



BY-LAWS APPENDIX

DUTIES AND CHARGES OF COMMITTEES

A. Standing Committees will report to the Sno-King School Retirees (SKSR) Board.

1. Budget Committee (consisting of the President(s), the Treasurer and additional members as directed) shall:

- a. Review past year expenditures and consider needs for forthcoming year.
- b. Solicit budget amount recommendations from current committee chairs and officers (Grants, Scholarships, Programs, etc.).
- c. Annually review projected revenues and expenditures and present a proposed budget to the SKSR Board to examine and approve.
- d. Will insure that there is an amount of 10% of the budget in the Reserve Fund to cover unexpected expenditures needed for a dire emergency.
- e. Review budget updates through Treasurer reports to the SKSR Board and/or members.
- f. Review reports provided by the Scholarships Finance Committee.

2. Communication Committee

a. **Telephone/E-mail** duties shall:

- 1) Communicate SKSR news to members.
 - a.) Be responsible for contacting members regarding specific purposes and to provide timely information to members.
- 2) Recruit an adequate number of volunteer members to prepare *The SKSR Bulletin* mailing (10-12).
 - a) Call/e-mail to remind those who have signed up as to time, date, place of activity. Mailings are frequently done on Monday, reminder calls/e-mails should occur Thursday/Friday of prior week.
 - b) Communicate the list of volunteers to the folding event leader.
 - c) Maintain a calling/email list of prospective volunteers.
 - d) Recruit new volunteers at general meetings and other events as appropriate.

b. ***The SKSR Bulletin*** duties shall:

- 1) Notify all board members of the due dates at least one week prior to the newsletter deadline.
- 2) Collect all materials for inclusion in *The SKSR Bulletin*.
- 3) Edit the materials sent to the Editor for inclusion in *The SKSR Bulletin*.
- 4) Arrange the materials to be placed in *The SKSR Bulletin*.
- 5) Have all copy for *The SKSR Bulletin* proofread prior to sending to publisher for printing.
- 6) Send a PDF copy to publisher for printing.

- 7) Send a PDF copy to Website Webmaster for placement on the website.
- 8) Send a PDF copy to Membership Records chairperson for sending out to members via e-mail.
- c. **Website Webmaster** duties shall include:
 - 1) Be responsible for regularly reviewing and updating information on the website.
 - 2) Post PDFs of *The SKSR Bulletin* sent by the *The SKSR Bulletin* editor.
 - 3) Provide links to Edmonds, Northshore and Shoreline School Districts websites.
 - 4) Post forms and information regarding events, calendar of meetings and other notices and information that are of direct interest to SKSR members as directed by the SKSR Board.
 - 5) Post legislator contact information.
 - 6) Post minutes of Executive Board, SKSR Board and General Membership meetings.

3. Grants Committee shall:

- a. Determine and publicize the calendar dates for applying for grants through *The SKSR Bulletin*.
- b. Make grant application process available on the SKSR website, in *The SKSR Bulletin*, and upon request from the Grant Chair.
- c. Collect applications until stated due date, usually early November.
- d. Solicit volunteers to review grant applications.
- e. Review applications from active members and select recipients for grants.
- f. Notify grant recipients, principals and superintendents of grant awards. Form letters are available for this.
- g. Solicit volunteers to present grants to recipients.
- h. Add names of grant recipients to the archived list of grant winners.
- i. Give Website Webmaster names of grant recipients to post on SKSR website.
- i. Invite grant winners to present their projects to the organization at the July picnic.

4. Health Services Committee shall:

- a. Monitor various publications for health news.
- b. Provide brief written summaries of key issues/updates/news for inclusion in the *The SKSR Bulletin*, including documentation of original source)
- c. Recommend potential speakers, groups, topics to the Program Committee/SKSR Board for consideration.

5. Hospitality Committee shall:

- a. Provide appropriate hospitality at all functions.
- b. Coordinate with Program Committee/SKSR Board.
- c. Order coffee from Food Services at Edmonds ESC for each meeting to be held at the ESC.
- d. Purchase or make cookies (five dozen) for each meeting at the ESC.
- e. Arrange the serving table with any decorations and place beverages, cookies and napkins 30 minutes prior to meeting start.
- f. Clean up and unplug coffee pot following conclusion of meeting.

6. Legislative Committee shall:

- a. Be informed regarding legislative issues relating to unit members.
- b. Facilitate member involvement in and provide information ~~in~~ of legislative activities.
- c. Write articles for *The SKSR Bulletin* informing members of WSSRA's legislative goals for each legislative session.
- d. Attend SKSR Board meetings.
- e. Attend WSSRA Convention Workshop to obtain the Legislative Update and next year's goals.
- f. Contact WSSRA staff to obtain updated information during the legislative session.
- g. Attend the three NW-1 Coordinating Council meetings to coordinate activities and make reports.
- h. Establish relationships and contacts with legislators of 1st, 21st, and 32nd legislative districts.

7. Membership Committee shall:

- a. Recruit new members.
- b. Seek permission from superintendents to recruit in district schools.
- c. Ensure two-way communication with SKSR Membership Records chairperson regarding membership issues.
- d. Solicit volunteers to attend Benefit Fairs with recruitment and display materials.
- e. Greet new members at meetings.
- f. Distribute membership materials to SKSR Board.
- g. Store recruitment materials, envelopes, etc.
- h. Keep financial records for reimbursement for postage and materials.
- i. Maintain communication with the WSSRA office and State Membership Chair.
- j. Attend WSSRA Convention Workshop to obtain membership materials.
- k. Work to secure renewal dues from Cash Members and facilitate the Active-to-Retired (Rollover) process as needed.

8. Membership Records Committee shall:

- a. Maintain records: state reports, list of new members.
- b. Provide labels for mailings.
- c. Take responsibility for distributing *The SKSR Bulletin*.
- d. Maintain link with organization Treasurer and Membership Chair regarding membership data.
- e. Create records for and be responsible for producing SKSR Directory.
- f. Send new members a welcoming letter, the current *The SKSR Bulletin* and SKSR Directory via e-mail.
- g. Maintain communication with WSSRA.
- h. Go to publisher, pick-up the finished *The SKSR Bulletin* copies, pay for them, deliver them to "folding" party, and take them to the Post Office for mailing.
- i. Make membership data available to the Committee Chairs when requested.
- j. Keep financial records for reimbursement for postage and materials.

9. Nominating Committee shall:

- a. Solicit names for office for forthcoming year.
- b. Contact and confirm potential candidates' willingness to serve.
- c. Present SKSR Board with nominees for office, by March SKSR Board meeting.

- d. Announce candidates at April General Meeting and publish in the May/June *The SKSR Bulletin*.

10. Program Committee/SKSR Board shall:

- a. Plan and provide interesting and informative programs at each general meeting, which usually occur the third Thursday of the months of October, November, February, April, May and July.
- b. Work with the Treasurer and President(s) to establish the line item in the Budget to be used for Programs. Both officers are ad-hoc members of this committee.
- c. Collect and consider, before the August Retreat, various types of entertainment, speakers, activities, locations, field trips, etc. for the Executive Board and members' consideration.
- d. Keep in mind WSSRA's Goal for Units of Distinction #10 when planning programs. See following: *WSSRA's Goal for Units of Distinction #10, "Unit sponsored and interesting and challenging program on at least one community issue, such as (1) Crime Prevention (2) Consumer Education (3) Child Abuse (4) Driver Improvement (5) Drug Awareness (6) Health Education (7) Financial Information (8) Medical Care, or (9) Long Term Care Insurance.*
- e. May elect to designate responsibility for one month's program to individual members.
- f. Contact program performers, discussing charges and consider same in light of year's total budget allocation for programs.
- g. Make arrangements needed for presentation, such as video-sound equipment.
- h. Submit advertisement of event through *The SKSR Bulletin* articles and fliers.
- i. Pursue follow-up confirmation of presenters—one-two weeks ahead of time.
- j. Have pictures taken of events.
- k. Write a follow-up article for *The SKSR Bulletin*.
- l. President or Secretary will write a follow-up Thank You letter to speaker(s)/performer(s).

11. Retirement Planning Committee shall:

- a. Provide information to current school employees to assist them in planning for successful retirement.
- b. Provide assistance to Edmonds School District during scheduled Retirement Seminars.
- c. Solicit volunteers to assist with item b above.
- d. Provide recruitment materials and recruitment display materials.

12. Scholarship Committee shall:

- a. Prepare forms and distribute to high schools in Edmonds, Northshore, and Shoreline school districts talking personally with school personnel to recruit student applicants and select recipients. Recipients must be High School seniors planning careers in education.
- b. Set application due date.
- c. Send copy of application electronically to Website Webmaster for posting.
- d. Send article to *The SKSR Bulletin* editor regarding scholarship criteria and timelines.
- e. Collect scholarship forms and make sure all parts of application are complete.
- f. Copy scholarship forms for committee work.
- g. Set date, arrange meeting place for and contact scholarship committee members. Deliver forms to committee members.

- h. Hold scholarship committee meeting and select recipients.
- i. Report criteria, selection methods, and number of applicants from each district to the SKSR Board.
- j. Call school with scholarship recipient names.
- k. Write up information on each recipient.
- l. Send names of recipients to Treasurer and luncheon organizer.
- m. Invite recipients and their families to Spring Scholarship luncheon.
- n. Arrange for SKSR members to sit with recipients and parents at the luncheon.
- o. Introduce recipients at the luncheon and have them introduce their parents/guardians.
- p. Send article to *The SKSR Bulletin* Editor regarding the scholarship recipients.
- q. Send e-mail about renewal procedure to previous Winnie Smith recipients.
- r. Check that Winnie Smith recipients have responded by deadline.
- s. Request final transcript at end of school year for Winnie Smith recipients.
- t. Send information to Treasurer as to which Winnie Smith recipients will be renewed for scholarship.
- h. Give Website Webmaster names of scholarship recipients to post on SKSR website.

13. Scholarships Finance Committee shall:

- a. The Scholarships Finance Committee members shall be the Committee Chair, President, Treasurer, and up to four SKSR members.
- b. Oversee investing available funds from the SKSR Scholarship funds and Winnie Smith Memorial Funds in appropriate, safe financial instruments to ensure growth and security.
- c. Meet with financial planner to review investment strategies annually or as needed.
- d. Report to the SKSR Board after meeting with the financial planner.

14. Sunshine Committee shall:

- a. Regularly monitor obituary listings in local publication for SKSR members.
- b. Ask SKSR members to send information regarding deaths, illness, surgeries of SKSR members.
- c. Send appropriate cards and notes.
- d. Make reports of these activities to the Executive Board.
- e. Submit expenses for cards, notes, mailings to Treasurer for reimbursement.
- f. Coordinate with prior Sunshine Committee chair to transfer any materials to be used.

B. Ad Hoc Committees:

- 1. Audit Committee** shall conduct an audit when requested by the President(s), or three (3) members of the SKSR Board, or change of Treasurer, and no less than every two years. The Audit Committee will consist of at least two people.
- 2. Other Ad Hoc Committees** may be formed by the President.

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