

## **Chevron Retiree Association – Executive Summaries**

### **Officer Positions**

#### **President**

This position is the member-elected leader of the Chevron Retiree Association in the U.S. and Canada. Responsibilities include overseeing an effective and efficient overall organization at the chapter, area, and national levels. The President appoints the Secretary, Treasurer, Area Vice President-Global Affiliates, and all Committee Chairs; conducts the Mid-year and Annual Meetings; plans future direction of the Association and directs implementation of plans. Quarterly, prepare the “President’s Message” for the Association’s newsletter, *Encore*. The incumbent meets periodically with Chevron Corporate staff and executives to maintain financial, expert advice and other support and resources that are key to continuing to help CRA thrive.

#### **Secretary**

The primary responsibilities of the Association Secretary, appointed by the CRA President are to (1) prepare for and attend meetings, capture major points and action items and distribute to all Directors; (2) provide administrative support to CRA Officers, Committee Chairs and Past Presidents; and (3) support Chapters. This position may deal directly with Chevron Corporate personnel as well as all CRA Directors. The incumbent participates periodically in meetings with the CRA President and selected Committee Chairs, and Chevron personnel, as well as the Association’s Mid-year and Annual Meetings.

#### **Treasurer**

The primary responsibility of the Association Treasurer, appointed by the CRA President each year, is to serve for a one-year, fiscal period, July through June, and to maintain the Association’s funds. The incumbent receives chapter dues for deposit, posts incoming and outgoing expenses, balances bank statements, and monitors the Association’s investments. Prepare monthly and annual financial reports and file appropriate reports as mandated by the IRS. The incumbent participates periodically in meetings with the CRA President and selected Committee Chairs, and Chevron personnel, as well as the Association’s Mid-year and Annual Meetings.

### **Area Vice President**

The Area Vice President is elected by the chapter presidents within the respective area. The primary role is to assist the chapter presidents in promoting the mission of the Association; providing support to the chapters within the geographical area to improve the vitality and visibility of the chapters and association; advising on unusual developments or problems in the area; monitoring membership and assisting chapters in transition. The incumbent conducts the Area Executive Meeting of respective chapter presidents and attends the Association's Mid-year and Annual Meetings

### **Area Vice President – Global Affiliates**

This position represents the Area in all its affairs with the Association and retirees and is appointed by the CRA President. The primary responsibility of the Area Vice President – Global Affiliates, is to promote the Association's mission to attract and retain retirees to enhance the vitality and visibility of the organization. Communications with members are through the newsletter and website, in addition to personal one-on-one phone, email, or US Mail exchanges to seek contact information, respond to inquiries and/or provide support in resolving issues. The incumbent participates in the Association's Mid-year and Annual Meetings.

## **Committee Chair Positions**

### **Benefits**

The Benefits Chair, appointed by the Association President and working with Committee Members, adds value to CRA membership by being an advocate for the Association's members and by maintaining a positive working relationship with the Chevron Corporate Benefits Staff. The Chair's responsibilities include monitoring developments in health care, benefits, and related fields; informing members about topical benefits and related issues; assisting members with problems and answering questions; assisting members during special activities like Open Enrollment; and making available CRA benefits and related programs that complement Chevron programs. In carrying out the duties, the incumbent participates in periodic meetings with the President and the Chevron Corporate Benefits Staff; the Association's Mid-year and Annual Meetings.

### **Budget and Finance**

The Budget and Finance Chair, appointed by the Association President and working with Officers and Committee Chairs, annually develops an income and expense budget for the next fiscal year for approval by the CRA Directors. Monitors income, cash on hand, and expenses and compares with budget projections. This position

acts as the Chair of the Investment Advisory Sub-Committee. Periodically reviews and recommends expense reimbursement policy. The incumbent participates in the Association's Mid-year and Annual Meetings.

### **Central Meeting Administration**

The Committee Co-chairs act as a resource and provide counsel and support to the Annual Meeting Host and Host Committee members in preparing and reviewing contracts, budget expense estimates, communications, etc. Also performs the more technically challenging and tedious tasks such as meeting registration for annual meetings throughout the U.S. and Canada. In addition, provides support for the CRA's Mid-year Meeting. Incumbents participate in the Association's Mid-year and Annual Meetings.

### **Communications**

The Communications Chair, appointed by the Association President and working with Committee Members, provides direct oversight and management of the CRA website, maintaining the site as a current, informational, and valued resource. Keeps apprised of evolving communications needs and technologies to meet the needs of Chevron retirees, Chapter presidents and groups within the Association. The incumbent participates in periodic meetings with Chevron Corporate and PGPA Executive Communications management and staff for the purpose of discussing and addressing issues, and the Association's Mid-year and Annual Meetings.

### **Demographics**

The Demographics Chair, appointed by the Association President and working with Committee Members, provides demographics support to officers and chapters through retiree rosters and special retiree reports on a monthly and quarterly basis. Creates and maintains demographic maps and code tables, interpreting data and supporting chapter and officer initiatives. The incumbent participates in the Association's Mid-year and Annual Meetings.

### **Membership**

The Membership Chair is the Association's Past Past President. Committee membership consists of a cross-section of national, area and chapter members to provide a diversity of experiences and expertise. This position, together with committee members, provides advice, guidance, analysis and recommendations on membership matters. The committee has some ongoing as well as project responsibilities but will not intrude on existing membership practices or responsibilities of others.

The intent is to provide insight on existing membership practices as well as possible changes to enhance the value of membership in order to attract and retain dues-paying members. The incumbent participates in the Association's Mid-year and Annual Meetings.

### **Nominating**

The Nominating Chair is the Association's immediate Past President. This position is responsible for maintaining succession plans for Officers, Area VPs, and Committee Chair positions. Assists Officers and chapters in the identification, recruitment, and development of potential leaders in order to maintain a viable, creditable organization. Encourages all new members to complete a "Personal Experience Record" (CRA Form 250) and those who have served to complete a "Leadership Experience Record" (CRA Form 260) and maintain log of forms for reference.

Annually, screens nominees and other potential candidates to ensure experience, interest in and dedication to the Association for use in developing a slate of qualified candidates for position of President. Conducts the election process for the Association President at the Annual Meeting. The incumbent participates in the Association's Mid-year and Annual Meetings.

### **Planning and Research**

The Planning and Research Chair, appointed by the Association President, and working through Committee Members conducts studies, research, and analysis in areas not typically the responsibility of other Committees and/or across committee lines. Directs, coordinates, and/or oversees special studies and projects requested by the Association President. Monitors and reports on current and emerging issues of major significance. The incumbent participates in the Association's Mid-year and Annual Meetings.

### **Public Affairs**

The Public Affairs Chair, appointed by the Association President, and working with Committee Members develops plans and processes to encourage members to support the Company in its relations with communities and government and regulatory agencies in an effort to improve the public image of Chevron. Assists members with Chevron Humankind and Global Card (gasoline credit card) issues, concerns and problems, and acts as the CRA contact with the Policy, Government and Public Affairs (PGPA) and Global Card Marketing groups. The incumbent participates in periodic meetings with Corporate and PGPA Management and staff to identify issues and activities suitable for CRA involvement. Communicates and works with Officers and chapters on implementation of approved activities. Participates in the Association's Mid-year and Annual Meetings.