

VBREA Duties and Responsibilities - Guidelines for Directors and Committees

President

The President shall be the chief executive officer of the Association, shall preside at all meetings of the members and of the Board of Directors, shall have general and active management of the business of the Association in accordance with the bylaws and shall see that all orders and resolutions of the Board of Directors are carried out.

Duty: General and active management of the business of the Association

Tasks:

- Ensure financial accountability is maintained.
- Provide backup to Treasurer for payment of bills and purchases for the Association.
- Maintain open communication with city leadership and VBREA Board to ensure member interest and concerns are being recognized.
- Provide a VBREA year-end status report at the November Annual Meeting.
- Appoint a Bylaws Committee at least every two years to ensure the Bylaws are reviewed and kept current.

Points of Contact:

Internal to VBREA
City Manager's Office/Communications Office
City/VBREA ALT Liaison
VBREA associated financial institution/s

Duty: Preside over the Board meetings

Tasks:

- Create and review agenda with VBREA Board prior to the meeting.
- Call meetings to order and oversee the meeting process.
- Ensure that each agenda item has been presented and given consideration.
- When motions are made to the Board, oversee the proper process for getting the motion to a vote following Roberts Rules of Order.

Points of Contact:

Internal to VBREA

Duty: Preside over monthly General meetings/Annual meeting

Tasks:

- General meetings — provide information to the membership about Board activities and decisions; any upcoming events that need to be addressed; Board vacancies and election information. Recognize any new members.

- Annual meeting — Create and review agenda with VBREA Board prior to meeting. Introduce special guests and speakers. Ensure the year-end status report, as compiled by the Board, is presented to the membership.

Points of Contact:

Internal to VBREA

Duty: Other Duties

Tasks:

- Provide a monthly President's message to the VBREA webmaster for posting to the Association website.
- President or designated Association member presents information on VBREA at the city preretirement seminars.

Points of Contact:

Internal to VBREA

Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all powers of and be subject to all the restrictions upon the President. The powers granted in the preceding sentence shall continue until a replacement President has been selected by the Board of Directors. The Vice President shall perform such other duties as the Board of Directors may from time to time prescribe.

Duty: Chair of Nominating Committee

Tasks:

- Chair the Nominating Committee and provide a proposed slate of candidates at the annual meeting.
- Appoint a minimum of two active members to serve on the Nominating Committee.

Points of Contact:

Internal to VBREA

Duty: Perform Duties as President

Tasks:

- In the absence of a President, the Vice President shall perform the duties of the President and shall have all powers of and be subject to all the restrictions upon the President. The powers granted shall continue until a replacement President has been selected by the Board of Directors.

Points of Contact:

Internal to VBREA

Secretary

The Secretary shall attend all meetings of the Board of Directors and all meetings of the members and record all the proceedings of the meetings of the Association and of the Board of Directors. Except for the Annual Meeting, the Secretary is not required to take minutes at all general membership meetings unless a significant issue is brought before the membership that should be recorded for Board action. In the event the Secretary is unable to attend a meeting the President shall appoint a member to record the meeting activities and forward such notes to the Secretary within two days after the meeting. The Secretary shall compile any reports provided by the committees. The Secretary shall forward meeting minutes to the Webmaster to be posted on the Association website. The Secretary shall process notices of all meetings of the members and special meetings of the Board of Directors and shall perform such duties as may be prescribed by the Board of Directors or the President. The Secretary's minutes and records shall be open to inspection by any member of the organization.

Duty: Secretary to the VBREA organization

Tasks:

- Maintain the minutes of the Board of Directors meetings and record the business part of the meeting as accurately as possible. The minutes are sent to the Board for their review and approval. The minutes of any committee, as well as the Treasurer's and Webmaster's reports, are attached to the approved minutes and submitted to the Webmaster in a pdf format for posting on the VBREA website.
- Maintain hard copies for a period of 2 years, and ensure electronic copies are maintained for a period of 5 years on the VBREA external drive, of the organization's official documents.

Points of Contact:

Internal to VBREA

Treasurer

The Treasurer shall have the custody of the Association funds, shall keep full and accurate records of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such FDIC-insured depositories as may be designated by the Board of Directors. The Treasurer shall make a financial report at each meeting of the Board of Directors. Approved funds shall be disbursed by means of checks or VBREA debit card by the Treasurer or the President in accordance with the VBREA associated financial accounts.

Duty: Keep record of receipts and disbursements

Tasks:

- Maintain a record of deposits, receipts, and disbursements for monthly and annual reporting purposes.
- Maintain hard copies of all organization financial transactions for a period of two fiscal years.
- Ensure all items listed above along with the bank statements are given to the Audit Committee for the financial audit in July of each year.

Points of Contact:

Internal to VBREA

VBREA associated financial institution/s

Duty: Chair of the Audit Committee

Tasks:

- Participate in the annual financial audit and provide all records listed above and as requested by the Audit Committee.

Points of Contact:

Internal to VBREA

Nominating Committee

The Nominating Committee solicit nominations from the membership and submit a slate of qualified candidates for each board director and officer vacancy. The proposed slate of nominees shall be in place no later than the October board meeting of each year. The members of this committee shall be appointed by the Vice-President and shall consist of a minimum of 3 active (regular) members of the Association, including the Vice-President who shall serve as the committee chair. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Chair of Nomination Committee

Tasks:

- The responsibility of the Nominating Committee shall be to solicit nominations from the membership and to submit a slate of qualified candidates for each Board director and officer vacancy.
- The Chair of the Nominating Committee shall present the slate of nominees at the Annual Meeting and preside over the voting process if there are multiple candidates for any office.
- The Chair of the Nominating Committee shall announce the election results and ensure all candidates elected to office are notified of the election results and advised of the next Board of Directors meeting date, location, and time.

Points of Contact:

Internal to VBREA

Audit Committee

The Audit Committee shall review the financial records of the Treasurer, oversee any annual review of the records, and monitor the Association's financial condition. This committee shall also ensure the financial resources of the Association are well managed. The Treasurer shall serve as the committee chair. The annual audit report shall be presented to the Board at the next Board meeting and included in the minutes.

Duty: Chair of Audit Committee

Tasks:

- Organize an Audit Team meeting in July of each year to review organization financial status and file a written report of findings to the VBREA Board.
- Ensure the Audit Team includes the VBREA Treasurer, the Membership Committee Chair, one other Board member-appointed by the Board of Directors, and one member from the general membership.

Points of Contact:

Internal to VBREA

Bylaws Committee

The Bylaws Committee shall gather information from the Board of Directors and the membership and make recommendations for such amendments as may seem appropriate. The bylaws shall be reviewed at least every two years and may be amended as provided for in Article 8.1. This committee shall be chaired by a member of the Board of Directors. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Bylaws Committee

Tasks:

- Amend the bylaws as directed by the VBREA Board of Directors and in accordance with Bylaws Article 8.1.
- The Bylaws Committee shall review the VBREA Duties and Responsibilities document and amend as appropriate to maintain consistency with the Bylaws.

Points of Contact:

Internal to VBREA

Involvement Committee

The Involvement Committee, working with full input from Board members, shall locate and secure meeting places and provide for programs and social opportunities that benefit the general membership community. This committee may be chaired by an Association member in good standing who will work with a Board member as the liaison to the Board of Directors. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Chair of Involvement Committee

Tasks:

- Meet as often as needed with committee members to discuss the upcoming meetings.
- Schedule speakers for programs and social opportunities. Speakers are usually not given any monetary compensation; however, lunch is provided when applicable. Sometimes an honorarium may be given to a speaker or group with approval from the Board of Directors.

Points of Contact:

Internal to VBREA

Various groups or individuals within the City of Virginia Beach and throughout the community

Duty: Provide meeting places

Tasks:

- Contact places that can accommodate members for general membership meetings, Annual meeting and other social functions as approved by the Board.

Points of Contact:

Various restaurants or other facilities deemed appropriate.

Benefits Committee

The Benefits Committee shall monitor the city and state plans and actions regarding retirement and health care benefits, including known pending legislation, and keep the Association members informed of these issues. This committee may be chaired by an Association member in good standing who will work with a Board member as the liaison to the Board of Directors. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Chair of Benefits Committee

Tasks:

- Interface with the City on benefits and other member resources as needed to support member healthcare and wellness and report to the membership.

Points of Contact:

City Benefits Office

Various retiree resources

Communications Committee

The Communications Committee shall provide news and information to members in an accurate and timely manner, notify members of all regular and special meetings, and monitor the Association website. This committee may be chaired by an Association member in good standing who will work with a Board member as the liaison to the Board of Directors. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Chair of Communications Committee

Tasks:

- Meet as often as needed with committee members.

Points of Contact:

Internal to VBREA

Duty: Emails

Tasks:

- Maintain an email distribution list for members.
- Send emails, as approved by the Board, to members informing them of organization activities.
- Send the VBREA Welcome Letter via email to new members who provide an email address.

Points of Contact:

Internal to VBREA

Duty: Cards

Tasks:

- Send get well and condolence cards to members and their immediate family following the city's funeral policy.

Points of Contact:

Internal to VBREA

Duty: Retirement Letters

Tasks:

- Send letters to new retirees along with membership application 30 days after their retirement.

Points of Contact:

Finance Department/Payroll Division

Duty: Webmaster

Tasks:

- Responsible for designing an attractive and appealing website that suits the customer while making sure the website is fully functional. The Webmaster must have a high level of creative and artistic skills and must not only see the site as a web designer but also actually see the same site from a technical aspect.
- Coordinate with the Board for the associated costs of the Website's Domain Name and server provider.
- Refresh monthly graphics, topics, and content. These efforts are led by the Webmaster and assistance is via a webmaster back-up.
- Track VBREA activities to post current information, develop new pages as needed.
- Attend monthly VBREA Board Meetings. This is a non-voting position.
- Provide the Communications Committee with a monthly report of web site activity.

Points of Contact:

Internal to VBREA

Duty: Facebook Page Administrator

Tasks:

- Manage requests for access to the VBREA FaceBook page.
- Post information relevant to VBREA members.
- Provide the Communications Committee with a monthly report of Facebook activity.

Points of Contact:

Internal to VBREA

Membership Committee

The Membership Committee shall be responsible for maintaining the membership database and keeping financial records of dues on the dedicated VBREA laptop computer. The laptop computer will have the most current application of MemberTies membership/dues software unless a different software program has been approved by the Board of Directors. The VBREA laptop will remain the property of VBREA and will be transferred to a new Membership Chairperson as soon as possible after a change in that position. The computer and all membership files will be used to support the annual financial audit in conjunction with the Treasurer's records. Any additions/upgrades or changes to this computer will be approved by the Board of Directors unless they constitute routine annual upgrades of the MemberTies license, virus protection and similar upgrades of approved programs/software. These changes will be recorded in the Board of Directors' meeting minutes for documentation. The Membership Chair will provide information about the membership to the Board of Directors and any VBREA committee as needed to support their respective needs. The Membership Chair will provide the Treasurer with membership and dues data needed for the Treasurer's report and participate in the annual financial audit. The Membership Committee Chair shall be a member of the Board of Directors. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Membership Committee

Tasks:

- Maintain membership database. (All steps will be documented and will also be known by the Treasurer for redundancy.)
- Collect and deposit dues at VBREA associated financial institution(s). Copies will be made of checks and deposit receipts. The original deposit receipts will be given to the Treasurer with a breakdown of new, renewals, etc., to support the Treasurer's monthly report.
- Interface with the VBREA Treasurer as needed.
- Establish/record new members in the database upon receipt of a new member document with dues. Advise the Board of Directors and the Webmaster of same. Mail out VBREA Welcome Letter to new members who do not provide an email address.
- Interface with the Communications Chair on updating the membership to maintain an accurate list, support the email listing, etc.
- Distribute a reminder letter to those members one year in arrears as of March 1. Reclassify them in the database as "Dropped" if dues are not caught up by June 1.

- Participate in the annual financial audit.
- Prepare for and oversee the annual dues mail out in November of each year.

Points of Contact:

Internal to VBREA