

TRUMBULL RETIRED TEACHERS ASSOCIATION  
An Affiliate of  
The Ohio Retirement for Teachers Association  
ORTA

Standing Rules  
&  
Job Descriptions

## AMENDING THESE STANDING RULES

These Standing Rules and the Job Descriptions may be changed by the Executive Board upon a proper motion made by a member and passed by a majority vote.

All changes in ORTA policy, Bylaws or rules automatically become part of these Standing Rules.

## RULES OF ORDER

This chapter shall be governed in its procedures by its Constitution and Bylaws and Robert's Rules of Order.

A registered Parliamentarian (NAP, AAP) may assist in amendments and rules of order.

### Amended:

**Presented:** May 9, 2023

**Adopted:** May 9, 2023

**Presented:** March 12, 2019

**Adopted:** March 12, 2019

**Presented:** January 2017

**Adopted:** January 2017

**Presented:** July 11, 2017

**Adopted:** July 11, 2017

## PRESIDENT

- Preside at the February, April, June, August, October, and December TRTA general meetings.
- Preside at the January, March, May, July, September, November TRTA Executive Board meetings.
- Call special meetings as needed.
- By the December meeting following the election, appoint all chairmen of all Standing Committees to serve at least two years.
- Promptly return all ORTA forms.

- Serve as ex-officio member of all committees, except the Nominating Committee with voice but no vote.
- Appoint additional Standing and *Ad Hoc* Committees as necessary.
- Not later than June in the second year, appoint a Nominating Committee.
- Appoint Chairmen to fill vacancies in Standing or Special Committees.
- With Executive Board approval, fill vacancies in Elected Officers.
- Attend TRTA, Executive Meetings, ORTA, and Regional Meetings.

## PRESIDENT-ELECT

- Preside at all meetings in the absence of the President.
- Serve as Chairman of the Program Committee.
- Attend TRTA, Executive Meetings, ORTA, and Regional Meetings.
- Assist the President and Treasurer in preparing a yearly budget.

## RECORDING SECRETARY

- Keep minutes of all meetings of the membership and of the Executive Committee.
- Distribute copies or summaries of the minutes as directed by the Executive Committee.
- Keep a permanent file of all minutes and correspondence.

## FINANCIAL SECRETARY

- Attend TRTA and Executive Committee meetings.
- Receive payments for:
  - Membership.
  - Luncheon reservations.
  - Donations.
  - Other purposes, as appropriate.
- Make prompt deposits and submit regular reports to the Treasurer. Post reports to **shared files**.

- Compile luncheon rosters with attending members, guests, and speakers. Post rosters to **Shared files**.
- Provide the luncheon count a week prior to the event to:
  - Luncheon venue.
  - Name Tag chair.
  - Table decorations chair.
- Track the recipient of the free lunch drawing; inform the newsletter editor for the next issue.
- Submit requested information and documents to the Audit Committee.

## **TREASURER**

- Maintain Chapter accounts/investments with the financial institution(s) which includes sending funds to the Community Foundation of the Mahoning Valley bi-monthly. Keep the Officer information and signatures of the President, Financial Secretary and Treasurer up to date. Be the primary signer with the bank on all accounts.
- Receive the Financial Secretary Accounting Sheet and accompanying checks and money for the General Meetings.
- Deposit funds in proper financial institution(s).
- Keep checkbook and account sheets up to date.
- Keep deposit slips and duplicate checks for auditing purposes.
- Pay all bills (required documentation – signed receipt or original bill).
- Verify with the Financial Secretary the number of meals and pay the restaurant bill.
- Maintain US Postal bulk-rate mailing records.
- Make a bi-monthly Treasurer's Report for the Executive Board Meetings and place a copy on the tables at the General Membership Meetings.
- Prepare an Annual Budget with the assistance of the President, President-elect, and Financial Secretary.

## **CHAIRMAN GENERAL INFORMATION**

- All Chairmen of Standing and Ad Hoc Committees are appointed by the TRTA president.
- Attend all TRTA General Membership and Executive Board meetings.
- Select members to serve on the committee.
- Prepare reports, verbal and/or written, for the Executive Committee Meetings.

## **50/25/25 RAFFLE COMMITTEE**

- Be at the General Meetings early enough to sell tickets to members and visitors.
- Be responsible for the raffle tickets.
- Make sure that the money is divided into the 50/25/25 allotments.
- After the close of sale of tickets, give the money and the tickets to the Treasurer.

## **A+ TEACHERS COMMITTEE**

- Work with the Tribune Chronicle and the ESC to select recipients
- Acknowledge recipients.
- Host winners at a TRTA luncheon

## **AUDIT COMMITTEE**

- The Audit Committee consists of at least two TRTA members appointed by the President.
- Examine the financial records, which include the checking account and any other accounts TRTA holds. Deposits and withdrawals will be verified.
- The chairperson provides a letter of verification to the treasurer and the president.

## **COMMUNITY PARTICIPATION COMMITTEE**

- Select and recommend projects and activities to the Executive Board.
- Publicize and organize those activities in which members can participate.

## **DUES COORDINATOR**

- Serve on the Membership Committee
- Maintain a database of current, inactive, and deceased members; collect data for recent retirees. Include members' email addresses, phone numbers and preferred surface addresses. Post to Shared Files.
- Prepare / Post to Shared files regular membership reports that include:
  - Membership count.
  - New and returning members.
  - Deceased members.
- Print labels for newsletter mailings. Provide USPS-required items to the Mailing Committee and Treasurer.
- Print name tags for new members and as requested by the Name Tag Committee.
- Print TRTA membership cards as requested.
- Provide the President with information for the yearly ORTA report.

## **HOSPITALITY AND DECORATIONS COMMITTEE**

- Arrange for table decorations at each meeting.
- Greet members each meeting at the door.
- See to any special seating requirements which might be needed for handicapped, etc.

## **INFORMATIVE AND PROTECTIVE SERVICES COMMITTEE**

- Research information aimed at improving life for senior/retired individuals.
- Choose information about maintaining good health and acquiring and protecting healthy habits.
- Discover articles designed to protect senior/retired lifestyles.
- Produce the Lifelines column containing timely facts (with documentation) for the *TRTA Newsletter*.

## **LEGISLATIVE COMMITTEE**

- Keep membership updated about current legislative action.
- Represent TRTA at appropriate local, regional, and state meetings.

## **MAILING COMMITTEE**

- Prepare the Newsletters for bulk mailing.
- Purchase necessary stickers to be compliant with US Postal regulations.
- Take newsletters to the Post Office bulk mailing.

## **MEMBERSHIP COMMITTEE**

- Encourage retired teachers to join TRTA.
- Contact new retirees with information on joining TRTA.
- Cooperate with the Pre-retirement Planning Committee when they have their workshop.
- Attend the Executive Committee meetings.
- Keep records in agreement with the Dues Coordinator.

## **NAME TAG COMMITTEE**

- Have name badges ready and in alphabetical order on the reception table at each General Meeting of the Association. Maintain file boxes of TRTA name tags.
- Receive alphabetical List of Reservations from the Financial Secretary prior to the bi-monthly General Meetings.
- Collect the name tags after lunch and place on the head table for drawings.

## **NECROLOGY COMMITTEE**

- Identify deceased TRTA members by reading the newspapers, notify ORTA, and send sympathy cards to the family.
- Plan and present a memorial service for the departed members from the previous year.

## **NEWSLETTER EDITOR**

- Prepare a newsletter on the odd numbered months for distribution to the membership.
- Costs for printing and folding are paid by the Chapter.
- Officers and committee chairmen are to have their reports to the editor by a date set by the Editor.

## **NOMINATING COMMITTEE**

- Chairman and committee members are appointed by TRTA President to serve in the second year of the President's term.
- Develop a list of prospects for the five (5) elective offices. (Resources include TRTA/ORTA memberships, executive committee and past officers,).
- Review written Job Descriptions with prospective candidates.
- Secure prospective candidates' permission to be nominated for two-year terms: President, President-elect, Recording Secretary, Financial Secretary and Treasurer.
- Present the recommended slate of officers at the July Executive Meeting.

## **ORGANIZATIONAL COMMITTEE**

- Maintain organizational records such as the Timeline and Directory of Officers and Chairpersons.
- Maintain a shared platform of files and resources.

## **PRE-RETIREMENT PLANNING COMMITTEE**

- Plan all pre-retirement events in cooperation with Membership Committee.
- A workshop may be planned for those Trumbull County Teachers interested in their upcoming retirement.

## **PUBLIC RELATION**

- Promote TRTA digitally and in print publications.

## **SCHOLARSHIP COMMITTEE**

- Determine process for selecting and awarding scholarships.
- Develop and secure Executive Committee approval of guidelines; develop application form; publicize availability of scholarship; and select scholarship recipients.
- At the May meeting, notify Executive Committee that scholarship recipients have been selected.
- Invite recipients/guests to June meeting and introduce them. Give Publicity Chairperson the information for publication. Give the Newsletter Chairman the information so it will be included in the Newsletter.

## **SPELLING BEE COMMITTEE**

- Arrange with the Trumbull County Fair Board for the Annual Bee.
- Prepare the Spelling Bee words and obtain workers.
- Prepare treat bags for the participants.
- Publicize and register participants.
- Compose articles for local papers about the bee and participant registration.

## **TEACHER GRANT COMMITTEE**

- Maintain and update Teacher Grant Guidelines and Application
- Distribute Teacher Grant Guidelines and Application to Trumbull County Public Schools
- Review applications and select recipients
- Contact grant recipients

## **WEB MASTER**

- Maintain the Web Page for TRTA.
- Make every effort to make certain that the information is current.