

## OFFICERS

**President:** presides at meetings of Board and MCPSRA; represents MCPSRA at civic and professional functions; appoints committee chairs; is *ex officio* member of committees

**Vice President:** carries out duties of President in absence of President; plans programs for luncheons

**Secretary:** takes minutes and maintains a record of business transacted at meetings; makes summary reports

**Treasurer:** records annual MCPSRA dues; deposits funds; collects funds; establishes separate bank and investment accounts; submits written report at Board meetings

**Parliamentarian:** advises President re Charter and Bylaws of MCPSRA and parliamentary procedures

## COMMITTEES

**Archives:** collects, catalogues and preserves records of MCPSRA

**Auditing:** ensures financial records are audited annually by an independent auditor

**Budget Development:** prepares budget and submits budget to Board

**Community Service:** encourages members to participate in community service projects and ensures they are recognized for service

**Consumer Education:** keeps members informed regarding health, housing, SS, Medicare, consumer education and retirement

**Hospitality/Luncheon:** arranges for programs, facilities, menus related to luncheon and business meetings of MCPSRA

**Insurance and Benefits:** represents MCPSRA in matters concerning insurance and benefits

**Legislative:** informs Board of relevant pending legislation; recommends action; represents MCPSRA at legislation hearings affecting public education and/or welfare of the retired

**MCPS Projects:**

- Joshiah Henson Project
- Tool Kits and Back Packs

**Membership:** invites retirees to join MCPSRA; maintains record of dues-paying members; prepares directory of MCPSRA members

**Newsletter:** prepares and makes arrangements for the publication of the newsletter

**Nominating:** submits a slate of officers to the MCPS members, nominations may also be made from the floor

**Political Action:** is concerned with policies and procedures of local, state and federal governments; coordinates materials and interviews for candidates for public office at local and state levels

**Public Relations:** prepares news release concerning MCPSRA activities

**Recognition:** keeps records of deaths of members, informs board and sends cards to family members and sends cards to ill members

**Scholarship:** publicizes scholarships to MCPS employees, screens applications, and selects candidates to be recipients

**Trips:** plans and organizes trips; informs members of trips

**Louise S. Walker Scholarship:** are stewards and investors of Walker Fund

**For Committees:** Contact Carol Dahlberg: john.dahlberg234@gmail.com and 301-253-2212

**Suggestions for nominees for officers:** Contact Steve Raucher: sraucher@comcast.net