

# UTRA Committee Guidance Document

*First Edition – October 2022*

This document is intended to provide UTRA Committee chairs and members guidance on the purpose, responsibilities and operating procedures for each of the standing committees defined in the UTRA Bylaws. The document should not, (added comma) however, be construed to limit creativity and the development of new initiatives by those committees.

## Overview

The overarching role of committee chairs and committee members is the same regardless of specific committee assignment. Every member of a committee should be actively dedicated to achieving the goals of that committee and engage in the planning and conduct of activities designed according to those goals.

### Committee Chair Responsibilities

The primary role of the committee chair is to lead and to facilitate the achievement of committee goals and responsibilities. As such, the chair shall:

- Establish a schedule of committee meetings for the year and alert the members of any changes once the schedule is established
- Coordinate with the UTAA liaison to UTRA to establish a meeting location
- Set the agenda for all committee meetings
- Ensure that meeting proceedings are recorded and reported to the Executive Board
- Assign activities to committee members in a timely fashion to ensure completion of committee responsibilities
- Encourage and guide the committee in proposing new initiatives that will further the goals of UTRA
- The Chair or designee should make notes of meeting discussions and present the committee's recommendations and actions at each regularly scheduled UTRA Executive Board meeting for consideration and action. These minutes should be shared with the respective committee members prior to the next scheduled meeting of that committee.
- If the Committee Chair or designee is unable to attend the Executive Board meeting, a written summary of the committee's recommendations and actions shall be submitted to the President prior to the Executive Board meeting.
- Advise the UTRA President and Vice President of all scheduled committee meetings
- Suggest and mentor potential successors

### Committee Member Responsibilities

- Attend all committee meetings and alert the chair if unable to attend
- Review all relevant material for the committee meeting
- Actively participate in committee deliberations

- Carry out individual assignments made by the chair
- Offer new ideas/initiatives that will enhance likelihood achieving the goals of the committee
- Participate in any function sponsored by the committee
- Committee members may be removed from the committee by recommendation of the committee chair with the concurrence of the UTRA president if the member does not meet these responsibilities

#### UTRA Executive Board Member Responsibilities to Committees

- Every UTRA Executive Board member is expected to serve as Chair or member of at least one UTRA standing committee
- The UTRA President appoints the committee chairs. Committee members are appointed in consultation with the committee chair
- In coordination with the UTRA Committee chairs, every Board member is expected to provide recommendations, suggestions and assistance to effectively attain the goals and responsibilities of the organization and its committees
- UTRA Board members are expected to support UTRA activities by attending as many UTRA events as possible

## Benefits Committee

### Purpose

This committee is responsible for disseminating information about, promoting and defending the benefits afforded members of The University of Toledo Retirees Association, The University of Toledo Alumni Association, and retirees from the The University of Toledo and The University of Toledo Medical Center. The committee will actively engage with the liaison from the UTAA staff in committee activities.

### Structure

The committee shall consist of a minimum of three UTRA members with a chair appointed by the UTRA president. There is no maximum number of members. There is no limit on the number of terms of service by committee members; however, the chair serves at the pleasure of the UTRA president.

### Functions/Responsibilities

- Compile a listing of benefits of membership in UTRA.
- To include benefits offered by the University (specifically through the HR Department)
  - Keep a historical record of benefits offered and those that have been eliminated (date/reason for elimination)
- Establish a liaison with the HR Department and the Alumni Office to keep abreast of any University recommended and/or implemented changes in Retiree benefits.
  - Advise (ASAP) the UTRA Executive Board of any such recommendations and/or implementations
- Conduct a yearly review of the compiled listing of benefits offered to members to make sure they are still available.
- Prepare a yearly article for the newsletter (Fall issue) of current benefits.
- Coordinate with the Membership Committee to provide potential/new UTRA members with updated benefit information.

### Operating Procedures

- Meetings should be held as determined by the chair of the committee
- Contact with the University HR Department should be done in cooperation with UTAA Liaison to UTRA.

# Bylaws Committee

## Purpose

This committee is a standing committee of UTRA and is responsible for reviewing and recommending amendments to the bylaws as needed for approval by the Executive Board and subsequently by the UTRA membership. The UTRA President and the Executive Board may direct the committee to review operational policies and procedures.

## Structure

The committee shall consist of a minimum of four members with the Chair appointed by the President and seated as a member of the Executive Board. There is no maximum number of committee members and the President may attend as an *ex officio* committee member. All members serve at the pleasure of the President and without term limits.

## Responsibilities

The responsibilities of the Bylaws Committee Chair are:

- Schedule and conduct meetings as needed. A minimum of one meeting per year will be held to review the Bylaws for currency
- Attend Executive Board meetings as a standing committee chair
- Advise the President and Executive Board on issues of Bylaws compliance
- Report recommended changes to the Bylaws by the committee to the Executive Board to be approved or modified and then submitted to the UTRA membership for vote

The responsibilities of the Bylaws Committee are:

- Review the UTRA Bylaws and the UTRA Committee Guidance Document annually to ensure they facilitate the goals, objectives, and initiatives of the organization and are in compliance with the rules and regulations of The University of Toledo Alumni Association
- Prepare proposed amendments to the Bylaws when needed for presentation to UTRA Executive Board
- Prepare communications to the UTRA membership on Bylaws amendments approved by the Executive Board and conduct balloting according to the Bylaws
- Upon direction of the President, review any operational policies for the organization and draft any appropriate revisions for review by the Executive Board

## Communications Committee/Newsletter

### **Purpose**

The Communications Committee is responsible for creating and maintaining effective communication with members that informs them about UTRA activities and educates about UTRA issues.

The Committee meets via email messaging and in person as needed.

### **Structure**

The committee shall consist of a minimum of four members with the Chair appointed by the President and seated as a member of the Executive Board. There is no maximum number of committee members and the President may attend as an *ex officio* committee member. All members serve at the pleasure of the President and without term limits.

*Discussion point: Might we consider one overall chairman (or co-chairman) with the duties divided between two sub-sets—one group of committee members working on the newsletter (Barbara) and another group of committee members working on the things that are listed in this document?*

### **Processes and Procedures**

A primary responsibility of the Communications Committee is to produce the 12-page newsletter, *Tower Talk*, twice each year. The newsletter is to be distributed to members around May 1 and October 1.

The procedures used to produce the newsletter include:

- Contacting the publication liaison at Alumni Association at least four months in advance to determine the deadline for content and layout for the newsletter. The Alumni Association usually requires at least 8 weeks to produce the newsletter.
- When the deadline is set, the editor determines the content and assigns stories to appropriate UTRA board members. The deadline for content from the contributors should be at least two weeks prior to the editor's deadline as determined by the Alumni Association.
- Once content is received, the editor should review the contributions, edit as necessary, and forward to the two assistant editors for additional review. The editor should also produce additional content as needed and desired. These articles should also be forwarded to the assistant editors for review.
- When all content is edited, the editor should determine the layout, develop a layout guide for the designer, and forward all content and the layout to the designer at the Alumni Association by the deadline.
- When the proofs are completed by the Alumni Association designer and returned to the editor, they should be forwarded to the assistant editors. The editor and assistant editors should review the proofs carefully and indicate any needed changes. These changes are then emailed by the editor to the designer, and the editor gives the final approval to print.
- The Alumni Association handles the printing and distribution of the newsletter.

Regular content for the newsletters is as follows:

*Spring edition*

- President's Message (from the President)
- Nominating Committee report about candidates for election (from chair of the Nominating Committee)
- Article and photos of Holiday Luncheon (from editor)
- Report on recipients of Health Science scholarship winners (from HSC Scholarship Committee chair)
- OCHER Update (from OCHER representative)
- Programming Committee list of upcoming programs (from the chairs of the Program Committee. Editor should make sure that events will occur after expected publication date.)
- List of new retirees and new lifetime members (from Alumni Association)
- In Memoriam (from assistant editor)
- Notice of regular UTRA activities, including Book Buddies and Breakfast Bunch gatherings

*Fall edition*

- President's Message
- OCHER report
- Election results (from Nominating Committee chair)
- Roster of UTRA Executive Board (including phone numbers, email addresses, and committee chair assignments)
- Announcement of winners of UTRA scholarships (from UTRA Scholarship Committee chair)
- List of new and lifetime members
- Program Committee list of upcoming programming events
- Notices of regular UTRA activities, including Book Buddies and Breakfast Bunch gatherings
- Report and photos of annual meeting
- In Memoriam

In addition to regular columns, the editor or assistant editors should write articles about topics of interest to UTRA members. These topics include articles about and photos of UTRA events, current University issues of interest to UTRA members, personal profiles of UTRA members, membership renewal reminders, other committee reports, etc. Content should be timely and likely to be of interest to all UTRA members, including faculty, staff, and both the Main and HSC Campuses.

**Other Communications Committee Activities:**

Additional activities assigned to the Communications Committee to enhance communication with members to include:

- Submission of content to the UTRA Facebook page. This would likely focus on social activities of UTRA, including photos of recent events.

- Development and maintenance of UTRA website. This would include listing upcoming programs, listing of executive board members and contact information, posting about current University events of interest to UTRA members, links to retiree resources such as OPERS and STRS websites, posting of UTRA Executive Board meeting minutes, etc.
- Special publications (either in digital or print format) that might be useful to UTRA members, such as a retiree handbook, membership directory, etc. However, such additional publications would require additional committee staffing and coordination with other committees.

# Membership Committee

## Purpose

This committee is responsible for recruiting new members into UTRA, working with the Benefits, Communications and Program committees to retain and nurture existing members, and to encourage reengagement of previous members.

## Structure

The committee shall consist of a minimum of five UTRA members with a chair appointed by the UTRA president. Membership should consist of at least one member from the Benefits, Communications and Program committees along with the UTAA liaison to UTRA. There is no maximum number of members. There is no limit on the number of terms of service by committee members however the chair serves at the pleasure of the UTRA president.

## Responsibilities

The responsibilities of the Membership Committee are to:

- Promote and encourage member participation in the activities of the organization
- Encourage and develop opportunities to disseminate information about UTRA to pending and new retirees from UT & UTMC
- Enhance the conversion of first year complimentary UTRA members to annual and/or lifetime UTRA members
- Develop and maintain a retiree handbook
- Create and maintain a UTRA officer and membership directory

## Operating Procedures

... Possible activities include:

- Arrange for a UTRA Membership committee person to meet with soon-to-be retirees to outline the benefits of membership and invite them to an upcoming event. Plan a follow-up with the retiree shortly after their retirement date.
- Pair a new retiree with a UTRA member if they both worked in the same department/area, creating a sort of “mentee” who would be willing to invite the new retiree to a UTRA event.



# Nominating Committee

## Purpose

This committee is responsible for preparing the annual slate of candidates to serve as officers and Members-at-Large on the Executive Board. Additionally, the committee will work with the Alumni Office to prepare election materials for mailing to all eligible voting members of UTRA, and is also responsible for tabulating the election results.

## Structure

The committee shall consist of a minimum of three UTRA members with a chair appointed by the UTRA president and approved by the Board. There is no maximum number of members. There is no limit on the number of terms of service by committee members; however, the chair serves at the pleasure of the UTRA president.

## Responsibilities

The responsibilities of the Nominating Committee are to:

- Conduct elections for Executive Board positions in accordance with all applicable provisions of the Bylaws.
- In conjunction with the Alumni Office, prepare all election materials, including the ballot and biographies from the candidates.
- Count the returned ballots.
- Resolve any tie votes among candidates for a Board position in accordance with the Article IV, Section 6 of the Bylaws.
- Maintain an accurate list of all elected Board members to keep track of whose term ends what year, and which Board members are eligible to run for another term in that same position.

## Operating Procedures

- The committee chair shall be appointed by the President. Other committee members shall be selected by the Board no later than the January meeting.
- The committee shall prepare a slate of candidates from the list of eligible members to serve as officers and Members-at-Large for those Board members whose terms are due to expire or whose positions have been vacated.
- The committee shall endeavor to have a slate of candidates that is representative of the diversity of the membership.
- Each candidate on the ballot must give prior consent to serve if elected.
- The slate of candidates shall be submitted to the Board for approval at the March meeting.
- Working with the Alumni Office, the committee shall prepare election materials to be sent to all voting members by April 15. Provisions for write-in candidates will be provided on the ballot.
- Ballots shall be returned no later than June 1.

- Ballots shall be counted by the Nominating Committee, after which all candidates on the ballot shall be contacted by a member of the committee with the results of their election. Candidates who are unsuccessful in election to the Board will be encouraged to become active in other ways, such as joining committees, attending UTRA activities, and seeking election in the future.
- Election results shall be announced at the Annual Meeting.
- A final election report shall be prepared by the Nominating Committee chair and sent to the President with a copy to the UTAA liaison to UTRA. That report, at a minimum, shall include the number of votes received by each candidate on the ballot, the number of ballots mailed, and the number of ballots returned.
- Returned ballots shall be stored in a secure location in the University of Toledo Alumni Offices and maintained for a period of one year. Ballots shall then be securely destroyed.

# OCHER Representatives

## **Purpose**

The OCHER representatives are responsible for representing UTRA at all meetings of the Ohio Council of Higher Education Retirees. Additionally, the representatives will provide reports to the Board and the UTRA general membership on OCHER meetings and other items of interest from STRS and OPERS.

## **Structure**

There shall be two voting OCHER representatives appointed by the UTRA president and approved by the Board. Other UTRA members may attend OCHER meetings as non-voting representatives. There is no limit on the number of terms of service by the representatives; however, the voting members serve at the pleasure of the UTRA president.

## **Responsibilities**

The responsibilities of the OCHER representatives are to:

- Attend OCHER meetings (which may be in person in Columbus or via Zoom).
- Provide reports to the Board on information gathered at OCHER meetings.
- Provide updates on matters affecting state pensions and health care to the Board as needed.
- Write articles for publication in the UTRA newsletter.

## **Operating Procedures**

- The representatives shall attend all OCHER meetings that are held either in person (in Columbus) or virtually. There are generally four OCHER meetings per year.
- The representatives shall report on OCHER at UTRA Board meetings.
- The representatives shall also keep the Board apprised of retiree-related matters that are happening with the state pension systems.
- The representatives shall keep the general membership apprised of retiree-related matters stemming from OCHER meetings and the state pension systems via articles in the UTRA newsletter and/or email.

## Program Committee

### **Purpose**

This committee is responsible for developing, coordinating and presenting educational and entertaining programs throughout the year to engage UTRA members in a variety of activities. The committee is also responsible for planning and organizing the Annual Business meeting and the Holiday luncheon gathering of UTRA members.

### **Structure**

The committee shall consist of a minimum of ten (10) UTRA members with a chair appointed annually by the UTRA president. There is no maximum number of members. There is no limit on the number of terms of service by committee members.

### **Responsibilities**

The responsibilities of the Program Committee are to:

- Develop an annual series of programs that will appeal to the varied interests of UTRA members in order to encourage participation in the organization. Programming should consist of a mix of local events and opportunities to stream events across the internet
- In cooperation with the Executive Board and the UTAA staff, establish dates and venues for the Annual UTRA Business Meeting and the Annual Holiday Brunch
- Contact speakers, organize venues, arrange transportation options as appropriate, and host all programs offered by the committee
- Provide event information to the Communications Committee contact for posting on UTRA social media outlets
- Assist the editorial staff of Tower Talk with content about past and upcoming events (including pictures at UTRA events)
- Conduct and review post-program evaluations to develop a strategy for future programming

### **Operating Procedures**

The committee is scheduled to meet bi-monthly; however, additional meetings may be held when necessary to finalize the planning of a special event or tour. An Alumni Association staff member should be present at committee meetings.

The Committee Chair or designee makes notes of meeting discussions and presents the committee's recommendations and actions at each regularly scheduled UTRA Executive Board meeting. These minutes are also shared with the Program Committee members a week prior to the next scheduled meeting.

Committee members are responsible for investigating program opportunities and offering suggestions for future UTRA programming. Program ideas also may be generated through UTRA members and/or surveys.

The chair assigns a committee member (generally the one who forwarded a program idea) to contact the individual or organization associated with the proposed programming and discuss arrangements for a presentation to UTRA. If the program idea tentatively agreed upon, the UToledo Alumni Association Office (UTAA) must be notified to approve the idea and establish desirable date(s), times and the location/venue. The UTAA may seek additional information before approving the program. No program may be sponsored by UTRA that is in conflict with University or UTAA policies. Additionally, the UTAA Office must sign all contracts for off-campus venues and/or agreements with other institutions or businesses.

Once the program idea and details are established, the program committee member assigned to a given program should request a short biographical statement for the program speaker's introduction and provide a brief summary of the program content to be used by the UTAA Office for preparing publicity and an issuing an invitation to the UTRA membership. (*See "Alumni Office Procedures when Establishing a UTRA Event" below*)

At the event, program committee members are assigned to welcome attendees, distribute name tags and update the registration spreadsheet provided by the UTAA Office with any "walk-ins" and "no shows." The UTAA Office staff member in attendance will return the registration related materials to the UTAA Office.

Program presenters and/or their respective organizations are offered a \$50 honorarium in recognition of their efforts. The payment is handled by the UTAA Office. If the presenter prefers, the honorarium may be given to a charity of the presenter's choice.

The Program Committee member responsible for introducing the speaker will close the program by thanking the speaker for sharing his/her knowledge and talent, presenting the honorarium, thanking the audience in attendance and highlighting upcoming programs.

At the UTRA Annual Meeting in June and at the Holiday Brunch in December, the Program Committee will distribute a listing of upcoming programs.

#### ***Alumni Office Procedures when establishing a UTRA event***

- When notification of a UTRA event is received, the Alumni Office Liaison will update the AA calendar, spreadsheet and the University Advancement Calendar. When reservations are received for any event, the name, college, # attending, and payment made will update our AA calendar spreadsheet and the University Advancement calendar. That reservation is compared to information in the UTAA database and updated as needed. Information in the database includes the name, college, # attending, payment made (if applicable), GGA Rating, giving history, membership and email address.
- Information from the registration spreadsheet is used to create name tags.
- For each event, an envelope is created that includes 2 markers, 2 pens, the name tags of the attendees, extra name tags, and the most recent spreadsheet of attendees.
- Once the event is over, the envelope is returned to the Alumni Office where actual attendance is recorded. Once final entries are made, the spreadsheet generates a count of Pre-registered, No

Shows and Walk-ins for the event. Once the total number of attendees are calculated, that count is added to the AA Calendar spreadsheet.

- The final list attendees is then sent to Keith Maly in IT who batch loads that list into the overall UTAA event database so a record is established of who attended what event across time. Each event is identified by a "User Code."

## UTRA Scholarship Committee

### **Purpose**

This committee is responsible for annually selecting recipients of the UTRA Scholarship. The committee is also responsible for promoting the scholarship to members and encouraging scholarship support in order to increasingly build the endowment base.

### **Structure**

The committee shall consist of a minimum of three UTRA members with a chair appointed by the UTRA president. There is no maximum number of members. There is no limit on the number of terms of service by committee members however the chair serves at the pleasure of the UTRA president.

### **Responsibilities**

- The responsibilities of the Scholarship Committee are to:
- Promote and encourage applications to the UTRA Scholarship;
- Annually review applications for the UTRA Scholarship and select deserving candidates for presentation to the UTRA Executive Board;
- Work with the UT Development Office to encourage financial support for the UTRA Scholarship;
- Assist the editorial staff of Tower Talk with content about the scholarship recipients, their “sponsor”, and appropriate photos;
- Provide suggestions and direction to enhance visibility to UTRA members of this scholarship opportunity;
- The Committee Chair or designee makes notes of meeting discussions and presents the committee’s recommendations and actions at each regularly scheduled UTRA Executive Board meeting. These minutes are also shared with committee members a week prior to the next scheduled meeting. If the chair or designee is unable to attend an Executive Board meeting, a written summary of committee action should be submitted to the President.

### **Timeline of Activities/Operating Procedures**

- Scholarship Selection & Award Process
  - The committee will review scholarship applications when they are provided by the Alumni Association staff. This generally occurs in April after the applications submitted by the February 1st deadline are vetted by the staff to ensure eligibility of the applicants. All must be family members of UTRA members or former UTRA members who are deceased, but were members in good standing at the time of their deaths.
  - The review includes a consideration of the applicants' grades, extracurricular activities and past awards from UTRA. In cases of similar applicants, a preference will be given to those who have not received a UTRA scholarship in the past.
  - Those selected by the committee will be reported to the staff and the UTRA Board.
  - Awardees will be invited to the UTRA Holiday gathering to be recognized and will be asked to speak if they wish.

- Information on the awardees will be shared with the *Tower Talk* editor to be included in the next issue.
  
- Scholarship Fundraising
  - Late in the calendar year the chair of the committee will collaborate with the chair of the Health Science Campus Scholarship Committee to create a letter inviting members to donate to each of the funds.
  - Each chair will monitor donations through weekly reports provided by the staff.
  - Board members will be apprised of ongoing donations.



## Health Science Campus Scholarship Committee

### **Purpose**

This committee is responsible for annually selecting recipients of the UT Health Sciences Scholarship. The committee is also responsible for promoting the scholarship to members and encouraging scholarship support in order to increasingly build the endowment base.

### **Structure**

The committee shall consist of a minimum of three UTRA members with a chair appointed by the UTRA president. There is no maximum number of members. There is no limit on the number of terms of service by committee members; however, the chair serves at the pleasure of the UTRA president.

### **Responsibilities**

The responsibilities of the Health Sciences Campus Scholarship Committee are to:

- Promote and encourage applications to the HSC Scholarship
- Annually review applications for the HSC Scholarship and select deserving candidates for presentation to the UTRA Executive Board
- Work with the UT Development Office to encourage financial support for the HSC Scholarship
- Assist the editorial staff of Tower Talk with content about the scholarship recipients, their “sponsor,” and provide appropriate photos
- Provide suggestions and direction to enhance visibility to UTRA members of this scholarship opportunity

### **Timeline of Activities/Operating Procedures**

*Need to identify timeline and procedures for advertising the scholarship, identifying candidates, reviewing applications, selecting recipients, notifying recipients of their award, announcing to the UTRA membership of new scholarship recipients, and inviting and hosting the scholarship recipients at the Annual Meeting or Holiday Luncheon.*

*Also need to outline timetable for soliciting donations to the scholarship.*

# UTRA Philanthropy Committee

## **Purpose/Background**

The UTRA Philanthropy Committee is being established to:

- Track and Analyze UTRA Members and all Retirees for giving through United Way.
  - Number and percentage of the whole
  - Total dollar amount
- Collect stuffed animals to be given to the UTMC Satellites. These toys are distributed to children coming into the emergency room.
- Collect food stuffs and money to support the UT Student Food Pantry on both the UTMC campus and the UT Main campus. It has been found to be more useful to the pantries for them to receive monetary donations, so more recently efforts have focused on raising money rather asking for actual canned goods.
- Conduct the special needs collections for philanthropic purposes twice a year; once at the June Annual Meeting and at the December Holiday Brunch.

## **Structure**

- Chair and four committee members

## **Responsibilities**

The responsibilities of the UTRA Philanthropy Committee are to develop and coordinate a philanthropic project for UTRA members. The project does not have to be the same year after year, nor the same project if done twice a year. What is required, however, is that the project be connected to the University in some way.

## **Timeline of Activities/Operating Procedures**

- Develop ideas for philanthropic projects.
- Gather information about the possible projects.
  - what is the need
  - what would be the impact of the project
  - what type(s) of donations are sought
  - how members would participate
  - donation deadline(s)
- Present ideas and information to the Board for review and approval. If a project(s) is to be done surrounding the Annual Meeting and/or the Holiday Brunch, the project(s) should be approved at least 2 months prior to those events.
- Determine how the donations are to be handled:
  - who is to receive cash donations and how are they to be deposited and, subsequently, released to the recipient
  - who is to distribute physical donations
- Develop a draft flyer (electronic and/or paper) to advertise the approved project. An initial flyer should be distributed at least 1 month prior to the donation deadline date.
  - Overview of the project, including an impact statement

- Type(s) of donations sought
- Deadline for donations
- Where (or to whom) the donations should be given
- Coordinate the distribution of the informational flyer. Be available to answer any questions.
- Work with the appropriate individual who handles the UTRA website/Facebook page in order to get the information about the project on-line with appropriate links for donations.
- Draft a press release upon completion of the project to include appropriate photos and possible quotes from recipients. Distribution: UT news and UTRA newsletter.
- Keep an on-going record of donation totals for reporting at UTRA Board meetings.