

DEARBORN COUNTY RETIRED TEACHERS ASSOCIATION



JOB DESCRIPTION HANDBOOK FOR OFFICERS AND COMMITTEE CHAIRS 2025

Handbook revised 3/18/2025

Handbook serves as a resource.

PRESIDENT

1. The President must be a member of the Indiana Retired Teachers Association (IRTA).
2. The President shall set dates, times, and confirm locations for all Executive Board and Gatherings.
3. The President must attend and preside over all DCRTA Gatherings and Executive Board meetings.
4. With Executive Board assistance and approval, the President will
 - a. Set location and times of all Gatherings,
 - b. Make recommendations for the improvement of the Association, and
 - c. Appoint chairpersons for all committees.
5. The President shall report Gathering dates and times to the Area 10 Director. The Area 10 Director shall be invited to attend local Association Gatherings whenever possible.
6. The President shall keep track of all presidential expenses and submit a bill to the Treasurer for reimbursement.
7. The President or President's designee shall install new officers at the Gatherings. He/She shall notify the IRTA state office immediately after the elections of the new DCRTA officers and/or any committee chair changes using the state provided form (see IRTA President's Handbook).
8. The President shall attend state IRTA meetings: Representative Assembly, Fall Workshop, and the Legislative Brunch.
9. The President shall verify with committee chairs that appropriate local Association materials have been reported to the state IRTA.

Submission of Public Relations reports (March 1 deadline)

Submission of Community Service hours and award designees (March 1 deadline)

10. The President shall verify with the Treasurer that the state/federal forms have been sent. Failure to do so results in loss of nonprofit status.
11. The President shall keep copies of the Secretary's reports and the Treasurer's reports for verification and reference of Association activities.
12. The President shall be knowledgeable of the Association By-Laws.
13. General order of business:

Pledge of Allegiance to begin meeting
Prayer & Meal
Program

Welcome to new members
Business meeting
Secretary's and Treasurer's reports approved
Committee reports
Old Business
New Business

14. The President, with coordination with the Membership chair and committee, may send an annual welcome letter to all local retirees and those who seldom/never attend to notify them of the meeting dates and locations. The President shall invite non-attendees to join the Association. Letters need to be sent 4--6 weeks before the first Gathering.

15. The President shall notify the Treasurer upon the death of a member so that the Treasurer can send a donation to the IRTA Foundation in that person's honor.

16. The President shall appoint a committee to conduct an annual audit of Treasurer's records.

17. The President may appoint project representatives for projects funded by DCRTA.

VICE PRESIDENT

1. The Vice President must be a member of the Indiana Retired Teachers Association (IRTA).

2. The Vice President shall attend all Gatherings and Executive Board DCRTA meetings.

3. The Vice President shall preside over DCRTA Gathering in the absence of the President and assist the President as needed.

4. The Vice President shall attend state IRTA Representative Assembly and Fall Workshop.

5. The Vice President shall notify the members by email of the upcoming Gatherings. The Recess Bell will be included in the email.

6. The Vice President will work with the caterers to determine the menu for the year's meetings.

7. The Vice President shall report an approximate count to the caterers on the date they have designated. The final count will be given to the caterers by the date the caterer sets.

8. The Vice President shall forward a list of reservations to the Treasurer, Membership chairperson, and, Hospitality chairperson prior to the Gathering.

9. Using the reservation confirmation, the Vice President will notify each No Show asking him/her to send the amount of the meal in a check to the DCRTA Treasurer.

10. The Vice President shall bring take home boxes to the Gatherings, supervise cleanup, return catering items promptly, and donate food leftovers.

SECRETARY

1. The Secretary shall attend all Gatherings and Executive Board DCRTA meetings and keep a complete digital record of the minutes of each meeting.

2. The Secretary shall maintain a roster of the list of members.

3. The Secretary shall keep a copy of the By-laws.

4. The Secretary shall keep a copy of the financial report of the Treasurer.

5. The Secretary shall send a digital copy of the minutes of each Gathering to the Public Relations chairperson to print in the *Recess Bell*.

6. The Secretary will send a digital copy of the minutes to each Executive Board Member after the meetings.

7. The secretary shall keep the Association archives: including Recess Bell editions, Secretary reports, Treasurer's reports, Community news, and IRTA news.

TREASURER

1. The Treasurer shall attend all Gatherings and Executive Board DCRTA meetings and collect money for the meals, take-home meals, membership, and donations.

2. The Treasurer shall keep the Membership chairperson updated with paid members.

3. The Treasurer shall record and deposit all money collected into the DCRTA checking account.

4. The Treasurer shall prepare a Treasurer's report to be published in the *Recess Bell*. The Treasurer shall also provide a monthly treasurer's report for each Executive Board member.

5. The Treasurer shall keep a record of all financial transactions.

6. The Treasurer shall maintain the DCRTA checkbook, designated funds, and balance statements.
7. The Treasurer shall write checks to pay all bills turned in by members with a receipt attached. Without an attached receipt, Executive Board approval is needed before payment is made.
8. The Treasurer shall write checks to pay for Association expenses (meals, entertainment, guest speakers, etc.).
9. The Treasurer shall send a \$10.00 contribution to the IRTF when a DCRTA member, in good standing is deceased. IRTA membership is not required.
10. The Treasurer shall file annual Not-for-Profit tax report with both state and federal governments. Failure to file can result in loss of nonprofit status.
11. The Treasurer may not transfer funds from one designated fund to another without approval from the Executive Board and a vote of the membership present at the time requested is made. Separate records must be kept for each fund.
12. The Treasurer shall participate in an annual audit of her/his financial records.

COMMUNITY SERVICE

1. The Community Service Chair shall attend Executive Board meetings.
2. The Community Service Chair shall attend Gatherings, collect members' volunteer hours, and encourage membership to record volunteer hours regularly.
3. The Community Service Chair shall prepare and distribute forms to members for recording volunteer hours. (IRTA has a form that can be used.)
4. The Community Service Chair shall form a Calling Committee to contact members and nonmembers 1 or 2 times a year to answer questions about volunteer hours and record hours. He/She should encourage members to record hours and explain why all teachers benefit.
5. The Community Service Chair shall, at the end of the year, complete the Community Service Reports and send to the Area 10 Community Service Chair:
 - a. Report volunteer hours-Youth and Other
 - b. Nominate one IRTA member for Outstanding Volunteer Recognition
 - c. Nominate 1 - 3 IRTA members for Special Volunteer Recognition

- d. Select a Chapter project for possible state recognition.
 - e. Select 1-3 Associate Members for local recognition.
6. The Community Service Chair shall attend the IRTA Fall Workshop and Representative Assembly.

LEGISLATIVE

1. The Legislative Chair shall attend all Gatherings and Executive Board DCRTA meetings.
2. The Legislative Chair shall attend the state IRTA Legislative Brunch in the spring.
3. The Legislative Chair shall be knowledgeable of actions taking place in the legislature concerning retired teachers and of actions recommended or supported by the IRTA. The Legislative Chair shall follow the IRTA blogs and Facebook sites.
4. The Legislative Chair shall work with and know members of the state legislature.
5. The Legislative Chair shall work with the state IRTA legislative chair.
6. The Legislative Chair shall notify the Executive Board and the local DCRTA membership of actions taken or not taken by the state legislature concerning retired teachers.

MEMBERS' CONCERNS

1. The Members' Concern Chair shall attend all Gatherings and Executive Board DCRTA meetings.
2. The Members' Concern Chair shall send get-well cards, “thinking of you”, and sympathy cards to our members and associates.
3. The Members' Concern Chair shall report deaths of members and associates.
4. The Members' Concern Chair shall notify the Facebook administrator of members'/associate members' deaths and obituary details.
5. The Members' Concern Chair shall notify the Treasurer of the death of a member so he/she can submit a \$10.00 donation to the IRTF.

6. The Members' Concern Chair shall report deaths at the next DCRTA meeting. Annually a "Time of Remembrance" will be planned in coordination with Executive Board members and President.

MEMBERSHIP

1. The Membership Chair shall attend all Gatherings and Executive Board DCRTA meetings.
2. The Membership Chair shall contact newest retirees as provided by the state or by obtaining names directly from Superintendent's offices - Lawrenceburg Community Schools, South Dearborn Schools, and Sunman Dearborn Schools - to congratulate them on their retirement.
3. The Membership Chair shall send the newest retirees a packet of information containing: A "Congratulations On Your Retirement" letter, an IRT A brochure, a DCRT A membership form, and a volunteer hours blank to be filled in and given to the Community Service chairperson.
4. The Membership Chair shall send copies of updated membership list to the Executive Board.
5. The Membership Chairman shall assist the Treasurer at the General Meetings with meal and dues payments.
6. The Membership Chair shall be reimbursed by the Treasurer for any expenses incurred. A claim form and receipt must be submitted to the Treasurer.

PUBLIC RELATIONS

The Public Relations Committee includes members who are responsible for news releases, newsletters, website, and Facebook.

1. The Public Relations Chair shall attend all Gatherings and Executive Board DCRTA meetings.
2. The Public Relations Committee shall post DCRTA Gathering dates in the DCRTA newsletter, on the webpage, and on Facebook.
3. The Public Relations Committee will update website and social media.

4. The Public Relations Committee shall report newsworthy activities, awards, and recognitions to local newspapers, radio stations, website, and Facebook. Pictures shall be provided whenever possible, as newspapers are more likely to print an article with pictures.

5. The Public Relations Newsletter Editor shall publish a newsletter, *The Recess Bell*, for each meeting.

Present newsletters include:

Letter from President
DCRTA news and information
IRTA news and information
Humor Section (editor's discretion)

For state recognition the DCRTA newsletter must include:

Newsletter name/banner	Calendar of events
List of Officers, contact info	Committee reports
IRTA information	List of IRTA officers
Neat appearance	

6. The Public Relations Committee shall send 2 news releases and 1 newsletter to the IRTA office or Area 10 Public Relations Chairman before March 1 of each year. The website and social media must be up-to date for state recognition.

7. The Public Relations Committee shall keep the Association website and Facebook page up to date.

RETIREMENT PLANNING

1. The Retirement Planning Committee Chair may attend all Gatherings and Executive Board DCRTA meetings. The Executive Board desires the chair attend the September and November meetings to share information.

2. The Retirement Planning Committee Chair shall obtain information from the IRTA Website (Membership/Retirement Guide).

3. In July, the Retirement Planning chairperson shall secure the Lawrenceburg Library facility for the upcoming workshop.

4. In July, the Retirement Planning Committee shall contact the selected workshop presenter with the location and time for the workshop. Retirement Seminars are currently held at the Lawrenceburg Library 4:30 - 7:30 on the first Thursday of November.
5. The Retirement Planning Committee Chair shall send letters to superintendents requesting their announcement of the Retirement Seminar to all faculty at the beginning of the school year. Information should include date, time and location.
5. The Retirement Planning Committee Chair shall re-confirm the date of the workshop with the presenter a month before the workshop.
6. The Retirement Planning Committee Chair shall have posters prepared for the workshop. (Currently 55)
7. The Retirement Planning Committee shall have posters distributed 6-7 weeks before the workshop to the various schools.

Current distribution:

Lawrenceburg Schools:
HS, MS, ES, PS, Admin.

South Dearborn Schools:
HS, MS, ES, Admin.

Sunman Dearborn Schools:
HS, MS, ES, Admin.

Jac-Cen-Del Schools:
HS, ES, Admin.

South Ripley Schools:
HS, JR, ES, Admin.

Milan Schools:
HS, ES, Admin.

Rising Sun Schools:
HS, MS, ES, Admin.

Franklin County Schools:
HS, E&MS, HS, Admin.

Batesville Schools:
HS, MS, IS, PS, Admin.

Switzerland County:
HS, MS, ES, Admin.

Career Center:

8. Posters for the workshop should be placed in the schools at least 4 weeks before the event. Posters can either be taken to the schools individually, or given to the Superintendent's Office of each corporation for distribution.
9. The Retirement Planning Committee Chair shall request each school secretary to include workshop information in the daily announcements two weeks' prior to the workshop date.
10. The Retirement Planning Committee Chair shall prepare sign-in sheets for attendees with name and school.

11. The Retirement Planning Committee shall provide refreshments for the workshop: water, and snacks.
12. The Retirement Planning Committee Chair shall prepare an introduction to the workshop
 - Welcome
 - Thank you to attendees
 - Importance of IRTA
 - Retirement info on IRTA website (www.retiredteachers.org)
 - Benefits of IRTA and DCRTA membership
 - Presenters' background and thank you
13. The Retirement Planning Committee Chair shall schedule and confirm a date for the next year's workshop with the presenter at the current workshop.
14. The Retirement Planning Committee Chair may submit photos for Facebook, and social media.
15. The Retirement Planning Committee Chair shall give a copy of the sign-in sheets to the presenter.
16. Expenses incurred for annual workshop will be reimbursed from the designated Retirement Workshop fund with a claim form and attached receipts.

HOSPITALITY COMMITTEE

1. The Hospitality Committee chairperson shall attend DCRTA Gatherings and Executive Board Meetings.
2. The Hospitality Chairperson and committee shall provide table decorations for the Gatherings.
3. The Hospitality committee shall greet members and associates attending the Gatherings.
4. The committee members shall help members and associates, as needed, with meal plates and drinks.
5. The Hospitality Chairperson shall provide name tags for Gatherings.

PROGRAM COMMITTEE

1. The Program Committee chairperson shall attend DCRTA Gatherings and Executive Board Meetings.
2. The Program Committee chairperson shall set up and contact speakers and/or entertainment for each Gathering with suggestions from the Executive Board.
3. The Program Committee chairperson shall assist the Vice President as needed at all Gatherings.
4. The Program Committee chairperson shall contact the person responsible for the Gathering location to inform them of the equipment needed for program.
5. The Program Committee chairperson shall be responsible to ensure all equipment needed is in place and working for the Gathering.