present them for approval at the next scheduled meeting.
2. In regard to organizational votes, when the Chairperson or their designee, act in behalf of the membership, the secretary will keep a copy of the voted ballot and all pertinent information shall be made and kept by the WOE-R Secretary with the minutes of the Executive Committee for one year.
3. Shall archive minutes, newsletter, and any special documents created for WOE-R events or projects

#### D. Treasurer shall:

1. Be responsible for receiving all monies.
2. All funds should be deposited within two weeks of receipt.
3. Keep a record of all receipts and expenditures.
4. Pay bills prior to due date.
5. Reimburse members for expenditures made at the direction of WOE-R when the proper voucher and receipts are submitted.
6. Purchase postage for WOE-R mailings.
7. Work with the Membership Chairperson to maintain up to date membership records.

#### E. Immediate Past-Chairperson shall:

1. Serve as a member of ad hoc committee for revision(s) of WOE-R governing documents.
2. At the request of the Chairperson or Vice-Chairperson, shall preside at membership meetings.

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### II. OEA-R Advisory Council Representative shall:

- A. Attend OEA-R Advisory council meetings
- B. Submit written reports from WOEA-R to the OEA-R Advisory Council
- C. Submit written reports from OEA-R Advisory Council to WOEA-R
- D. Fulfill responsibilities of assigned OEA-R committee(s)
- E. Serve as an ex-officio delegate to the OEA and WOEA Representative Assembly
- F. Convey OEA-R news to the WOEA-R Chairperson and general membership

### III. Standing Committees - shall be, but not limited to:

#### A. Community Outreach Chairperson(s) shall:

1. Inform members of opportunities to serve the public through WOEA-R special projects.
2. Confer with WOEA-R Chairperson, web master, and newsletter editor to inform and publicize outreach activities.
  - a. **Community Outreach Sub-committees**
    - i. Artemis – Liaison with organization - accept school supplies, money and cell phones
    - ii. Reading Wellness
      - a.) Organize contact person and contact a hospital in each county
      - b.) Collect new and gently used children's books
      - c.) Label will be placed in each book
      - d.) Distribute books to county hospitals twice yearly

#### B. Legislative Chairperson shall:

1. Review OEA communications (all which are available to members) and confer with WOEA-R Chairperson in order to keep members informed regarding screening, endorsements, and issues which effect Ohio's Public Retirement Systems, and public education.
2. Participate in WOEA's Members Rights and Responsibilities Core Function Committee activities and meeting.

#### C. Mailing Chairperson shall:

1. Secure the location for the WOEA-R mailings.
2. Must coordinate with Membership Chairperson, WOEA Office Manager, Treasurer, and Newsletter Editor to assure accuracy of mailing information and secure labels for mailings.
3. Be responsible for preparations of the all materials necessary to mail the newsletter and other mailings.
4. Notify volunteers in a timely manner prior to assembling of materials and mailing date.
5. Be responsible for mailing the documents on the same day they are assembled or by the deadline established for mailing.

#### D. Membership Chairperson shall:

1. Keep a record of all members: life, annual, pre-retired, social (grandfathered), and deceased. The annual members are those for whom we have received a membership form and record of the years for which they have paid.
2. Be responsible to send updated contact information to the person(s) responsible for maintaining mailing lists.
3. Keep record of membership expiration dates, and contact members regarding their status prior to membership expiration.

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4. Submit copies of forms and funds to treasurer.
5. Maintain the history of membership by updating the record without deleting past or deceased members.
6. Mail letters to Local Association presidents by May 1 to request retirees from that local.
7. Be responsible for up-dating the membership form.

### **E. Newsletter Chairperson shall:**

1. Confer with Chairperson, committee Chairpersons, and mailing Chairperson to establish publication content and deadline dates.
2. The newsletter will be published four times annually.

### **F. Nominations/Elections Chairperson shall:**

1. Call for candidates for WOE-R office prior to the March meeting and notify newsletter editor of candidates for publication.
2. Prepare ballots in contested races and work with newsletter editor to include the ballot in the May/June newsletter.
3. Establish a committee of at least three members (including themselves) to count ballots in contested races.
4. Notify WOE-R officers, newsletter editor, and all candidates in contested races of the election outcome.

### **G. Public Relations Chairperson shall:**

1. Prepare press releases and other appropriate forms of communication with the media on behalf of WOE-R at the direction of WOE-R executive committee.

### **H. Sunshine Chairperson shall:**

1. Inform members of the status of members in need or distress.
2. Communicate support to member through whatever means is appropriate.
3. Any financial expenditure for sunshine efforts must be approved by Chairperson and treasurer. Receipts must be presented to treasurer for reimbursement.
4. Maintain records for an annual report of sunshine activities.

### **I. Webmaster shall:**

1. Train with OEA consultant to update and maintain the WOE-R website.
2. Review OEA communications and confer with WOE-R Chairperson in order to keep members informed of NEA-R, OEA-R, and WOE-R activities and issues.
3. Shall confer with newsletter editor and secretary to make meeting minutes and newsletters available online.