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
Tom Hickman
Frances Miller
Max Muller
E. Stuart Tucker
Bev Yurek

9/2015
RESOURCE MANUAL FOR LOCAL ASSOCIATIONS
September 2016

OPENING SECTION

• Introduction
• MRSPA Calendar Dates 2016-2017
• MRSPA Office Information
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• Programs and Participation
• Communication
• Membership
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Updated 09-2016
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- Local and State Legislators
- School Leaders
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- Scholarships
- Member Recognition

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   - MRSPA Nomination Forms: Individual and Local Association

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   - Suggestions:
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Updated 09-2016
8. Scholarship
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   - Electronic Application (Community Foundation of Frederick)
   - Sample letters to Board of Education seeking applicants

9. Roles/Responsibilities
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   - Committee Chairs

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

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.

08/18/2016
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
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.