

# **Chevron Retirees Association Chapter Organization**

*This document has been developed for those Chapters that choose to designate "leadership positions" and define "position duties". It provides guidance in determining "typical" positions and duties, regardless of the Chapter size. A Chapter that uses this information may eliminate or combine individual positions and assign duties as appropriate.*

*Essentially, this document is a "basket" from which a Chapter may select those items it desires and arrange them as it chooses.*

**Typical Elected Officers of the Chapter** at the option of the Chapter, positions may be combined.

- President
- Vice President
- Secretary
- Treasurer

**Typical Committees within the Chapter as established by the Chapter's Board of Directors:** these Committees, and others, may be designated if a need is identified.

- Membership
- Nominating
- Luncheon
- Newsletter
- Compassion
- Program

**Typical Generic Duties of Chapter Officers and Committee Chairpersons:**

## **Chapter Officers Elected Officers**

- Attend scheduled meetings of the Board of Directors
- Discuss and vote on Chapter issues
- Offer suggestions and ideas for conducting the affairs of the Chapter
- Monitor the cost of operating the Chapter; recommend adjustments to the annual membership dues, as appropriate
- Become familiar with and abide by the CRA Constitution and Policies Procedures & Methods (PP&M) Manual, as well as any governing Chapter documents

## **Chapter President**

- Represent the Chapter in all its affairs
- Preside at all meetings of the Chapter and the Chapter's Board of Directors
- Appoint the Chairperson of each Committee established by the Board of Directors
- Appoint the Chairperson of the Nominating Committee to recommend a candidate for each elected Chapter Office, when appropriate
- Present the Nominating Committee's recommendations to the membership for election
- Conduct telephone balloting of the members of the Board of Directors, when appropriate
- Communicate with Chapter members through the Chapter Newsletter and at meetings
- Assist in the preparation of or prepare the Chapter newsletter
- Maintain communications with CRA; advising of Chapter activities and providing recommendations for consideration by CRA
- Receive Chevron and CRA communications on behalf of Chapter
- Serve as a member of the Area Executive Committee

- Serve as a director of CRA; attend the Annual CRA meeting
- Assist Chapter members in requesting assistance from the CRA Benefits Chair in resolving health care issues with the Chevron HR Service Center
- Sign checks on behalf of the Chapter when the Treasurer is unavailable

### **Chapter Vice President**

- Assume the duties of the President, when appropriate
- Assist in coordinating the affairs of the Chapter
- Arrange for, assist or otherwise coordinate arrangements for speaker/entertainment for Chapter meetings
- Attend meetings of the Chapter
- Perform duties as requested by the President

### **Chapter Secretary**

- Inform members of the Board of Directors of meetings of the Board
- Prepare agenda for meetings of the Board of Directors
- Record the proceedings of meetings of the Board of Directors and Chapter meetings
- Maintain the Chapter master files, documents and records
- Write routine letters, invitations, thank you notes and other correspondence as requested by the President or a member of the Board of Directors
- Prepare and maintain name tags and other identifying materials (i.e., luncheon selection, etc.) for Chapter meetings, or assist and coordinate as appropriate
- Assist in greeting members at Chapter meetings
- Serve as newsletter editor or delegate responsibility
- Obtain CRA envelopes from the CRA Secretary
- Maintain records of active and inactive Chapter members, or assist and coordinate as appropriate
- Obtain and update address changes for Chapter mailings, or assist and coordinate as appropriate
- Attend meetings of the Chapter

### **Chapter Treasurer**

- Collect all funds for the Chapter ( i.e., Chapter member's dues, funds for lunches and any special events)
- Open Chapter Account at financial institution, as required and approved by the Board of Directors
- Change authorized signatures at financial institution, as required and approved by the Board of Directors
- Deposit collected funds in appropriate Chapter account
- Disburse funds subject to the approval of the President and Board of Directors
- Prepare an annual Chapter Budget for approval by the President and Board of Directors
- Provide appropriate statistics and information to Elected Officers, Chairpersons and members of the Board of Directors
- Prepare a quarterly statement of income and expenditures
- Submit an Annual Report
- Submit books and records for audit at the end of each fiscal year, or as directed by the President and/or Board of Directors
- Maintain all Chapter financial reports
- Forward annual Chapter dues (\$3/member) to CRA Treasurer no later than June 30. (If appropriate, submit dues on a quarterly schedule)
- Receive luncheon reservations and prepare name tags
- Prepare check and pay restaurant for luncheon expenses
- Maintain record of active and inactive Chapter members, or assist and coordinate as appropriate
- Obtain and update address changes for Chapter mailings, or assist and coordinate as appropriate
- Attend meetings of the Chapter

## **Committee Chairpersons**

### **Membership**

- Review the Demographics Committee data and identify potential new members
- Contact potential new members with a welcome letter and invitation to Chapter functions
- Prepare a list of new members for follow-up purposes; distribute to members of the Board of Directors
- Prepare various "form letters" (welcome, sympathy, solicitation, annual dues letter, delinquent dues letters, etc.)

### **Newsletter**

- Gather information from available sources – CRA website, Chevron website, members, etc.
- Prepare newsletter for publication using template provided on Chapter Resource CD as viable
- Review all material with the President before publication
- Arrange for printing and mailing of the newsletter

### **Nominating**

- Convene Committee members and recommend a candidate for each elected Chapter Office, when appropriate
- Present the Committee's recommendations to the Board of Directors
- Present the Committee's Slate of Officers at the appropriate Chapter meeting
- Conduct the election of the Chapter Officers, including:
  - Accept nomination(s) from the floor if the nominee has previously agreed to serve
  - Conduct and verify the election vote

### **Compassion**

- Periodically remind Chapter members of the existence and function of the Committee and to forward information concerning illness, hospitalization, or death of a member, member spouse or surviving spouse
- Recommend modification of or addition to existing procedures, when appropriate
- When notified of serious illness or hospitalization of a Chapter member, mail "get well" card, followed by a "hope you are getting better" call or card, as appropriate
- When notified of the death of a member, call the surviving spouse or family member to offer condolence and provide information about notifying the Chevron HR Service Center
  - Send a "sympathy" card to the surviving spouse or appropriate family member
  - Send a memorial gift to a designated charity, if appropriate and authorized
- Recommend procedures to provide transportation for members unable to drive to Chapter functions
- Purchase appropriate cards and postage stamps
- Submit receipts and request reimbursement of related expenses
- Maintain a master record of all actions, including name, date of contact, type of communication, year of retirement and Chevron company, if known, of each deceased retiree

### **Luncheon**

- If the location is not fixed, review appropriate luncheon meeting locations and determine approximate prices
- With approval of the Board of Directors, handle all details with the luncheon facility regarding physical set-up, menu and firm prices
- Arrange for the distribution of name tags; if permanent name tags, arrange for collection
- Verify the number of lunches served and approve the bill
- Instruct the Treasurer to pay the bill

## **Program**

- Identify a likely speaker/entertainment candidate for each Chapter meeting, determining all costs involved and present details to the Board of Directors
- Finalize arrangements for the selected candidate after authorization by the Board of Directors
- Prepare and mail confirmation letter to the successful candidate, with a copy to the President
- Obtain biographical sketch of the speaker/entertainment for introduction
- Verify that any audio and visual equipment is installed and working, and acceptable to the speaker/entertainment
- Welcome speaker/entertainment and handle introduction to President and others
- Prepare and mail a letter of appreciation to the speaker/entertainment, with a copy to the President
- Instruct Treasurer to pay any speaker/entertainment fees

*This document permits support of the Elected Officers by a Board of Directors, the members of which may be elected or appointed. The number of members and term(s) of service are determined by the Chapter. Typically, members may include any of the following:*

- *Active Past Presidents*
- *Experienced Association leaders*
- *Elected Chapter Officers*

## **Board of Directors**

- Attend scheduled meetings of the Board of Directors
- Discuss and vote on Chapter issues
- Offer suggestions and ideas for conducting the affairs of the Chapter
- Monitor the cost of operating the Chapter; recommend adjustments to the annual membership dues, as appropriate
- Become familiar with and abide by the CRA Constitution and Policies Procedures & Methods (PP&M) Manual, as well as any governing Chapter documents