# BY-LAWS APPENDIX

## DUTIES AND CHARGES OF COMMITTEES

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

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

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

**2. Communication Committee**

1. **E-mail Chair** duties shall:
    1. Communicate SKSR news to members.
        1. Be responsible for contacting members regarding specific purposes and to provide timely information to members as directed by members of the SKSR Board.
        2. Send a PDF copy of *The SKSR Bulletin* to members.
    2. Update e-mail lists after receiving information on changed emails, new members deaths and dropped members from SKSR Membership Record Committee.

2. **Bulletin Folding Chair** duties shall:
    1. Recruit an adequate number of volunteer members to prepare *The SKSR Bulletin* mailing.
        1. 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.
        2. Maintain a calling/email list of prospective volunteers.
        3. Recruit new volunteers at general meetings and other events as appropriate.
        4. Update labels list after receiving information on new members without emails and deaths from Membership Records Committee.
        5. Provide labels for mailings.
    2. Go to printer, 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.
3. Submit bill for printing to Treasurer for payment.

3. ***The SKSR Bulletin*** **Editor** duties shall:
   1. Collect all materials for inclusion in *The SKSR Bulletin*.
   2. Edit the materials sent to the Editor for inclusion in *The SKSR Bulletin*.
   3. Arrange the materials to be placed in *The SKSR Bulletin*.
   4. Have both the copy and layout of *The SKSR Bulletin* proofread prior to sending to Bulletin Folding Chair for printing.
   5. Send a PDF copy to Bulletin Folding Chair for printing.
   6. Send a PDF copy to Website Webmaster for placement on the website.
   7. Send a PDF copy to E-mail Chair for sending out to members via e-mail.

4. **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 legislators contact information.
   6. Post minutes of Executive Board, SKSR Board and General Membership meetings.

**3. Finance Committee** shall:
1. The Finance Committee members shall be the Committee Chair, President, Treasurer, and up to four SKSR members.
2. Oversee investing available funds from the SKSR Scholarship funds, Winnie Smith Memorial Funds, and unit funds in appropriate, safe financial instruments to ensure growth and security.
3. A member of the committee and the Treasurer meet with financial planner to review investment strategies annually or as needed.
4. A member of the committee and the Treasurer report to the SKSR Board and committee after meeting with the financial planner.

**4. Grants Committee** shall:
1. Determine and publicize the calendar dates for applying for grants through *The SKSR Bulletin*.
2. Make grant application process available on the SKSR website and in *The SKSR Bulletin*.
3. Collect applications until the stated due date, usually the first Thursday November.
4. Solicit volunteers to review grant applications.
5. Review applications from active members and select recipients for grants.
6. Notify grant recipients, principals and superintendents of grant awards. Example communications are available.
7. Notify local on-line publications and school district communication officers, and the Bulletin editor about grant recipients.

8. Solicit volunteers to present grant certificates to recipients and prepare presentation materials.
9. Confer with unit treasurer about distribution of the district checks.
10. Contact each district's grant administrator with the relevant grant information and delivery of the district check.
11. Add names of grant recipients to the archived list of grant winners.
12. Give Website Webmaster names of grant recipients to post on SKSR website.

**5. Health Services Committee** shall:

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

**6. Hospitality Committee** shall:

1. Provide appropriate hospitality at all functions.
2. Coordinate with Program Committee/SKSR Board.
3. Arrange for coffee for each meeting.
4. Purchase or make cookies (five dozen) for each meeting. ~~at the ESC~~.
5. Arrange the serving table with any decorations and place beverages, cookies and napkins 30 minutes prior to meeting start.
6. Clean up following conclusion of meeting.

**7. Legislative Committee** shall:

1. Be informed regarding legislative issues relating to unit members.
2. Facilitate member involvement in and provide information of legislative activities, including local on-line publications and school district communications.
3. Write articles for *The SKSR Bulletin* informing members of WSSRA's legislative goals for each legislative session.
4. Contact WSSRA staff to obtain updated information during the legislative session.
5. Establish relationships and contacts with legislators of 1st, 21st, and 32nd legislative districts.

**8. Membership Committee** shall:

1. Recruit new members.
2. Seek permission from superintendents to recruit in district schools.
3. Ensure two-way communication with SKSR Membership Records chairperson regarding membership issues.
4. Solicit volunteers to attend Wellness Fair with recruitment and display materials.
5. Greet new members at meetings.
6. Distribute membership materials to SKSR Board.
7. Store recruitment materials, envelopes, etc.
8. Keep financial records for reimbursement for postage and materials and submit to Treasurer for payment.
9. Maintain communication with the WSSRA office and State Membership Chair.
10. Work to secure renewal dues from Cash Members and facilitate the Active-to-Retired (Rollover) process as needed.
11. Send new members a welcoming letter, a link to the current *The SKSR Bulletin* and

inform them of an available SKSR Directory all via e-mail.
12. Provide new addresses to Bulletin Folding Chair for members receiving *Bulletin.*

**9. Membership Records Committee** shall:

1. Maintain records: state reports, list of new members, deaths of members.
2. Maintain link with Membership Chair regarding membership data.
3. Create records for and be responsible for producing SKSR Directory.
4. Maintain communication with WSSRA.
5. Make membership data available to the Committee Chairs when requested.
6. Provide death list to E-mail, Bulletin Folding, and Membership Chairs.
7. Provide new member names and e-mails and changes in e-mails to E-mail Chair.
8. Provide names of new members without emails to the Bulletin Folding Chair.

**10. Nominating Committee** shall:

1. Solicit names for office for forthcoming year.
2. Contact and confirm potential candidates' willingness to serve.
3. Present SKSR Board with nominees for office, by March SKSR Board meeting.
4. Announce candidates at April General Meeting and publish in the May/June *The SKSR Bulletin*.

**11. Program Committee/SKSR Board** shall:

1. Plan and provide interesting and informative programs at each general meeting, which usually occur the third Thursday of the months of November, February, April, May and July.
2. 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.
3. Collect and consider, before the August Retreat, various types of entertainment, speakers, activities, locations, field trips, etc. for the SKSR-Board's consideration.
4. Keep in mind WSSRA's Goal for Units of Distinction #8 when planning programs.
5. May elect to designate responsibility for one month's program to individual members.
6. Contact program performers, discussing charges and consider ~~same in light of~~ year's total budget allocation for programs.
7. Make arrangements needed for presentation, such as video-sound equipment.
8. Submit advertisement of event through *The SKSR Bulletin* articles and local electronic news if appropriate. ~~and fliers~~.
9. Pursue follow-up confirmation of presenters—one-two weeks ahead of time.
10. Have pictures taken of events.
11. Write a follow-up article for *The SKSR Bulletin*.
12. Chair will write a follow-up Thank You letter to speaker(s)/performer(s).

**12. Retirement Planning Committee** shall:

1. Provide information to current school employees to assist them in planning for successful retirement.
2. Help Edmonds School District during scheduled Retirement Seminars.
3. Solicit volunteers to assist with item b above.
4. Provide recruitment materials and recruitment display materials.

**13. Scholarship Committee** shall:

1. 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.

2. Set application due date.
3. Send copy of requirements and application electronically to Website Webmaster for posting.
4. Send article to *The SKSR Bulletin* editor regarding scholarship criteria and timelines.
5. Collect scholarship forms and make sure all parts of application are complete.
6. Copy scholarship forms for committee work.
7. Set date, arrange meeting place for and contact scholarship committee members. Deliver forms to committee members.
8. Hold scholarship committee meeting and select recipients.
9. Report criteria, selection methods, and number of applicants from each district to the S SKSR Board.
10. Call school with scholarship recipient names.
11. Write up information on each recipient
12. Send names of recipients to Treasurer and luncheon organizer.
13. Invite recipients and their families to April Scholarship luncheon.
14. Arrange for SKSR members to sit with recipients and parents at the luncheon.
15. Introduce recipients at the luncheon and have them introduce their parents/guardians.
16. Send article to *The SKSR Bulletin* Editor and local electronic news regarding the scholarship recipients.
17. Send e-mail about renewal procedure to previous Winnie Smith/SKSR scholarship recipients.
18. Check that Winnie Smith/SKSR scholarship recipients have responded by deadline.
19. Request final transcript at end of school year for Winnie Smith/SKSR scholarship recipients.
20. Send information to Treasurer as to which Winnie Smith/SKSR scholarship recipients will be renewed for following year scholarship.
22. Write articles(s) for *The SKSR Bulletin* about progress of Winnie Smith/SKSR scholarship recipients.

**14. Sunshine Committee** shall:

1. Regularly monitor obituary listings in local publication for SKSR members.
2. Ask SKSR members to send information regarding deaths, illness, surgeries of SKSR members.
3. Send appropriate cards and notes.
4. Make reports of these activities to the SKSR Board.
5. Submit expenses for cards, notes, mailings to Treasurer for reimbursement.

**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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