

INTRODUCTION

This ***Resource Manual for Local Associations*** is a work-in-progress document which contains information, resources, activities and materials gathered from a variety of sources including the following: the 2014 Leadership Workshops, relevant MRSPA committee chairs and members, the MRSPA state office, and area directors. With the recognition that each local association has unique needs and practices, the intent is to provide a variety of practices and procedures that may be useful. For example, at the Leadership Workshops requests were made for suggestions related to running meetings. As a result, the section "Meetings" includes a range of information ranging from general suggestions to specific procedures.

As an ongoing work-in-progress, it is the aim of the committee members to continue to collect, organize and collate information provided by local associations. Another goal of the ***Resource Manual*** is to facilitate networking by identifying, where possible, the local associations associated with activities. As you review the contents of the ***Resource Manual***, if there are additional topics, activities and/or suggestions you would like included, send or e-mail them to the MRSPA office. If your local association is involved with activities or uses strategies and has not been identified, e-mail the MRSPA office so that all may be included and recognized. The ***Resource Manual*** is designed to be a compilation of suggestions, resources and activities of the local associations. It will be placed on the MRSPA website and updated regularly.

Committee Members

Carol Dahlberg (Chair)

Nancy Gordon

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RESOURCE MANUAL FOR LOCAL ASSOCIATIONS

September 2016

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- Local Website

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ACCESS

- Designed for local Leadership Teams, Area Directors
- Posted on MRSPA Website by Section: www.mrspa.org
- Updated on Website
- Passed from President to President

MARYLAND RETIRED SCHOOL PERSONNEL ASSOCIATION

PLANNING FOR A SUCCESSFUL YEAR

Each year, every local association leadership team is challenged with planning for a successful year, especially those teams with new members. The following questions are based on the synthesis of what has been observed to be the best practices used in the locals across the state. It is the hope that these questions may cause a leadership team to think about incorporating a practice(s) or modifying a current practice(s) resulting in a more effective operation and a more successful year.

As is the case with the entire Resource Manual, these questions are not all-inclusive. They may be built upon or replaced with a better practice. If there is practice or variation of a practice that should be included here, please submit it to the MRSPA office for consideration. Good luck to all!

MEETINGS

1. Will you have a minimum of three general membership meetings, one of which will be an annual business meeting as required if your organization is incorporated?
2. Will your Executive Committee/Board of Directors meet regularly, at least prior to each general membership meeting, for planning those meetings and conducting the business of the organization between Annual Business meetings?
3. Will your Executive Committee/Board of Directors and Annual Business meetings have agendas with these elements:
 - Minutes kept and previous minutes reviewed for approval and filing?
 - Treasurers' reports reviewed and filed for audit?
 - Committee reports given?
 - Unfinished business addressed?
 - New business entertained?
 - Announcements?

(NOTE: General membership meetings, other than an annual business meeting, can dispense with these formalities. It is very important though that there be at least one annual business meeting with these elements including new budget approval, bylaws changes if any, and nominations with elections each fiscal year, incorporated or not)
4. Are the minutes of all Executive Committee/Board of Directors meetings and the Annual Business meeting available to all members by way of a website, newsletter, or some other means of communication?
5. Do you have Standing Committees that parallel the MRSPA Standing Committees?

PROGRAMS AND PARTICIPATION

1. Are members given advance notice of each meeting?
2. Are new members recognized at your meetings?
3. Do your programs reflect the needs/interests of the members?
4. Are all members invited to take a leadership role in the association by announcing vacancies during the year or for officer elections?
5. Will you have 90% of your allotted delegates at the MRSPA Annual Meeting?

COMMUNICATION

1. Will you schedule individuals from MRSPA to attend your meetings to provide timely information to your members, i.e., Executive Director, President, Area Director, Legislative Chair, Pension/Retirement System Trustee)?
2. Do you share information received from MRSPA with members via newsletters, announcements, e-mail?
3. Do you share consumer education information from the Consumer Connection with your members?
4. Do you remind members to visit the MRSPA website at www.mrspa.org?
5. Do you have and maintain a website for your local association?

MEMBERSHIP

1. Does your membership committee utilize the membership information provided by MRSPA?
2. Do you set a membership goal for each year?
3. Do you develop activities to reach that goal?
4. Do you encourage unified membership (state and local)?
5. Do you have access to contact information for new retirees? If so, how do you use this information effectively?

COMMUNITY INVOLVEMENT

1. Do you invite local and state legislators to come to meetings?
2. Do you invite local school leaders to come to meetings?
3. What community service activities will you have this year?
4. Will scholarships be provided this year and how will potential scholarship recipients be notified of the availability if the scholarships?
5. How do you encourage and recognize member participation in volunteer opportunities in your area?

MRSPA 2016-2017 Calendar Dates

**** BOLD indicates events/activities you are strongly encouraged to attend.**

September 20	Area III Leadership Workshop, Centreville
September 22	Area I Leadership Workshop, Hagerstown
September 23	AARP Maryland Andrus Awards Luncheon
September 29	Area II Leadership Workshop, Odenton
October 27	Maryland Senior Citizens Hall of Fame Luncheon
October 31	MRSPA December Newsletter Deadline
November 10	MRSPA Legislative Workshop, Annapolis
November 24-25	Thanksgiving Holiday – Office Closed
December 7	MRSPA Board of Directors’ Meeting, Odenton
December 26-Jan. 2	Winter Holiday – Office Closed
January 4	MRSPA February Newsletter Deadline
January 11	Executive Committee Meeting, Odenton Maryland General Assembly Opening Day
January 16	Martin Luther King, Jr. Day - Office Closed
February 20	Presidents’ Day – Office Closed
March 1	MRSPA Board of Directors’ Meeting, Odenton
March 6	MRSPA April Newsletter Deadline Reports due for Annual Business Meeting
March 15	MRSPA Presidents’ Meeting, Odenton
April 10	Maryland General Assembly Sine Die
Apr 14-17	Closed for Spring Break
May 9	MRSPA Annual Meeting, Ellicott City
May 26	MRSPA July Newsletter Deadline
May 29	Memorial Day – Office Closed
June 7	Executive Committee Meeting, Odenton
June 8	Leadership lists due for Handbook

Check the MRSPA website calendar under News/Events for Updates.

MRSPA Office Information

Mailing Address: MRSPA
8379 Piney Orchard Pkwy – Suite A
Odenton, MD 21113

Office Hours: 8 AM to 4:15 PM Monday-Thursday 8 AM to 2 PM Friday

Phone: 410-551-1517 or toll free 877-625-6782

Fax: 410-551-0874

Website: www.mrspa.org

Email: mrspa@mrspa.org

Facebook: www.facebook.com/MRSPA1945

Office Staff:

Shachar Weizman	Shirl Scanlon	Barb Catron	Frankie McDonnell
Executive Director	Office Manager	Administrative Assistant	Office Secretary
SWeizman@mrspa.org	SScanlon@mrspa.org	BCatron@mrspa.org	FmcDonnell@mrspa.org

Legislative Aide: Dr. Vera D. Torrence
E-mail address: vdtorrence@verizon.net
Phone: 410-573-1601 (home) 301-503-5524 (cell)

MRSPA Bylaws and Policies and Procedures

Both documents are in the Leadership Handbook. You are encouraged to read them and refer to them when necessary.

Local Association Presidents

Contact information, including mailing address, phone number and email is listed in the Leadership Handbook.

Directions to the MRSPA Office

Directions to the MRSPA Office in Odenton may be found in the back of the Leadership Handbook, as well as at www.mrspa.org.

MRSPA Calendar Dates

The MRSPA calendar is distributed at the Leadership Workshops each year. You may also check the calendar online.

MRSPA Local Association Deadlines

2016

July	July 15	Local association presidents will be contacted to request meeting dates for the year. The MRSPA President and Executive Director will schedule local association visits.
	July 31	Annual dues deduction from pension/retirement system
August		Following the annual dues deduction reconciliation, MRSPA will send checks, with a printout, to each local for their dues.

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A check will be sent to the local association treasurer for postage costs to send their newsletter to MRSPA and the other local associations.

September September 20 Leadership Workshop Area III in Centreville, MD
September 22 Leadership Workshop Area I in Hagerstown, MD
September 29 Leadership Workshop Area II in Odenton, MD

Local association presidents and selected officers/committee chairs will be invited to attend.

Final dues billing notices will be sent to each local membership chair to forward to those members paying by check who have not renewed for the year.

October Membership alpha lists are sent to local membership chairs.
MRSPA Membership Recruitment Direct Mailing
October 31 October dues deduction

November November 1 Unpaid cash members are dropped from MRSPA
Dues deduction checks will be sent to each local/printout.
November 10 State Legislative Workshop in Annapolis, MD

December MRSPA office closes for winter holiday beginning December 24

2017

January January 11 Maryland General Assembly Opening Day
January 31 January dues deduction
United Seniors of Maryland Legislative Forum – *date to be announced*

February **February 17 Final date to notify MRSPA of any changes in local dues amounts for 2017-2018**
Dues deduction checks will be sent to local associations.
Annual Meeting information sent to local presidents.
List of deceased members sent to local associations for the Memorial booklet

March March 1 Change over to new membership year
MRSPA state membership dues increase to \$45.
President's Meeting in Odenton – March 15, 2017
March 6 - Local President Annual Reports due to MRSPA

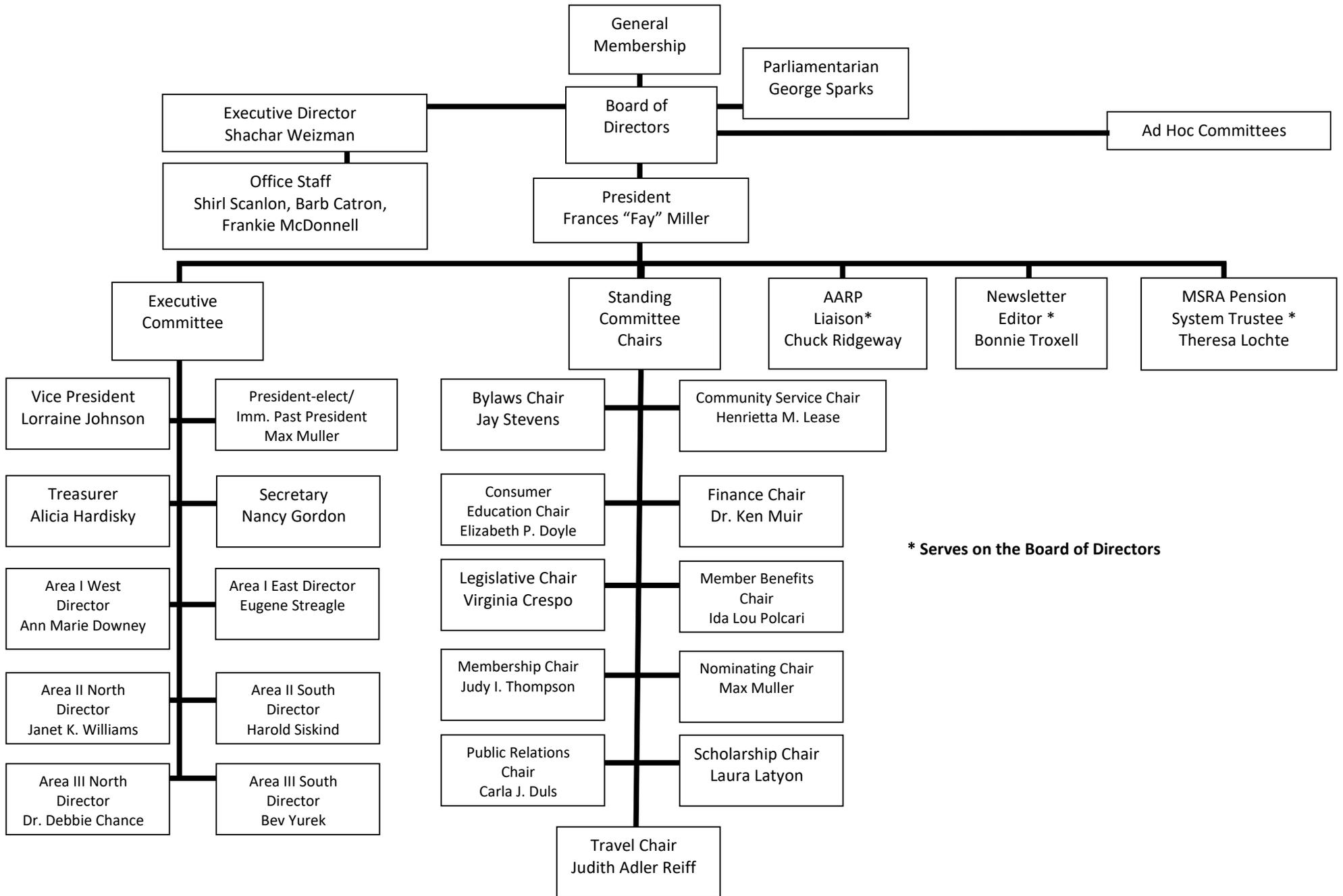
April **April 15 Local association delegate lists due to MRSPA**
MRSPA mails first billing notices
Membership Recruitment Direct Mailing

May May 9 Annual Meeting at Turf Valley in Ellicott City

June **June 8 Local association presidents submit their list of local officers and committee chairs to be included in the MRSPA Leadership Handbook**
The Handbook will be distributed at the Leadership Workshops

08/18/2016

MRSPA ORGANIZATIONAL CHART



*** Serves on the Board of Directors**

- Title:** **OFFICE HOURS & INCLEMENT WEATHER**
- Policy:** **The MRSPA office is open from 8:00 a.m. – 4:15 p.m. Monday through Thursday, 8:00 a.m. – 2:00 p.m. on Friday.**
- Purpose:** **To provide interested parties with the hours of operation.**
- Scope:** **All employees and association members.**
1. The MRSPA Office is open Monday through Thursday between the hours of 8:00 a.m. and 4:15 p.m., 8:00 a.m. – 2:00 on Friday.
 2. In the event of inclement weather, the Executive Director may choose to close the office. Note: if the Anne Arundel Public Schools are closed due to inclement weather, MRSPA will also close. If the AACPS system delays opening, the office will also delay opening. If the school system closes early, it is up to the Executive Director to close early.
 3. The Executive Director will notify the office employees and the President upon making such a decision.
 4. The Executive Director will be responsible for making arrangements of notification of any persons scheduled to be in the MRSPA Office on any days that the office has been closed. Every effort will be made to make such a decision in a timely manner to allow adequate time for notification.