Internal Resources for UMRA Leaders
October 21, 2023

This document provides UMRA leaders (particularly new ones) with a summary of resources to support their work and activity, as well as information regarding expectations for assisting with organizational continuity.

I.   Contact information for resources described below:

Webmaster:	Cathy Lee Gierke	leegi001@umn.edu
News Editor:	Kris Mortensen	akm@umn.edu
Listserv owner:	Ron Matross	r-matr@umn.edu
Archivist:	Julia Wallace	j-wall@umn.edu
Facebook admin:	Gary Engstrand	garyengstrand@gmail.com

II.   Key on-line resources:

New group leaders, chairs, liaisons, and representatives should familiarize themselves with the UMRA Operating Manual and UMRA operational calendar. They can be found on the Governance page, in the left column in the list of documents under **Operational Documents**.

A. UMRA Historical Documents:

- *Board of Directors* is a list of all board members for the period 1993 to 2021. This information is essential in determining board terms.
- *Board Officers* is a list of all officers for the period 1992 to 2021.
- *Monthly Speakers* is a list of speakers hosted by UMRA from 2004 to 2021
- *Monthly Workshops* is a list of all workshops hosted by UMRA for the period 2015 to 2022

B. UMRA Governing Documents:
- *Current personnel in all positions*
- *Operating Manual*
- *UMRA Operational calendar*
- *Bylaws*
- *Policies*
- *Minutes*
- *Treasurers' reports*

- *Memorandum of Understanding*
- *UMAA-UMRA agreement*
- *URVC-UMRA agreement*

III. How To: Chairs and interest group leaders may want to do several things to develop and promote their organizations. UMRA provides resources to assist you with the following:

a. **Set up a webpage (contact the webmaster):**
UMRA committee, service and interest groups are encouraged to establish and maintain a webpage, in collaboration with the UMRA webmaster. The main text of the web page should describe what your groups is about. You may also want to note your regular meeting dates, and whom to contact with questions or membership inquiries. Current photos are especially helpful. This information will generally change once a year.

For more dynamic information, groups can also choose to include the following on your web page. (See a [good examples](#).) Just let the webmaster know which you want.
- List of upcoming events

- Lists of documents (slides, videos, PDF docs, etc.)

- List of news articles

- Photo

All your past articles are saved in the UMRA [Article Archives](#), and will continue to be accessible by search.

b. **Notify members about your events (contact the webmaster, Facebook, news editor or membership chair):**
- The News Editor can put your events on the UMRA website, in the e-News (monthly), and into the Newsletter (quarterly: Sept; Nov; Mar; May).

- If you have missed the newsletter deadline you can send your [event](#) to the webmaster, and she can post it directly to the UMRA web. It goes into multiple places on the web.

- If you need to send a notice out about events, you may send your email to the UMRA listserv manager. This is normally used for very timely items, or items needing special attention.

- All events can be posted to Facebook as well, where they are pushed to others using Facebook. This is a more dynamic way to promote your events than any of the other methods.

c. **Write articles to let UMRA members know what you are doing:**
   - Send your ideas for articles to the News Editor. (Do not submit unsolicited articles.) Approved articles will be published in the *eNews* and/or newsletter and posted on the UMRA website.
   - The UMRA *eNews* is published monthly, 8x/year. The print/PDF newsletter is published 4x/year.
   - The deadline for submitting articles for publication in the *eNews* and/or newsletter is the 10th of the month preceding the issue (e.g., August 10 for publication in the September issue of the *eNews* and/or newsletter, December 10 for January).
   - News articles have length limits and are edited by the News Editor for length and clarity.

d. **Meet virtually with your committee/group:**

   - The UMRA Zoom account is available for use by committees and groups. See the instructions on the Other Archives webpage. This account is not limited to 45 minute meetings as some personal accounts are.

IV. To maintain organizational continuity, and effectiveness - Chairs, Group Leaders/Facilitators, Liaisons, and Representatives are asked to do the following:

- Write an annual report in June, at the end of each fiscal year. *[see below]*

- Develop and maintain a Toolkit, containing guidance on how to do the tasks of the position, with annual updates in June. [*see below*]

- Identify members who might replace them (or assist as co-chairs) should they need to step away or step down from their positions.

- Become familiar with the materials described above.

The annual reports are stored across several archive pages on the web, and archived in the UMN archives. The toolkits are also stored on these same pages:

Officers	Reps & Liaisons	Other Archives
Committees	Interest Groups	

v. Annual Reports/Toolkits - Templates for Annual Reports and organizational Toolkits can be found under Resources, at the bottom of the Governance page, under [Organizational Continuity Resources](#) on the UMRA website.

- **Annual Reports**—As the templates indicates, the report should include a brief review of accomplishments or changes made during the year, relevant statistics, recommendations for future activity, suggestions for the Board to consider, and other significant information about your committee or role. This information provides key input for ongoing board planning and decision making.

- **Toolkits**—As the template indicates, these are "how to operate" guides that include information about key processes, timelines, communication etc. which are used during a typical year.