**President’s Annual Calendar of Ongoing Responsibilities**

UMRA Board and Executive Committee

**September**:

Meeting items -

Program Committee report on plans for the year.

Organizational Continuity Committee – preliminary report of recommendations

Operating Manual – Review and approve

Quarterly Treasurer’s Report

Budget for new fiscal year – review and approve

Membership – numbers of current paid, free, new members, past month and year

President’s actions and other items -

Committee Chairs submit Annual Reports and updated Toolkits to Organizational Continuity Committee by August 31.

Provost – President meets annually per MOU prior to Sept. 1 each year

**October**:

Meeting items –

Communications and Outreach

URVC

Special Social Events/Social Activities

Alumni Association

Benefits Advisory Committee

President’s actions and other items –

End of year Financial Statement reported by President and BOD in the October Newsletter (see By-Laws Article VIII. Finances)

**November**:

Meeting items –

PDGR

Campus Club

JOIE

Senate Committee on Faculty Affairs

VP Research liaison

President’s actions and other items -

**December**:

Meeting items –

Usually no meeting in December

President’s actions and other items –

Complete 501c4 filing (Treasurer) in early December.

**January**:

Meeting items –

Quarterly Treasurer’s Report

Civil Service Senate

P&A Senate

President’s actions and other items –

Appoint Nominating Committee (chaired by immediate past president) so it can begin work by February.

File form 990-N with the IRS at [www.irs.gov/eo](http://www.irs.gov/eo) in early January (Treasurer)

Renew liability insurance annually (Treasurer).

MOU with Provost term expires March 2025 (3 year term), to be renewed by mutual agreement.

**February**:

Meeting items -

Regents liaison

AROHE

Travel Committee

President’s actions and other items –

BTRA conference at Ohio State (July 24-26, 2024) – decide who will attend (2)

**March**:

Meeting items –

Quarterly Treasurer’s Report

Retirement Plans Subcommittee of the SCFA

President’s actions and other items –

**April**:

Meeting items –

Nominating Committee presents slate of nominees.

Age-Friendly UMN Council

President’s actions and other items –

**May**:

Meeting items –

Annual Meeting in addition to Board and Exec.

Membership vote on officers

Membership vote on any bylaw or governance document changes that require approval.

President’s actions and other items –

**Summer**:

Board and Exec do not meet in June, July and August unless there is a special need. Program Committee usually initiates its work during the summer.

Quarterly Treasurer’s Report distributed by email in July.

Summer social events

**Monthly**:

Approve minutes from previous month.

Review status of action items.

**Liaisons and Representatives** report to the board “as needed, in writing and/or orally.”

Representatives:

Senate Committee on Faculty Affairs (SCFA)

Senate Subcommittee on Retirement Plans

Benefits Advisory Committee/BAC (2 representatives)

Civil Service Senate

Campus Club Board of Directors

Age-Friendly UMN Council

Liaisons to:

Board of Regents

Alumni Association

P&A Senate

VP for Research

**Template for reports to the Board**

(less than 1-2 pages preferred), may be verbal report only but prefer both (written and verbal)

1. What the group does
2. Executive summary (a few sentences preferred)
3. Decisions and actions requested (includes recommendations to the EC and the BOD)
4. Info to share i.e. update
5. Info to discuss i.e. for EC/BOD discussion and input to the group
6. EC/BOD decisions and actions on the above requests
7. List of group members