

UCSC RETIREES ASSOCIATION LEADERSHIP ROLES

OFFICERS

President

See Bylaws.

Vice President

See Bylaws.

Secretary

See Bylaws.

Treasurer

See Bylaws.

COMMITTEE CHAIRS

Executive Committee

The Executive Committee shall include the President, Past-president, Vice-President, Secretary and Treasurer. The Committee shall meet as needed or conduct business via e-mail as issues come-up. The Committee may invite other Board members as needed depending on the issue being discussed.

The duties of the Committee include:

- Advising the President as requested
- Emergency decision-making between full board meetings

CUCRA Representative

Attends biannual CUCRA meetings and reports on local, state, or national issues, that could affect membership; Coordinates with the President and Vice President to respond to requests from CUCRA and monitors the CUCRA website. Together with the Association Vice President, prepares brief, semiannual, written reports to CUCRA, and articles for the Association newsletter.

Fundraising Chair

In collaboration with the Scholarship and Membership chairs and University Relations Staff Liaison, develops and coordinates campaigns, strategies, and marketing materials to raise money for the Association's scholarship program and increase its membership base.

Master Calendar Coordinator

In collaboration with the Program and Events Chair, Newsletter Editor and members of the Board, compile the annual master calendar of meetings, events and special programs, and newsletter deadlines. Update and circulate the calendar as needed during the year.

Electronic Communications & Membership Chair

The Membership Chair maintains an accurate roster of members, collects annual membership contributions for deposit with the UCSC Foundation, submits information regarding scholarship donations to the Scholarship Committee Chair, coordinates with the Treasurer to assure that membership contributions are reconciled, and distributes membership rosters to the Board twice annually. Maintains a working relationship with UCSC Benefits Office staff and provides them with Association promotional materials for employees planning to retire. Assists with the mailing of the newsletter.

Newsletter Editor

Responsible for the production and distribution of a quarterly newsletter that informs Association members about Association-sponsored events and programs, and relevant campus and UC news. Duties include soliciting material, graphics, editing, and layout; coordinating printing and distribution electronically and by conventional mail. Coordinates with the Electronic Communications and Website Manager, and Membership Chair.

Nominating Committee Chair

The Nominating Committee Chair shall serve for one year and shall preside over the committee that prepares a slate of recommendations for Board officers and members. Usually this slate of nominees is presented to the Board for its consideration at its April meeting and may be modified or amended as necessary and adopted at the June meeting. In addition, the Nominating Committee recommends to the President a slate of committee chairs, liaisons, and managers to be appointed for the coming year.

Program/Events Chair

Responsible for identifying, recommending to the Board for approval, and arranging programs for the quarterly social events and occasional stand-alone events and activities. Provide dates, locations and program and events information to the Master Calendar Coordinator; prepare the promotional descriptions for the newsletter and electronic communication, and oversee the logistics for each quarterly social event including setting up and cleaning up, and providing paper supplies and decorations and coordinate with University Relations staff for beverages. Working in coordination with the treasurer, the Program and Events Chair will obtain venue, pay venue fees and obtain certificates of liability insurance.

Retiree/Emeriti Center Chair

Provides liaison between the Retiree/Emeriti Center and the Retiree Association and Emeriti Association. Screens candidates and hires the Center Coordinator and provides advice and counsel to the University Relation Director of Stewardship and Donor Services, the nominal supervisor for the Center Coordinator. Oversees the general operation and budget of the Center with the concurrence of the Retiree and Emeriti Boards. Evaluates the Center's effectiveness and provides reports to the two Associations and the Chancellor's Office.

Scholarship Committee Chair

Responsible for all aspects of the UCSC Retirees Association Bruce Lane Memorial current year scholarship program, the UCSC Retirees Association Bruce Lane Memorial Scholarship Endowment program and the Silver Slug Award Scholarship Endowment.

The UCSC Retirees Association has two endowed scholarship programs:

1. The UCSC Retirees Association Bruce Lane Memorial Scholarship for Military Veteran Students
2. The Silver Slug Award for UCSC Staff (current or retired) and their dependents who are UCSC students

The Retirees Association Board's Scholarship Chair heads up the Scholarship Committee, appointing a minimum of 4 members to help with the various responsibilities for maintaining the Association's two scholarship programs:

1. The annual recruitment of applicants and the subsequent selection and communication with the scholarship awardees
2. Annual fundraising solicitations for the scholarships' endowments
3. Stewardship of the endowment funds and their donors.
4. The program and materials for the Annual Awards luncheon

Duties include coordinating with the Fundraising Chair, administering funds, obtaining and recording contribution information from the Membership Chair, reviewing ledgers making sure that Scholarship Chair's totals for month and year agree with University Relations and Financial Aid's totals, writing thank you letters to donors, calling committee meetings when necessary, working with the Director of Services for Transfer and Re-entry Students (STARS) and Veterans Coordinator to obtain scholarship applications and certificates, etc., selecting scholarship recipients through the Scholarship Committee, presiding at scholarship awards, and coordinating with appropriate campus offices.

LIAISONS AND MANAGERS

Benefits and Health Care Facilitator Liaison

Monitors changes in the University's health care insurance programs and other retirees' benefits, and recommends and organizes relevant activities. Maintains ongoing working relationship with relevant health care units such as the Benefits Office and Wellness Program, and identifies programs and services of interest to retirees.

Communication Committee

The goals outlined for the committee are to:

1. redesign the Silver Slug website (<http://retirees.ucsc.edu>)
2. redesign the email blasts
3. increase visitors to our website
4. streamline the amount of work it takes to communicate with our membership

Files and Website Manager

Coordinates with the President, the Membership Chair, the CUCRA representative and other board members to assure that accurate and current information is disseminated to the membership through emails ("eBlasts") and is posted on the Association website.

Organizes, maintains, and regularly updates the Association website and the email list of members. Sends electronic mailings to Association members and others regarding events and timely information relevant to retiree interests, and posts information on the website. Monitors the Association email account to insure that the appropriate Board member answers incoming emails. Stores electronic copies of Association documents, so that Board members have access to such documents whenever necessary.

Telephone Communications Manager

Organizes, maintains, and identifies a list of Association members who wish to be part of a "telephone tree" system to remind them of Association events. Coordinates with Membership Chair, Program Chair, and Newsletter Editor.

Members-at-Large

Serve on at least one of the Association's committees.

AMENDED August 7, 2018