

USGS RETIREES' ORGANIZATION ROLES

National Officers

-President

- Continued communication with Regional Representatives (i.e. memorials, retirements, etc.)
- Continued communication with Editorial Staff (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwards information to Editorial Staff through email: wrdretirees2014@gmail.com
- Recruits replacements for Regional Representatives
- Recruits replacements for the Editor
- Provides quarterly 'President's Message' for newsletter
- Quarterly review of newsletters for comments/editing
- Establishes changes in 'Mission Statement'
- Chairs Reunion Meetings (coordinating with Chairman of the Local Area Committee (LAC), Business Meeting Agenda, Banquet activities (including the reading of the Necrology list)
- Coordinates election of new 'National Officers' every two years
- Coordinates Annual Scholarship Program

-Vice President

- Represents the President, discharging the duties of the president, during the absence or disability of the later or during a vacancy in that office
- Takes on special projects as requested by the President

-Secretary

- Collects and acts on mail from Herndon Post Office & USGS Retirees' MS 425
- Sends checks to the Treasurer and updates the spreadsheet to reflect new dues payment date
- Ensures Layout Editor receives any information appropriate for the newsletter
- Keeps and maintains the master spreadsheet to reflect changes in email, home address, etc.
- Maintains electronic change documents tracking and budget sheets to keep track of funds received
- Either prepares spreadsheet in format suitable for the annual directory, or sends spreadsheet to appropriate person to do that.

-Treasurer

- Registers USGS Retirees annually with the State Corporation Commission (requirement)
- Computes and files the Federal taxes annually (requirement)
- Reviews State and County regulations annually to make sure we are in compliance
- Deposits dues and contributions into the SunTrust account, ensure the logs are complete
- Pays bills as they come in
- Prepares the quarterly report for the USGS Retirees newsletter

-Archivist: The archivist is the steward of the history of WRD Retirees. Some duties include:

- Going through ALL the material stored in the old office when we were told to move. I eliminated many things which weren't relevant and organized the rest in the new office. Material includes personnel files of retirees, newsletters, directories, photographs, other relevant documentation, VHS tapes, etc.
- Writing a brief history of WRD Retirees for the website
- Receiving, cataloging and evaluating equipment, documentation, and photos submitted to WRD Retirees by field offices and individuals

-Editor

- The Editor is responsible for the content of the newsletter.
- Retirement and Memorials articles submitted by Retirees are sent to the Editor prior to their inclusion in the Newsletter

- Ensures the articles are complete before sending them back to the Layout Editor to be put in the Newsletter. If further information is needed for a Retirement or Memorial article the Editor is responsible for getting the information and inserting it into the article
- Provides articles to the Layout Editor for review and formatting
- Is responsible for engaging the Regional Editors in the process

-Regional Representatives

- Continued communication with State Representatives (i.e. memorials, retirements, etc.)
- Continued communication with Editorial Staff (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwarding information to Editorial Staff through email: wrdretirees2014@gmail.com
- Recruiting replacements for State Representatives and notifying Retirees Secretary

-State Representatives

- Coordinate monthly luncheons for WSC or asks for a volunteer from that group - provides a picture with attendees' names to wrdretirees2014@gmail.com
- Actively recruits newly retired USGS folks
- Continued communication with WSC (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwarding information to Editorial Staff through email: wrdretirees2014@gmail.com