

UMRA RESOURCES FOR COMMITTEES

Feb 22, 2021

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 Tookits.

Contact information for resources described below:

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

New groups and new chairs should familiarize themselves with the UMRA Operating Manual. It can be found on the [Governance](#) page, in the right column in the list of documents under **Operational 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 groups is about. You may also want to note your regular meeting dates, and who to contact with questions, or to join. And add a photo to the page. 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 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, news editor or membership chair):

- The News Editor can put your events on the UMRA website, in the e-News, and into the Newsletter.
- If you have missed the newsletter deadline you can send your event to the webmaster and she can put it on the Events list on the UMRA web. It goes into multiple places on the web.
- If you need to send a notice out about events, you may contact the 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.

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

- The newsletter deadline is near the end of the month. Send your articles to the News Editor. They will be put on the webpage, in the e-News, and into the Newsletter.
- The newsletter deadline is the 7th of the month preceding publication (i.e., April 7 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.
- News articles have length limits, and are edited by the News Editor.

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/groups will be asked to write an annual report in June, at the end of each fiscal year
- Committee/group Chairs are 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 committee chairs, 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](#) page, in the right column in the list of documents under **Operational Documents**.