

## FCRSPA Committees

Revised 09/2023

- 1. AARP Liaison:** The AARP Liaison maintains a close working relationship with the local AARP branch and with NRTA: AARP's Educator Community. The liaison is responsible for keeping the FCRSPA Board of Directors and general membership informed.
- 2. Archives:** The archives committee provides for a collection of materials notable to the membership. The ongoing collection and preservation of these materials is the task of the Archives chairperson(s). Participation in FCRSPA Board Meetings and other events is an important task for this committee. In Frederick County, the FCRSPA Archive is housed in the Frederick County Historical Society Home on East Church Street, Frederick, MD, by courtesy of that organization. Some pertinent history is posted on the FCRSPA website, including newsletters, which post happenings of the organization, and reports of members who have passed.
- 3. Auditing:** The auditing committee meets with the Treasurer annually after the close of the fiscal year. The committee reviews the financial records and year-end report of the Association and renders an opinion on the Association's compliance with accepted accounting principles. The Committee's report is prepared on an annual basis and includes: an opinion, a profit and loss statement, and appropriate recommendations to the Board of Directors for the improvement of internal controls and the financial health of the Association.
- 4. Communication/EMail Committee:** The Communications/Email Committee communicates with and updates members concerning current information from MRSPA and local issues from FCRSPA.
- 5. Community Service:** The community service committee works to encourage the association membership to get involved with community service programs and activities and provides a list of volunteer opportunities and resources for such programs and activities. The committee helps in the nomination of FCRSPA members who are deserving of specific community service awards and commendations.  
  
Activities ongoing at the five yearly membership meetings include: collecting and distributing school supplies to all levels; working with SHIP, Student Homelessness Initiative Partnership, to gather toiletries and other needs for homeless/needy FCPS students; collecting toys and books for the US Marine Corps Toys for Tots program; staying in touch with emeritus members (age 90+) with "hello" notes several times per year.
- 6. FCPS Liaison/ Health/ Advocacy:** The FCPS Liaison/ Health/ Advocacy is responsible for keeping the FCRSPA Board of Directors and members informed regarding FCPS policies and decisions that impact association matters. The committee is responsible for monitoring all health plans being proposed at the local, state, and federal levels. The committee keeps the membership informed of current proposals and upcoming actions by legislators, both state and federal, and advocates for members in these areas. The committee may conduct health seminars on long term care insurance, living wills, Medicare and Social Security.

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| <p><b>7. Legislative:</b> The legislative committee informs the membership of MRSPA current legislative priorities. The committee works closely with the MRSPA Legislative Committee following state and national proposed legislation of interest to retirees and which affects retirees.</p>   |
| <p><b>8. Membership:</b> The membership committee is responsible for maintaining an up-to-date membership listing, making changes monthly, as reported to and from MRSPA. These changes include adding new members, modifying contact information for existing members, and deleting members who have canceled membership or are deceased. The committee is also responsible for recruiting new members and retaining those currently enrolled. The Membership Committee also Introduces and welcomes new members to FCRSPA resources, celebrates new Emeritus members (age 90+), and maintains the FCRSPA FaceBook page to facilitate communication with members.</p>   |
| <p><b>9. Nominating:</b> The nominating committee presents a slate of candidates for several offices on a two-year basis. The offices include President, President-elect, Treasurer, and Secretary. The President will be elected in even years and the Secretary and Treasurer in odd years.</p>  |
| <p><b>10. Publications:</b> The publication committee collects, edits and formats items for the FCRSPA Newsletter. The committee assures that the newsletter is published four times yearly and mailed to all FCRSPA members. A membership handbook is published every two years.</p>  |
| <p><b>11. Remembrance &amp; Sunshine:</b> The Remembrance &amp; Sunshine committee works to stay informed regarding the health and well-being of FCRSPA members. The committee sends get well messages and letters of support to members when appropriate. The committee is also responsible for keeping track, and providing a proper listing, of member deaths. The committee maintains copies of newspaper articles, notifies the Publications Committee, and keeps the chairperson of membership informed of each death. Each June, the chairperson of Remembrance &amp; Sunshine is contacted for a comparison of the association's lists to confirm the names of persons to be remembered at the state convention.</p> |
| <p><b>12. Scholarship Committee:</b> The scholarship committee promotes the Frederick County Retired School Personnel Association Scholarship Endowment Fund and administers scholarship awards in accordance with the contractual provisions of the Community Foundation of Frederick County, Inc.</p>  |
| <p><b>13. Social Committee:</b> The social committee makes all reservations for the membership meetings held four times each year. The committee is responsible for reserving the site, making all food service arrangements, publicizing the event, and collecting reservations fees from members.</p>  |
| <p><b>14. Website/Media Committee:</b> The website/media committee is responsible for maintaining the FCRSPA website, FCRSPA.org. The committee collects, edits and formats items for publication to the website (and at times to MRSPA.org).</p>  |