

VBREA Duties and Responsibilities - Guidelines 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.

Points of Contact:

All 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: All 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 — review agenda with VBREA Board prior to meeting. Introduce special guests and speakers. Give VBREA year-end status report compiled by the Board.

Points of Contact: All Internal to VBREA

Duty: Other Duties

Tasks:

- Provide a quarterly 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 pre-retirement seminars.

Points of Contact: All 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.

Points of Contact: All 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: All 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. 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 at any reasonable time.

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 the archived hard and electronic copies of the organization's official documents.

Points of Contact: All 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.
- All of the above items being maintained by the Treasurer along with the bank statements are given to the Audit Team for the financial audit in July of each year.

Points of Contact:

All internal to VBREA
VBREA associated financial institution/s

Duty: Chair of Finance Committee

Tasks:

- Participate in the annual financial audit and provide all records as requested by the audit team.

Points of Contact: All 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 President and shall consist of a minimum of 3 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.

Points of Contact: All internal to VBREA

Finance Committee

The Finance Committee shall review the financial records of the Treasurer, prepare an annual budget, oversee any annual review of the records, and monitor the Association's financial condition. This committee shall also see that the financial resources of the Association are well managed, make recommendations regarding the adequacy of the dues, and inform the Board whether the dues are being paid in a timely manner. The Treasurer shall serve as the committee chair and shall include one other board member appointed by the board. Committee meeting minutes shall be sent to the Association Secretary for inclusion in the Board meeting minutes.

Duty: Chair of Finance Committee

Tasks:

- Organize and host 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, and one member from the general membership.

Points of Contact: All 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 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: Chair of Bylaws Committee

Tasks:

- Amend the bylaws as directed by the VBREA Board.

Points of Contact: All 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: All 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 benefits and health care issues, 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 issues and other member resources as needed to support member issues 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: All 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.

Points of Contact: All internal to VBREA

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.

Points of Contact: All internal 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: All 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

Membership Committee

The Membership Committee Chair 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 any election indicating 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 President, Secretary and Communications Chair 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: Chair of Membership Committee

Tasks:

- Maintain membership data base (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 Treasurer's monthly report.
- Interface with the VBREA Treasurer as needed.
- Establish/record new members in the data base upon receipt of a new member document with dues. Advise Secretary, President and Communications Committee Chair of same. Mail out "Welcome" letter and membership card to new members.
- 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 1+ years in arrears on March 1. Reclassify them as "Dropped" if dues are not caught up by June 1.
- Participate in the annual financial audit.
- Prepare annual dues mail out materials for distribution in November of each year.

Points of Contact: All internal to VBREA


APPROVED this 20th day of April 2022 by the Board of Directors of the Virginia Beach Retired Employees Association (VBREA).



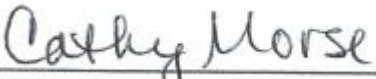
Pete Leavitt, President



Kathy Smith, Secretary



Twila Leavitt, At-large Director



Cathy Morse, At-large Director

Vacant, At-large Director

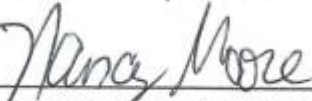
Vacant, At-large Director



Phillip J. White, Vice President



Donna Brehm, Treasurer



Nancy Moore, At-large Director

Vacant, At-large Director