ASSOCIATION LEADERSHIP ROLES
2013-2014

OFFICERS

President – Dave Dodson (Nancy Pascal 2011-2013)
See Bylaws.

Vice President – Jenny Anderson (Dave Dodson 2012-2013)
See Bylaws.

Secretary – Nancy Pascal (Byron Wheeler 2012-2013)
See Bylaws.

Treasurer – Anita Diaz (Anita Diaz 2009-2013)
See Bylaws.

COMMITTEE CHAIRS

Membership Chair – Dave Kirk (Dave Kirk 2005-2013)
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.

Program/Events Co-Chairs – Brian O’Connor and Corinne Miller (Brian O’Connor and Virginia Lee 2012-2013)
Responsible for identifying, recommending to the Board for approval, and arranging programs for the quarterly social events and occasional stand-alone events and activities. Prepare an annual calendar of events and meetings, the promotional descriptions for the newsletter and electronic communication, and oversee the logistics for each quarterly social event, including obtaining venue, paying venue fees, obtaining certificates of liability insurance, setting up and cleaning up, and providing paper supplies and decorations. Coordinate with University Relations staff for beverages.

Newsletter Chair – Virginia Lee (Lee Duffus 2011-2013)
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,

* Parentheses indicate previous person in the role
graphics, editing, and layout; coordinating printing and distribution electronically and by conventional mail. Coordinates with the Electronic Communications and Website Manager, and Membership Chair.

Scholarship Committee Chair – Maxine Lane (Maxine Lane 2009- 2013) Responsible for all aspects of the UCSC Retirees Association Bruce Lane Memorial current year scholarship program and the UCSC Retirees Association Bruce Lane Memorial Scholarship Endowment program. Duties include: coordinating with the Fundraising Chair, administering funds, obtaining and recording contribution information from the Membership Chair, and reconciling with ledgers, writing thank you letters to donors, calling committee meetings when necessary, selecting scholarship recipients through the Scholarship Committee, presiding at scholarship awards, and coordinating with appropriate campus offices.

Nominating Committee Chair – Jan Tepper (Dave Dodson 2012-2013) 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.

Retiree/Emeriti Center Committee Chair – Jenny Anderson (Jenny Anderson 2011-2013) Convenes meetings of the Retirees Association Retiree/Emeriti Center Committee. Consults with the Emeriti Association, the Committee on Emeriti Relations, and Services for Transfer and Re-entry Students (STARS), to assist in establishing and overseeing the functioning of the Retiree/Emeriti Center and to provide guidance to the staff person for the Center. With the RA committee serves as a liaison to the campus-wide Retiree/Emeriti Center Advisory Committee. With the campus-wide committee and the Center staff, documents the success of the Center and reapplies for continued funding.

Fundraising Chair – Mary Wells (Mary Wells 2011-2013) 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.

CUCRA Representative – Mary Wells (Jenny Anderson 2012-2013) 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.

LIAISONS AND MANAGERS
Benefits and Health Care Facilitator Liaison – Jerry Walters (Jerry Walters 2011-2013)
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.

Electronic Communications/Files and Website Manager – Jan Tepper (Jan Tepper 2012-2013)
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 – Lynne Wolcott (Lynne Wolcott 2012-2013)
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 – Barbara Deleanis and Lee Duffus (Barbara Deleanis and Janny Tang 2012-2013)
Serve on at least one of the Association’s committees.

JA
6/11/13