

**UC Davis Retirees' Association (UCDRA)
President Position Statement**

Position charge:

The President of the UCDRA presides at all meetings of the Association and at all Executive Board meetings, appoints, with the Executive Board, committees as needed, and serves as an ex-officio member of all committees except the Nominating Committee. The President also serves and/or appoints the Vice President of the Board to serve as an ex-officio non-voting member of the Executive Board of the UC Davis Emeriti Association.

Position duties:

In addition to the duties stated above, the President has the opportunity to provide leadership to the Board; set goals; and review agendas, meeting minutes, and related documents. The President represents the Association to other campus and health system entities by chairing or serving on committees, interview panels, planning processes or task forces. If the President is unable to accept some of these obligations the responsibility remains to assure representation. The President also serves as a voting member of the Retiree Center Advisory Committee. Further, the President is responsible for advocating causes of concern to retirees. The President continually seeks the input of others and is an enthusiastic leader of the group.

Timeline and Details:

- The President normally serves for one fiscal year in office which will be from July 1 to June 30.
- The President writes a minimum of three "President Messages" for the *Campus Connections* newsletter, thus allowing the President to share areas of interest with others.
- The President is to be mindful of all deadlines, program needs, election processes, by-law changes, and general workings of the Association.

Selection:

The President is selected through a nomination process conducted by the Nominations Committee and a member voting process occurring at the third UCDRA Business Meeting of the fiscal year.

Annual Report:

The President is to submit a one-page annual report to the UCDRA in June of each year that includes a summary of the activities and accomplishments occurring during the year. The report may also include future suggestions for the upcoming year.

**UC Davis Retirees' Association (UCDRA)
Secretary Position Statement**

General Responsibilities

Organizations, specifically the UC Davis Retirees' Association, are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and,
- accountability of directors and officers.

The Secretary of the UC Davis Retirees' Association (UCDRA) is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The Secretary is accountable to the Board of Directors and Members of the Association as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Position Duties

Minutes

The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. These circumstances: are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the Retiree Center records.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and First Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. Depending upon the bylaws and practices of the Retirees' Association, the Secretary may perform these duties for Member meetings (eg. Annual General Meeting) and/or for executive committee meetings.

Signing Officer

The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign documents on behalf of the organization.

UC Davis Retiree's Association
(UCDRA) Members-at-Large Position Statement

Members-at-Large Charge:

The Executive Board of the UCD Retiree's Association names six Members-at-Large each year. Members-at-Large are expected to be advocates for retiree issues, serve on Campus or Health System committees, and bring ideas from other retirees to the Executive Board meetings. They will be expected to share the results of Board meetings with other members of the retiree community. Members-at-Large also participate as volunteers in UCDRA events.

Specific Duties:

Members-at-Large will have the opportunity to experience a variety of duties. They are expected to attend Retiree Association Executive Board Meetings and be available as volunteers for several activities. One of their primary functions is to act as recruiters for UCDRA and Board membership and explaining the opportunities that exist when participating in retiree planning and events.

Members-at-Large Selection Process:

Members-at-Large are nominated by the UCDRA Nominating Committee and elected by the membership during the spring business meeting. The Members should represent a diverse group of individuals who spent their University careers in different Schools, Colleges and Hospital settings.

Members-at-Large Composition:

Of the six Members-at-Large, five will represent the UC Davis Campus and one will represent the UC Davis Health System. The Members-at-Large will each be elected for two year terms.

Annual Reporting Responsibilities:

On an annual basis, Members-at-Large should provide information on their activities and accomplishments to the Executive Board. This will be in writing and will include any ideas they have for the future of the Board or other Members-at-Large.

UC Davis Retirees' Association (UCDRA)
Position Statement for the Representative and Alternate Representative
To the Council of University of California Retiree Associations (CUCRA)

Position Charge:

The representatives shall officially represent UCDRA to the UC system-wide organization retiree organization (CUCRA) and attend to all relevant business related thereto.

Position Duties:

The Representatives shall attend CUCRA meetings and joint meetings of CUCRA and the Council of University Emeriti Associations (CUCEA). Regular meetings are held in the spring and fall, usually on Wednesday/Thursday of the fourth week in April and October.

The Representative shall be responsible for preparing a one-page status report of the UCDRA's activities and submitting it to CUCRA prior to its scheduled meeting. At the meetings the Representative shall be the spokesperson for UCDRA and shall vote on relevant matters of CUCRA business.

In the absence of the Representative, the Alternate Representative shall execute the duties of the Representative in all matters. Both the Representative and the Alternate Representative shall consult with each other and discuss pertinent business.

Following the CUCRA and CUCRA/CUCEA meetings, the Representative shall prepare a summary report of the meetings and submit it to the Executive Board at its next meeting.

The Representative and the Alternate Representative shall both be members of the UCDRA Executive Board. Although it is not imperative, it is helpful to have one of the representatives also serve on the Retiree Center Advisory Committee in order to have the full benefit of information about the activities of this organization.

The Representative shall inform the UCDRA President of any important matters needing attention by the Association and likewise the Representative shall bring to the attention of the Chair of CUCRA any important matters that need attention by CUCRA.

Timetables and Details:

The Representatives shall serve a minimum of a two-year term, alternating between the Representative and the Alternate Representative. The first appointment of an individual should be as an Alternate to gain experience on CUCRA. Since CUCRA officers are appointed for four year terms, it is helpful to have representatives who will serve for at least that long.

The Representative shall provide information about CUCRA's activities to the editor of *Campus Connections* as appropriate to the interest of the Association's members.

Additional information about CUCRA is available on its website at <http://cucra.ucsd.edu>.

Selection:

The Representative and Alternate Representative shall be appointed by the UCDRA Executive Board at the June Business Meeting. It is expected that the Alternate Representative will become the Representative for the coming fiscal year.

Annual Report:

The reports prepared in the fall and the spring for the CUCRA meetings and the reports on the CUCRA and the CUCRA/CUCEA meetings will constitute the annual report.