

EDMONTON RETIRED TEACHERS' ASSOCIATION

Roles and Responsibilities of the Board of Directors

President

Regular Business

- Attend all ERTA events (whenever possible or arrange for an alternate).
- Be familiar with the ERTA bylaws as well as any existing policies and procedures.
- In conjunction with other board members, establish policies and procedures to enable the effective and efficient operation of ERTA.
- Write the 'President's Message,' and write or collect other articles for the newsletter in time for it to be formatted, printed and sent to the membership.
- Act as editor of the newsletter.
- Ensure that the date for letter stuffing allows enough time for the membership to be telephoned.
- Ensure the delivery of the newsletter to the mail room at Barnett House and provide the correct code for the postage.
- Sign cheques when requested (two signatures required).
- Attend ARTA meetings and act as a liaison between ARTA and ERTA.
- Ensure that Corporate Registry forms are completed and filed on time.
- Be a member in good standing of ARTA.

Meetings

- Set the date, create an agenda and gather relevant documentation necessary for ERTA meetings.
- Distribute the agenda, minutes and other relevant documents to the board members in advance of each meeting.
- Act as the chair for all meetings of ERTA or assign a designate.
- Facilitate meetings so that all members are involved in discussions and decisions.

Luncheons

- Finalize the venue, cost and total attendance at each luncheon.
- Welcome the membership at each luncheon.

Past President

- Act as an advisor to the president on matters pertaining to the effective and efficient operation of ERTA and its interface with ARTA.
- Chair the Nominating Committee for next year's election of board members.

Vice-President

- Perform the duties of the president when that officer is unavailable or in case of the resignation or death of the president until the next election.
- Offer assistance at meetings and luncheons.
- Offer assistance with the newsletter.
- Attend ERTA events whenever possible.
- Arrange for grace to be said at each luncheon.
- Arrange for door prizes and draw at the luncheons.
- Be a member in good standing of ARTA.

Secretary

- Attend ERTA meetings, take minutes and additional notes (where required).
- Maintain an accurate written record of all meetings of ERTA.
- Forward a draft copy of the minutes to the president and newsletter publisher within a week of each meeting.
- Cause proper files to be kept in respect to all business dealings of ERTA.

Treasurer

- Receive and deposit all monies collected in the name of ERTA in the Royal Bank of Canada.
- Maintain accurate records of all financial transactions of the association.
- Pay all outstanding association invoices by cheque in a timely manner and record the transactions. Request a copy of all contracts to confirm that prices agree with quotes.
- Ensure that there are two signatures on each outgoing cheque.
- Retain copies of all financial dealings and organize same for storage in the official files at year end.
- Prepare an up-to-date Statement of Board Operations and Statement of Financial Position for presentation at each board meeting. Elaborate on any unusual expenditure. Provide a copy for each board member plus one copy for the files.
- Oversee the GIC account.
- Prepare and present an audited financial statement at each Annual General Meeting.
- Recommend an auditor(s).
- Advise the Board of Directors regarding prudent fiscal direction.

Membership Coordinator

- Oversee and update the membership list as needed.
- Maintain the email database.
- Collect fees for new memberships as well as renewals.
- Forward monies collected for fees to the Treasurer.
- Write the "Membership Report" for each newsletter.
- Prepare envelopes and labels for letter stuffing.
- Staff the membership table, or assign a designate, at all luncheons.
- Provide updated membership lists for the President and Telephoning Committee Chair.
- Advise board members of life memberships to be awarded and determine dates for the awards.
- Provide certificates for life membership and honorary life membership recipients.
- Sign cheques when requested.
- Provide membership reports to the Board of Directors.

Luncheon Welcoming Table Coordinator

- Ensure that the 'kit' contains all items for collecting money and filling out name tags.
- Maintain a roster of volunteers and, prior to the event, select individuals to be at the registration table to collect luncheon fees and distribute name tags.
- Purchase name tags and number them according to the number of people registered for the luncheon.
- Arrive at the venue forty-five minutes prior to the luncheon.
- Delegate directors to welcome attendees, help with seating and assist members who require help with the buffet.
- Count proceeds, fill out the form for money collected and submit both to the treasurer.
- Count cash donations and deliver both cash and food donations to the Food Bank or designated charity via a fire station or appropriate agency. Inform president of the total amount collected.

Webmaster

- Design, develop, maintain and support ERTA's website operations.
- Update web content and maintain the site in a user-friendly, visually appealing, informative manner.
- Post ERTA newsletters on the site and email members of its availability.
- Send the membership email mail-outs and emergent email notifications of behalf of ERTA and ARTA.
- Distribute or handle website email enquiries, monitor the site's page views and provide statistical usage reports to the Board of Directors.

Program Committee

- In conjunction with the Board, generate a list of possible speakers and interesting events.
- Suggest and, with board approval, arrange for a guest speaker(s) for each luncheon.
- Select a coordinator to oversee arrangements for speakers at each luncheon and for each event.
- Introduce the speaker(s) at the luncheon.
- Arrange additional activities such as workshops and field trips for the membership.
- Locate a new venue for the luncheons, if required.

Telephone Committee Coordinator

- Recruit volunteers to phone the membership.
- Create telephone lists for the volunteers.
- Forward the names of committee volunteers to the membership coordinator.
- Report the total number of attendees to the president.
- Provide the names of luncheon attendees to the Welcoming Committee.
- Ensure that any updated member contact information is provided to the membership coordinator.

Newsletter Publisher

- Create a seasonal front page and include all pertinent luncheon information.
- Write newsletter articles to keep members informed.
- Edit additional articles submitted from other sources for the newsletter.
- Arrange for the printing of sufficient copies of the newsletter for postal delivery.
- Forward the newsletter to the webmaster for distribution.

ARTA Representatives

- Attend ARTA-sponsored meetings for ARTA representatives.
- Liaise with the ARTA director of marketing regarding local requests for presentations to future education sector members.
- Make information presentations about ARTA membership eligibility, local branches, the benefit plan along with retirement planning and financial wellness information to current and potential ARTA members.
- Be aware of changes to and issues pertaining to the benefit plan.
- Be aware of pension issues that may affect ERTA members.
- Facilitate communication links between the ARTA representative's region and the chairs of the Health and Wellness Benefits, Pension and Financial Advisory and Membership/Marketing committees.
- Monitor ARTA social media channels for timely information updates.
- Create and maintain public awareness of ARTA's advocacy efforts.
- Conduct ARTA member opinion research (member satisfaction and suggestions) and communicate the results to the ARTA office.

- Identify factors that may enhance the ARTA member experience.
- Help develop and evaluate marketing and communications programs; and collect and share information about other similar associations and product offerings.
- Keep ERTA board members informed of changes and issues.
- Be available to act as a resource to **provide information only** and direct individuals to the ARTA office or the Benefits Plan Administrator for advice or additional information.
- Take branch materials to seminars for inclusion in ARTA retirement packages.