UMRA RESOURCES FOR COMMITTEES

February 2025

This document is intended to provide committee/group chairs (particularly new ones) with a summary of resources UMRA provides to support their work and activity. In addition, it contains information regarding expectations for Annual Reports and Toolkits.

Contact information for resources described below:

Webmaster:	Cathy Lee Gierke	leegi001@umn.edu
News Editor:	Kristine Mortensen	akm@umn.edu
Listserv owner:	John S Anderson	ander049@umn.edu
Facebook admin:	Gary Engstrand	garyengstrand@gmail.com

New committee and group chairs should familiarize themselves with the UMRA Operating Manual. It can be found on the Governance Documents page, in the list of documents in the left column under **Governance and Operating Documents.**

Committees and groups may want to do a number of things to promote themselves. UMRA provides resources if you want to:

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 group is about. You may also want to note your regular meeting dates, and whom to contact with questions, or to join. And add a photo to the page. This information will generally be updated once a year.

For more dynamic information, groups can also choose to include the following on their web page. (See an interest group example.) Just let the webmaster know which to include.

- List of upcoming events
- Lists of documents (slides, videos, PDF docs, etc.)
- List of news articles

- Photo

All of your past articles are saved in the UMRA Archives, and will continue to be accessible by search.

Notify members about your events (contact the webmaster, Facebook administrator, news editor or membership chair):

- The news editor can publicize your events on the UMRA website, in the UMRA eNews, and in the UMRA Newsletter. The news deadline is early in the month for the next month's newsletter or eNews.
- If you have missed the newsletter deadline you can send your event to the webmaster and she can post a notice on the UMRA website and Events list. It will appear in multiple places on the web.
- If you need to send a notice out about events, you may send an email to UMRA-Members@umn.edu. This is normally used for very timely items, or items needing special attention. The moderator will review and approve all emails, as appropriate.
- 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.

Write articles to let UMRA members know what you are doing:

- The eNews and newsletter deadline is either the 5th or the 10th day of the month preceding publication (i.e., April 5 or 10 for the May issue). Send your ideas for articles to the news editor for consideration for the newsletter, eNews, and/or posting on the website, and to confirm the deadline.
- Articles are edited for clarity and length by the news editor.
- Website articles have no length limits

Meet virtually with your committee/group:

- The UMRA Zoom account is available for use by committees and groups. See the instructions.

UMRA EXPECTATIONS OF COMMITTEES OR GROUPS:

- Committees/group chairs will be asked to write an annual report in June, at the end of each fiscal year
- Committee/group chairs are also asked to write and maintain a Toolkit, containing guidance on how to do the tasks of the position, including templates for regularly used emails or forms. It should include policies, decisions, rules pertinent to the committee or group.
- Both of these apply to all committees, groups, board officers, liaisons and UMRA representatives to other organizations.
- To assist with organizational continuity, chairs are encouraged to 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 UMRA Operating Manual. It can be found on the Governance Documents page, in the right column in the list of documents under **Governance and Operating Documents**.