

UMRA Operating Manual

Revised 2023

Board Approval Date TBD

This is a “policies and procedures” guide to supplement the UMRA Bylaws and to clarify the understandings of the operations of the organization as they emerge. The Operating Manual is the responsibility of the Executive Committee, in consultation with the Board, and is revised annually for posting on the UMRA website. (See current “UMRA Personnel” document for roster of current position holders.)

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1. Job Descriptions: Officers and Other Key Positions

Member, Board of Directors

- Participates in the eight yearly Board meetings per year (Sept.-Nov. and Jan.-May) and in special meetings or retreats when held; notifies the president when other commitments will prevent attendance.
- Reads Board materials in advance of each meeting and comes prepared to contribute constructively to discussions and decisions.
- Is acquainted with UMRA governance documents including the Bylaws, the Operating Manual, and the Memorandum of Understanding, as well as key policies, and major reports.
- Serves on at least one UMRA committee.

President

- Per the Bylaws, serves as the chief executive officer of the Association.
- Chairs and establishes the agenda for Executive Committee and Board meetings, and presides at the monthly Forums and Workshops
- Serves as the official representative of the Association; holds ultimate responsibility for all negotiations, arrangements and agreements on behalf of the Association; and maintains liaison with appropriate university, community, and Big Ten organizations.
- Responsible for the Operating Manual and Bylaws during the summer with subsequent review and approval by the executive Committee and Board
- Lead responsibility for overseeing and developing Association programs and initiatives.
- Communicates with the membership through a column in the monthly newsletter, the Association website, Board and member listservs, and other ways as appropriate.
- Is responsible for, or delegates responsibility for, seeing that adequate copy is prepared for the monthly Newsletter, and works with newsletter editors to oversee production of the Newsletter.
- Appoints committee members and chairs as specified in Article VII of the Bylaws. (In practice, presidents have usually just ratified member appointments made by committee chairs.)
- Reviews draft minutes before sending to Executive Committee and/or Board for approval.
- At the end of the year sends the President's notes, columns, and relevant papers to the Organizational Continuity Committee for inclusion in UMRA's annual contribution to the U Archives.

President-Elect

- Serves on the Board of Directors and Executive Committee.
- Chairs the Program Committee and is responsible for the selection of speakers and workshops for the monthly meetings in approximately the calendar year following his/her election.
- Presides over Board meetings, Executive Committee meetings, and monthly luncheons when the President is not able to attend.
- Consults with the President as needed.
- Serves on the University Retirees Volunteer Center Board of Directors.
- Reminds Board and others of our joint responsibility for recruiting new members and takes leadership in designing recruitment programs and communications.
- At the end of the year sends a report to the Webmaster for posting on the UMRA website and/or for inclusion in UMRA's annual contribution to the U Archives.

Past President

- Serves on the Board of Directors, Executive Committee, and Program Committee.
- Chairs the Nominating Committee and presents nominees to the membership.
- At the end of the year sends appropriate materials, including Nominating Committee records, to the Organizational Continuity Committee for inclusion in UMRA's annual contribution to the U Archives.

Treasurer

- Serves on the Board of Directors and the Executive Committee
- Collects all income and makes deposits in bank accounts.
- Keeps the checkbook and pays all bills as authorized.
- Prepares monthly Treasurer's Reports covering both UMRA and URVC and distributes them to the Board
- Reviews the University Foundation account related to professional development grants at least once a year and reports findings to the Board.
- Prepares a year-end financial statement to present to the members of the Association in October.
- Renews the certificate of incorporation in the first part of December each year on www.online.sos.state.mn.us (Annual Business Renewal, Corporate ID is Q-403).
- In early January, files form 990-N with the IRS at www.irs.gov/eo.
- Renews UMRA's liability insurance annually.

Secretary

- Serves on the Board of Directors and Executive Committee.
- Takes minutes at all meetings of the Board of Directors and the Executive Committee, as well as the annual meeting of the membership in May and any additional Association meetings.
- Prepares minutes and sends them to the President for circulation to the Executive Committee and /or Board. In recent years the Secretary has sent draft minutes to those in attendance for any corrections, and the president has shared the final draft version with the next meeting's agenda materials.
- If requested, brings paper copies to Board meetings for those who do not use email.
- Posts approved minutes on UMRA website (sends them to webmaster)
- At the end of the year (usually September), submits minutes, new versions of Bylaws and Operating Manual, and other documents generated or maintained by the secretary to the chair of the Organizational Continuity Committee for inclusion in UMRA's annual submission of materials for the University Archives.
- Other responsibilities as requested by the president or Executive Committee; e.g., provides reminders for when to name the nominating committee; keeps track of terms served on the board and committees and presents the information in easy-to-read form (spreadsheet).

Membership Committee Chair

- Provides leadership to the committee and leads in membership recruitment.
- Provides to the Office of Human Resources a letter of introduction and invitation to membership for monthly distribution to new retirees.
- Assists the Membership Database Manager in assembling renewal letters in May of each year, and follow-up letters as needed. (Members joining after January 1 of a given year are carried forward into

the following year's membership. After the death of a member the membership is passed to the surviving spouse. Members no longer able to participate in UMRA activities may continue to receive the e-Newsletter without paying dues.)

- Represents UMRA at pre-retirement activities sponsored by Office of Human Resources.
- Maintains board, members, and Newsletter e-mail listservs and is the point person for sending appropriate requested emails.
- Ensures that UMRA mail, email, and voicemail are checked regularly.
- At the end of the year sends appropriate committee materials, as well as a copy of each newsletter, to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

Database Manager

- Maintains the association's membership database and mailing list.
- Organizes the annual membership renewal mailing with the cooperation of membership committee members.
- Receives checks, updates member database, and gives checks to Treasurer for processing.
- Prints membership cards for new and renewing members and processes membership card distribution.
- Sends a listing of members and their addresses to University venues where UMRA has discount arrangements when requested. E-mails the member mailing list to Addressing and Mailing on or about the first of each month before a Newsletter is sent. Newsletter editor will provide job number. File is sent to Chris Lahren at Addressing and Mailing (lahr0003@umn.edu).
- Updates the membership directory when new members are added or other changes are made.
- Makes the directory available online to all members. Sends a printed copy of the directory to members who request it.
- Serves on the Membership Committee

Webmaster

- Manages maintenance of all underlying resources, including software and hardware changes and version upgrades, working with appropriate OIT resources.
- Maintains Development site, and tests after all changes, usually before moving them into Production.
- Maintains general knowledge of and access to technical capabilities with the technologies used, including Drupal, MySQL, php, Symfony, Twig, GitHub, Stripe and Square connections, popular browsers.
- Responds to member questions and issues, both directly to member and by taking any action necessary.
- Maintains an inventory of changes, making bug fixes promptly, and gathering others for batched revisions, usually to be made at times when that feature may be used little in order to have minimal impact on users.
- Continues to adjust website to accommodate diverse user needs and promote independent responsibility for content.
- In collaboration with the Organizational Continuity Committee, leads review and update of website contents by responsible UMRA officers and committee chairs at least annually.

- Prepares and updates training and operational material for News Editor and others to add and update content.
- Develops technology to maintain a catalog of database reports, and creates needed reports, working closely with the DB manager and others needing DB outputs.
- Works to improve forms used by members, making it easier to collect complete and accurate retiree information and statistics.
- Assists the Newsletter editors and others to develop communications policy for UMRA and move toward a unified information and communications system.
- Monitors technology and responds as newer retirees gain in membership proportion; assesses utility of Facebook, Twitter, etc. for member communications.
- Writes an annual report for posting on the UMRA Archives and/or for inclusion in UMRA's annual contribution to the U Archives.

News Editor

Working as an independent contractor, the News Editor is responsible for coordinating the gathering, writing, and editing of engaging content for the quarterly *UMRA News* (print newsletter distributed by mail and PDF version posted on the UMRA website) and eight issues of the monthly *UMRA eNews* (published September through May, excluding December), posting all *UMRA News* and *eNews* articles on the website, and any editing and posting required for additional news content on the website. Directs the work of the paid Production Editor and coordinates a volunteer editorial team that currently includes three proofreaders and a photographer, all members of UMRA. The News Editor:

- Attends UMRA Board meetings to keep abreast of the organization's plans and priorities.
- Works in consultation with the president and committees to see that the eight newsletter issues per year meet annual communication goals and initiatives.
- Establishes editorial calendar for the program year.
- Establishes monthly deadlines, word counts, and other parameters for articles.
- Communicates with regular contributors as well as people designated to write specific articles and provide photos, ensuring timely submission for meeting production deadlines.
- Edits articles for clarity, length, consistency with the UMRA Style Guide and, when substantive editing is necessary, confers with writers for approval of altered text.
- Writes headlines and photo captions for all articles and may write short announcements and fillers.
- Prepares content formatted for two platforms (print/PDF and *eNews*) for the Production Editor.
- Prepares and posts all news content on the website.
- Provides instructions to Production Editor for placement and prioritizing of articles in the print/PDF and *eNews*.
- Proofreads the layouts for the print/PDF and *eNews*.
- Collaborates with UMRA's webmaster on the editing and posting of time-sensitive articles on the UMRA website during UMRA's four non-program months (December, June, July, August).
- Supports the efforts of UMRA's Sponsorship Manager to secure sponsors for the newsletter.
- Works with UMRA's treasurer to monitor UMRA's business relationship with Printing Services.
- Works with UMRA leadership, including (as a member of) the Communications and Outreach Committee, to develop new ideas for raising the visibility of UMRA and make it a recognizable and respected organization within the University community.
- Produces workshop and forum webinars held via Zoom. This includes scheduling the webinars, creating the invitations and z-links for registering, monitoring registrations and emailing registration

reminders to UMRA members, scheduling pre-webinar technical rehearsals with all Zoom panelists, and posting speaker slides and video recordings of webinars on the UMRA website post-event.

- Edits and posts workshop and forum webinar summaries on the UMRA website.
- At the end of the year sends materials to the UMRA archivist for UMRA's annual contribution to the U Archives.

Newsletter Production Editor

Working under the direction of the News Editor, the Production Editor (also an independent contractor) creates the layout and manages the printing of the print newsletter; creates the layout and posts the PDF version of the newsletter on the UMRA website; and creates and sends the *UMRA eNews*, which links to the articles posted on the website by the News Editor. The Production Editor:

- Uses content provided by the News Editor to create the layouts for the print and PDF versions of the newsletter.
- Uses content provided by the News Editor to create the *eNews*.
- Contacts the newsletter sponsors and manages the deadlines for their "ad" messages for each issue.
- Post the final PDF on the website.
- Works with U of M Printing Services to manage the printing of the newsletter.
- Works with UMRA's Database Manager and UMN Addressing & Mailing to manage the mailing of the print newsletter via USPS to UMRA members and via Campus Mail to University VIPs.
- Works with the moderator of the UMRA-MEMBERS listserv to distribute the *eNews* to all UMRA members with email. The *eNews* includes a link to the PDF for members who prefer to read the news in that format.

Committee Chairs

In addition to committee-specific functions, each committee chair is expected to perform, or delegate to another committee member, the following functions:

- Convene committee as often as needed for smooth functioning.
- Submit annually at least one Newsletter article on committee activities.
- Give oral or written reports at Board meetings when appropriate.
- Keep President abreast of significant developments between Board meetings.
- At end of year (and no later than the September Board meeting) submits significant committee documents (in hard copy) to Organizational Continuity Committee for inclusion in the annual UMRA contribution to the University Archives.

Representatives and Liaisons

Notes :

- In UMRA parlance, representatives to another organization, committee, or board have voting rights; liaisons do not.
- Representatives to University Senate committees are technically appointed by the University Committee on Committees (on recommendation of the UMRA president).

Job description _____:

- Participates in the partner board or committee (representative) or serves as UMRA's main point of contact with the partner body (liaison) of that body with UMRA and raises UMRA and retiree perspectives when appropriate.
- Attends all meetings of the partner body (representative) or at least those meetings whose agenda appear to include items of inherent relevance to retirees (liaison).
- Brings UMRA/retiree concerns to the attention of the partner body.
- Reports to the UMRA Board as needed, in writing and/or orally, on relevant issues and actions.
- Submits (ideally at least annually) newsletter articles on developments of potential interest to UMRA's membership.
- At end of year (deadline early September) submits significant documents to the UMRA president—in electronic form if possible, otherwise in hard copy—for transmission to the History Committee to include in UMRA's annual UMRA contribution to the University Archives. This generally is limited to materials generated by the representative or liaison and need not include materials generated by the partner organization or committee, which is responsible for documenting its own history.

Lists of current relationships:

- UMRA sends representatives to: Senate Committee on Faculty Affairs (SCFA), Senate Subcommittee on Retirement Plans, Health Care Benefits Advisory Committee (2 representatives), Civil Service Senate, Campus Club Board of Directors and the Age-Friendly UMN Council
- UMRA sends liaisons to: Board of Regents, Alumni Association, P&A Senate, VP for Research
- UMRA receives liaisons from: Provost's office (currently 2 liaisons)

2. Committee Descriptions

Executive

- Members: Elected officers of UMRA: president (chairs the committee), president-elect, immediate past president, secretary, treasurer, and chair of the URVC Council. The president may appoint additional members (without vote) at his/her discretion.
- Major functions: To advise and deliberate on issues concerning UMRA that may need to come before the Board; to act as a short- and long-range planning committee, including the budget; to send policy suggestions or recommendations to the appropriate committees for deliberation and possible action; to propose the agenda for Board meetings; to determine any end-of-year awards for outstanding service to UMRA; and to maintain the Operating Manual.
- Reports actions taken to the UMRA Board

Program

- Members: The UMRA president, president-elect, past president, and two or more members of UMRA appointed by the president. Appointed members serve three-year terms. To insure continuity, the terms of the appointed members do not run concurrently.
- Major functions: To provide programs for the monthly luncheon meetings and for the workshops. It is customary for committee members to take part in inviting guest speakers, writing up their talks and bios for the Newsletter, and hosting and introducing the speaker at the luncheon. Also, to propose to the Board possible special events that will support the mission of UMRA. The committee generally

seeks to line up programs three to six months in advance. The outgoing committee therefore typically programs at least the autumn speakers and workshops for the upcoming academic year.

Hosting Subcommittee:

Members: Appointed by the Program Committee

Major functions: To arrange luncheon event logistics with host site including menu, coordinate reservations, provide name tags, seek out member comments and suggestions about the luncheons and make recommendations to the Program Committee.

Communications and Outreach

- **Major functions:** The committee's central mission is to raise UMRA's visibility and to make UMRA a recognizable and respected organization within the University community. The committee oversees the Newsletter's editorial team and the website team; solicits and creates articles about the activities of UMRA members; helps place UMRA-related information on websites and in electronic publications of other U of M units; supports the Membership Committee in its development and dissemination of the UMRA brochure and in its work with the U of M Office of Human Resources to promote UMRA to prospective retirees; works with collegiate Resource Responsibility Centers to distribute UMRA information in collegiate publications; and fosters interaction with U of M organizations such as OLLI, URVC, UMAA, and the U of M Foundation to encourage mention of UMRA in their print and electronic literature.

Membership

- **Major functions:** To recruit new members to UMRA with major attention focused on new retirees from faculty, P & A, Civil Service, and Bargaining Units; to recommend to the Board the names of people who are not retirees, but have had a significant association with the University; to maintain membership lists and at least annually to distribute a current directory to the membership; to solicit ideas and develop plans for more effective recruitment activities; to make the University community and the larger community aware of the existence of UMRA and of its contributions; to administer the discount program, including annual renewal/negotiation of discounts.

Professional Development Grants for Retirees (PDGR), or "Grants Committee"

- **Major functions:** To oversee the annual solicitation for PDGR grant applications, to coordinate applications reviews and awarding of grants with the Vice President for Research, to publicize the PDGR program to retirees and the University as a whole, to solicit funds to support the PDGR program (both from within the University and by developing an endowment fund). A funding subcommittee seeks to assure that the necessary resources for the grants continue to be secured.
- Manages the UMF account with the University Vice President for Research. Heads up the fundraising activity when such activity is undertaken.

Nominating

- **Members:** The committee consists of the immediate past president plus four other members appointed by the Board no later than the February meeting. Three of the appointed members are Association members not on the Board and one is a Board member. The immediate past president chairs the committee; in his/her absence, the Board of Directors designates the chair. Unlike the other UMRA committees, this committee has little or no continuity in membership from one year to the next.

- Major function: To recruit candidates for the offices of president-elect, secretary, and treasurer and for vacancies on the Board, to be presented for election at the annual meeting of UMRA in May. This committee should begin its work at least by February and present a slate of nominees to the Board at or before the April Board meeting.

Journal of Opinions, Ideas, and Essays (JOIE)

- Major Function: To establish policy (within broad UMRA Board guidelines) and determine suitability and guarantee quality of submissions for JOIE, an online refereed journal open to retired U of M faculty, P&A, and staff (and other members of the U of M community as well) as a venue for articles that do not fit easily into conventional academic journals. The editor reports at least twice a year to the UMRA Board (in about September and April) concerning JOIE activities and progress.

Social Activities

- Major Function: To develop activities for members beyond the monthly luncheons/workshops. Examples might include both large and small social events, organizing an UMRA contingent to participate in events offered by another organization; developing new kinds of UMRA events; and stimulating the formation of additional clubs and special interest groups within UMRA. (Approval requirements for new activities are tiered: Board must approve new offerings that would require UMRA expenditures, UMRA-arranged transportation, or overnight travel, as well as for new affinity groups; Executive Committee must approve other activities organized by UMRA; and the committee has free rein to piggyback on events offered by another organization.)

UMRA History

- Major Function: To explore and assemble history of UMRA data, including reports, toward a system that regularly updates tables of officers, speakers, and other annual data; and to add annually to the collection of UMRA materials in the University Archives.

Organizational Continuity Committee

- **Members**: UMRA President, Secretary, Webmaster, Communications and Outreach Committee Chair; at least three additional UMRA members to fill positions of committee chair, archivist, and historian; and additional at-large members as appropriate.
- **Major functions**: Identifying, recommending, and supporting the implementation of processes and structures that will promote UMRA's organizational continuity.
- **Division of labor**: Specific areas of responsibility fall to individual members. The Committee Chair (or co-chairs) coordinates the committee's efforts and serves as document owner for its toolkit. The Webmaster gathers materials from key UMRA personnel and posts them on the website. The Archivist works with the Webmaster and Secretary to print or gather hard copies of materials and deposit them in the U Archives. The Secretary tracks policies enacted by the Board and passes them to the Webmaster for inclusion on the policies page of the website. The Communications and Outreach Committee Chair assures that the committee's processes dovetail with other communication endeavors, including updating of website. The President strives to weave continuity concerns and processes into UMRA's entire organizational culture.

UMRA Cares

- Core Function: To assure spouses/partners and family grieving a death or facing extended hospitalization that UMRA members are concerned about their welfare and that of every member of

our community. On the death of an UMRA member or spouse/partner, the committee sends a condolence card and, if appropriate, may provide flowers or a donation to a memorial fund. Upon the onset of an UMRA member's illness accompanied by an expected hospitalization or a move to a nursing care facility for an extended stay, the UMRA member or spouse is sent a card. Other expressions may be made at the discretion of the Cares Committee. Upon the death of a retired faculty or staff person who is not a member of UMRA, the committee, when possible, mails a note of concern to the spouse/partner with a card.

3. Special Interest Groups

Special interest groups are informal, self-governing subgroups of the UMRA membership organized around a common interest.

- Each group defines its own focus, activities, and leadership.
- The Social Activities Committee or any UMRA member may propose a new group.
- The Executive Committee and then the Board review new proposals.
- Upon Board approval, a group becomes eligible for a website presence, use of the UMRA membership listserv for an organizing message, and announcements in the UMRA Newsletter.
- Activities, meeting times and places, safety measures, and other operational details rest entirely with the group.
- Approval of a special interest group means only that that the Board has deemed it consistent with UMRA's mission and does not imply any legal or fiduciary liability for it.

As of March 2023, UMRA has seven special interest groups:

- Armchair Traveler
- Two Book Clubs
- Family History
- Financial and Legal Issues Group
- Hiking Club
- Photo Club