

# Roles: Elected & Appointed Positions

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**Review History**

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Date	Summary
2019.12.31	Initial, formal description

## Elected Officer Positions

### President

- Schedule and chair monthly Board of Management (Board) meetings, participate by conference call
- Maintain communication with Regional Representatives on memorials, retirements, issues, and any concerns
- Maintain communication with Editorial Staff on memorials, retirements, and current projects that might be of interest to Retirees
- Forward information to Editorial Staff through email: wrdretirees2014@gmail.com
- Recruit replacements for vacated positions of Regional Representatives
- Recruit replacements for vacated positions of Editor and Layout Editor
- Write quarterly 'President's Message' for newsletter
- Review draft of quarterly Newsletters, providing comments and editing
- Establish changes in 'Mission Statement'
- Chair biennial Reunion Meetings, coordinating with Chairperson of the Local Arrangements Committee (LAC)
- Prepare Business Meeting agenda, banquet agenda, and activities (including the reading of the Necrology List) for Reunion
- Coordinate biennial election of new Officers
- Coordinate annual Technician Scholarship Program by:
  - Working with Deputy Associate Director for Water to ensure applications get to Center Directors, Data Chiefs, and Field Office Chiefs.
  - Distributing application materials to Regional Representatives for ranking
  - Constituting and chairing a panel to select final Scholarship awardees
  - Ensuring appropriate parties are informed of decisions and congratulatory letters are sent out

### Vice President

- Represent the President by discharging the duties of the President, during absence, disability, or vacancy
- Take on special projects requested by the President

### Secretary

- Collect and act on mail from Herndon Post Office and USGS Retirees' MS 425
- Send checks to the Treasurer and update the spreadsheet on dues payment dates
- Ensure Layout Editor receives information appropriate for the newsletter
- Maintain a master spreadsheet of Retirees by updating changes in contact information
- Maintain electronic-change documents for tracking and budget sheets for funds received
- Prepare a spreadsheet in format suitable for the annual Directory, or send spreadsheet to appropriate person for formatting
- Maintain the Necrology List of retirees and their significant others

## Treasurer

- Register USGS Retirees' Organization annually with the Virginia State Corporation Commission (requirement)
- Compute and file annually Federal taxes (requirement)
- Review State and County regulations annually to ensure compliance
- Deposit dues and contributions into SunTrust account and ensure logs are complete
- Pay bills as they are received
- Prepare the quarterly report for the USGS Retirees' Newsletter
- Work with Scholarship Awardees to put award monies into their College account

## Archivist (The steward of the history of WRD Retirees)

- Review all the material (personnel files of retirees, newsletters, directories, photographs, VHS tapes, and other relevant documents) stored in the vacated office at Reston Headquarters
- Maintain a brief history of USGS Retirees for the website
- Receive, catalog, and evaluate equipment, documentation, and photographs submitted to USGS Retirees by field offices and individuals

## Regional Representatives

- Function as members of the Board and as field contact for the Board
- Appoint a replacement of a vacated Regional Editor or serve as Regional Editor
- Recruit replacements for vacated State Representative positions and notify the Retirees' Secretary on the replacements
- Communicate to State Representatives issues addressed and decisions made by the Board
- Compile and summarize requested information from Regional Retirees, via State Representatives, for the National Officers
- Be a knowledgeable contact for Retirees on information on USGS Retirees
- Organize, review, and assemble applications for the Retirees' Technician Scholarship Program received from their Region
- Constitute and chair a panel to rate Technician Scholarship applications and submit the top two rated applications from their region to wrdretirees2014@gmail.com
- Communicate with and forward to wrdretirees2014@gmail.com (includes Editorial Staff) on memorials, retirements, and current or new projects that might be of interest to Retirees

## Editor

- Be responsible for the final content and composition of the Retirees' Newsletter
- Chair the Newsletter Editorial Board, comprised of the Regional Editors and Layout Editor
- Conduct overall final review of President's Message, Memorials, Retirements, News (letters) of Retirees and Scientific-Highlights articles
- On behalf of the Editorial Group, make suggestions to the Board for improving the Newsletter Content and distribution
- Occasionally write articles to promote the Newsletter content and readership

## Appointed Positions

### Layout Editor

- Distribute new articles in Word format to editors for review
- Conduct final editing for grammar, spelling, or refer questions of content back to the Editor
- Prepare final layout and composition
- Ensure final reproduction and distribution to members of the Retirees' Organization

### Regional Editors

- Work with the Regional Representatives and, as needed, State Representatives, to complete and submit to the Layout Editor by the 15th of the month prior to the quarterly Newsletter publication the following:
  - Articles from their region ensuring that they are concise, readable, complete, and technically correct;
  - Periodically, short overviews of "USGS Science Highlights" in their region obtained from USGS News web site(s) and contacts with individual Science Centers;
  - Selected short status updates for retired employees, solicited by contacting individuals directly
- Submit completed articles to the Layout Editor for review and insertion into the Newsletter.

### State Representatives

- Connect with Water Science Center (WSC) Director or Assistant Director in major State Office(s)
- Maintain contact with Retirees
- Promote, possibly coordinate, and attend local meetings or gatherings of Retirees and ensure photographs are taken and sent with attendees' names to wrdretirees2014@gmail.com
- Be a knowledgeable contact for Retirees and future Retirees on information and questions
- Forward important information on the Organization to Retirees
- Forward pertinent information from the WSC and Retirees for the Newsletter
- Actively recruit newly retired USGS personnel and attend retirement parties
- Serve or select an appropriate Retiree to mentor and monitor academic progress of WSC recipients of Retirees Technician Scholarships
- Recruit replacement for Affiliate Liaison Member at WSC or Major State Office
- Maintain quarterly communication with the Affiliate Liaison at the WSC to obtain information on memorials, retirements, current or new programs, significant achievements, major personnel changes, and reorganizations that would be of interest to Retirees
- Scan the minutes of monthly Retirees' Board meetings and attend two of those meetings via conference call

- Serve or select an appropriate retiree as mentor to current Scholarship Awardees in their state and report establishment of the mentorship and subsequent progress to their Regional Representative

#### **Affiliate-Liaison Member**

- Post latest Retirees' Newsletter, Information sheet, Membership Application, and name and telephone number of State Representative on an Office bulletin board
- Answer questions from employees about the Retirees' Organization that can readily be answered otherwise, refer their questions to the Retirees State Representative
- If knowledgeable, provide the Retirees State Representative information on any organizational and program changes in the USGS
- Provide the Retirees' State Representative information on Water Science Center/State Office reorganizations, new programs, personnel changes, significant awards, transfers, planned retirements, significant social gatherings, serious illnesses, and deaths and funeral arrangements of personnel so that the State Representative can forward the information to Retirees in the state
- If available, provide the Retirees' State Representative write-ups on new retirements and obituaries that would be appropriate for the Retirees Newsletter
- Provide to soon-to-retire people the Retirees Information Sheet and Membership Application
- Scan the minutes of monthly Board meetings and attend two of those meetings as invited via conference call