

# **G. A. Retirees Association, Inc.**

## **Board Member Position Descriptions**

### **(Supplemental to the Constitution)**

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## **PRESIDENT**

Besides the duties outlined in the Constitution, the President guides the Board in considering ideas to improve what GARA can offer the membership to stimulate interest and participation in activities. The President has authority to appoint board members to various committees to further board business (i.e., audit, review position descriptions, proposed bylaws, etc.).

The President is charged with inviting the General Atomics Human Resources representative responsible for retirees to the GARA luncheons as our guest.

The President writes a front page column for the *GARA NEWS* four times a year outlining the most recent membership luncheon meeting as well as the forthcoming speaker and topic. The President can also add in personal commentary of subjects affecting GARA. The column is due to the Newsletter Editor at least 3 to 4 weeks in advance of publication, if possible.

The President keeps a calendar of events (i.e. luncheons and board meetings), as well as travel absences of Board members who would be unavailable between meetings. This helps other Board members who need to contact one another.

The President sends condolence cards from the GARA Board to families of deceased GARA members when an address is available.

It is helpful for the President to be well informed as to past practices and procedures of how GARA is managed in order to maintain continuity.

## **VICE PRESIDENT**

Besides the duties outlined in the Constitution, the Vice President acts as Speaker Coordinator for membership meetings. The Vice President proposes speakers for board approval. There may or may not be a speaker at the Annual Business Meeting depending on the planned business agenda and time constraints.

The Vice President, as Speaker Coordinator, maintains contact with agreed upon speakers and provides speaker bio-sketches and brief talk summaries to the Newsletter Editor.

The Vice President informs the Social Chairperson of equipment needs by the speaker, e.g., electric cords, a table, a projector screen, or a microphone, etc.

Speakers are introduced at the membership meetings by the Vice President.

## SECRETARY

1. Record proceedings of Board of Directors meeting. Information recorded should include:
  - a) Names of meeting attendees
  - b) Board motions and voting results
  - c) Information on location, pricing, and date for future member luncheons
  - d) Information on future speakers including support equipment required (microphone, screen, etc.)
  - e) Any future activities individual Board Members have agreed to undertake.
2. Provide the Board with a draft of the last Meeting Minutes as soon as practical after the meeting for comment and corrections.
3. Incorporate comments/corrections and reissue the final Minutes for approval at the next Board meeting.
4. Prepare Minutes of the Annual Business Meeting and distribute to Board of Directors for approval at the next regular Board meeting.
5. Record results of any Special Meetings of the Board that may be called by the President and distribute to Board of Directors.
6. File California Form SI-100 with the Secretary of State at least every two years or whenever there is a change in officers.
7. Keep the Secretary's Book current with a copy of the Minutes **signed** by the Secretary for all meetings.
8. The Secretary shall retain past GARA NEWS newsletters as archives.
9. The Secretary is in charge of the current version of the Constitution and proposed Bylaws, and shall file any modifications to the Articles of Incorporation with the California Secretary of State.

## TREASURER

1. Maintain a financial database and prepare quarterly and yearly reports of financial statements (profit and loss and assets).
2. Update bank signature cards when there is a change in the offices of President, Secretary or Treasurer. These have to be signed at the bank in the presence of a bank officer. The Treasurer has the discretion of selecting which bank GARA uses (according to fees).
3. Review and approve (with signature) any contract with the luncheon venue operator or other documents requiring an authorized GARA signature.
4. Prepare a budget for each calendar (and fiscal) year and monitor expenditures and revenues against the budget. Present the budget for the next calendar year at the Annual Business Meeting which is held during the last membership meeting of the current year.
5. Accept membership dues and other revenues and deposit in the GA Retirees Association banking account. Be sure to take a cash receipt booklet to luncheon meetings to provide members with a receipt for any cash paid at the meetings.
6. Advise the Membership Chair to purge members from the membership roster who have not paid dues for the last 2-1/2 years or more. Send letters to members a month or so before the purge date and follow up with an e-mail two weeks before the purge deadline of July 1st each year.
7. Reconcile bank statements to the financial database maintained.
8. File California Franchise Tax Board Form 199E and the U.S. Internal Revenue Service Form E990 within five months of the end of the fiscal (Calendar) year. The fiscal year for reporting to GARA members is November 1 to October 31. The calendar year is used to report to the state and federal governments.
9. Make sure the website host is paid and the domain name maintained.

## **MEMBERSHIP CHAIR**

1. Maintain a database of the G.A. Retirees Association (GARA) membership. This involves adding new members and their contact data, deleting deceased members (unless their spouse/partner wants to continue), and purging members who have not paid dues for the last 2-1/2 years or more or who request to be removed.
2. Coordinate with the GARA Treasurer to update member dues payment status including which members have not paid their dues and no longer qualify for membership. The date a new member joins will also be noted in the roster.
3. Prepare quarterly and yearly reports of membership.
4. Make membership file available to board members quarterly and to the newsletter editor in a timely manner. Newsletter editor currently prepares mailing labels from the supplied membership list for the printed newsletter. Editor also finds the join date on the membership file so he/she can obtain and print the profile of any new members.
5. Promote membership by maintaining contact with the Records & Benefits Retirement representative at General Atomics.
6. Send welcome letters and e-mails to new GARA members. Respond to membership inquiries.
7. Notify all members by e-mail of the addition to the GARA website of the latest newsletter and announce the next quarterly luncheon date, location and speaker.
8. Assist Social Chair with names and with e-mails to remind members of forthcoming luncheon meetings.

## SOCIAL CHAIRPERSON

1. Solicits input from the Board of Directors (BOD) regarding preferred luncheon sites, evaluations on past events, preferred dates, maximum price per guest, speaker, and other considerations.
2. With information from the BOD, searches possible sites for consideration at least 3
3. months prior to the event.
4. Visits potential sites to ensure: seating for anticipated number of guests; audio-visual supplies including screen, PA equipment, and podium; menu choices, charges, and date availability.
5. Reports back to BOD with preferably three choices, but at least two for consideration. BOD approves one choice.
6. Obtain the contract from the selected site and review it for accuracy and completeness. (Contract should indicate cost per person, any taxes, gratuities, times, the final menu, and any additional charges.) Obtain Treasurer's approval of the contract and the check for site deposit. Return the signed contract to the site manager.
7. Notify the Newsletter Editor by email of the luncheon venue, time, date, menu choices, and directions to the site. Give him the cutoff date for reservations (allow enough time to meet the site's deadline for a guest count).
8. If reminder postcards are to be sent, obtain a mail merge file containing San Diego County members' names and addresses from the Membership Chairperson. Obtain a printer and provide this business with the content and mail merge file. The postcard should be sent out at least 10 days prior to the restaurant's deadline for guest count.
9. Tally the final guest count, contact the site manager with the number, and verify that all arrangements are complete. Email BOD with the final guest count.
10. Make nametags, a spreadsheet listing paid and non-paid members and guests attending event, and verify there are enough magnets and plastic sleeves to hold nametags. If the guest has a choice of entrees, indicate the choice by a manner acceptable by the restaurant.

11. If we are providing dessert, contact bakery with requirements and pickup time.
12. Arrive at the event at least 30 minutes prior to check-in. Bring name tags/magnets, plastic sleeves, spreadsheet, dessert (if not provided by restaurant), container to return name tags/magnets, and signage.
13. Discuss the setup with the manager such as when to start serving, A-V requirements and room setup.
14. Register guests as they arrive. Determine if money is owed and collect it. Remind guests to return their nametags/magnets.
15. Collect nametags at conclusion and solicit input from guests regarding the event. Collaborate with the Treasurer so he/she will make the final payment to the Site Manager.
16. Provide the BOD with a report on all activities surrounding the event at the next BOD meeting.
17. Maintain an ongoing list of numbers of attendees for comparison.

## **NEWSLETTER EDITOR**

The newsletter editor is responsible for creating **GARA News** which is published quarterly in a timely manner prior to the quarterly luncheons. It will contain information on the luncheon obtained from the Social Chairman, the notice of the luncheon location date, time, cost and menu, and the speaker, if applicable. Also included is the President's letter on the first page, and stories from members in the second and subsequent pages, some photographs of the luncheon attendees, a list of the board members and their contact information, a notice of dues due, obituaries of deceased members and other GA personnel, and directions to the luncheon location along with a form for reservations for the luncheon. **Note:** Change the date and volume number in the header of the first page.

### **Procedures**

News stories from members about their activities are gathered and edited during the course of the quarter and inserted in the appropriate pages. If there are not enough of these, the editor may contact the members to request their stories. The editor also either takes or gathers the photos of the members at the luncheons, and finds those other photos as needed (i.e., scanning photos in the newspaper for obituaries, photos supplied by members to illustrate their stories). After the newsletter is composed, it is reviewed and corrected by the board. After corrections are made, the newsletter is sent to a printer by email for publication (currently: Staples #1441, 1650 Garnet Avenue, San Diego CA 92109, 858-795-4197, [cc1441@staplescopycenter.com](mailto:cc1441@staplescopycenter.com)) where it is printed, folded and sealed ready for mailing to those members who have requested a hard copy. At the present time, most printers assemble your document in their computer which directs the printer. The newsletter files can be sent directly to the printer's website or as attachments to email. After obtaining the newsletter from the printer, the editor then prepares and prints labels, and affixes them along with postage, and delivers them to the post office by three weeks before the next luncheon. The Newsletter is also posted on the GARA website by the Webmaster, and the Treasurer/membership chairman notifies members by e-mail that the newsletter is ready to view.

The last newsletter of the year will contain the Ballot for officers of the Board of Directors and the projected Budget for the next year. These will be presented at the last general membership meeting (the Annual Business Meeting) for voting by the membership.

## **MEMBERS-AT-LARGE**

The following guidelines are provided for Members-at-Large:

1. Attend all scheduled Board of Directors meetings.
2. Represent the G.A. Retirees Association (GARA) at scheduled GARA social functions.
3. Encourage new General Atomics (GA) retirees to join GARA.
4. Attend, if possible, GA social events outside the GARA “social circle” and promote GARA.
5. Be a member of the GA Employees Recreation Association (ERA) and be known by the ERA Board of Directors.
6. Support other members of the GARA Board of Directors in their duties as necessary, contribute to the draft Agenda for the Board of Directors meetings, comment on draft meeting minutes, etc. Be an active participant in Board meetings.
7. Fill in as needed at GARA functions or on Board committees as requested by the President.

## **IMMEDIATE PAST PRESIDENT**

Provide information as needed about past activities, decisions, and results of GARA Board actions.  
Help as needed at Board meetings and Luncheons.