

# 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 -

10/23/2023

Julie Sweitzer with Eric Hockert additions

**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

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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)

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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

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