

## USGS RETIREES' ORGANIZATION ROLES

### National Officers

#### *-President*

- Continued communication with Regional Representatives (i.e. memorials, retirements, etc.)
- Continued communication with Editorial Staff (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwards information to Editorial Staff through email: [wrcretirees2014@gmail.com](mailto:wrcretirees2014@gmail.com)
- Recruits replacements for Regional Representatives
- Recruits replacements for the Editor
- Provides quarterly 'President's Message' for newsletter
- Quarterly review of newsletters for comments/editing
- Establishes changes in 'Mission Statement'
- Chairs Reunion Meetings (coordinating with Chairman of the Local Area Committee (LAC), Business Meeting Agenda, Banquet activities (including the reading of the Necrology list)
- Coordinates election of new 'National Officers' every two years
- Coordinates Annual Scholarship Program

#### *-Vice President*

- Represents the President, discharging the duties of the president, during the absence or disability of the later or during a vacancy in that office
- Takes on special projects as requested by the President

#### *-Secretary*

- Collects and acts on mail from Herndon Post Office & USGS Retirees' MS 425
- Sends checks to the Treasurer and updates the spreadsheet to reflect new dues payment date
- Ensures Layout Editor receives any information appropriate for the newsletter
- Keeps and maintains the master spreadsheet to reflect changes in email, home address, etc.
- Maintains electronic change documents tracking and budget sheets to keep track of funds received
- Either prepares spreadsheet in format suitable for the annual directory, or sends spreadsheet to appropriate person to do that.

#### *-Treasurer*

- Registers USGS Retirees annually with the State Corporation Commission (requirement)
- Computes and files the Federal taxes annually (requirement)
- Reviews State and County regulations annually to make sure we are in compliance
- Deposits dues and contributions into the SunTrust account, ensure the logs are complete
- Pays bills as they come in
- Prepares the quarterly report for the USGS Retirees newsletter

#### *-Archivist:* The archivist is the steward of the history of WRD Retirees. Some duties include:

- Going through ALL the material stored in the old office when we were told to move. I eliminated many things which weren't relevant and organized the rest in the new office. Material includes personnel files of retirees, newsletters, directories, photographs, other relevant documentation, VHS tapes, etc.
- Writing a brief history of WRD Retirees for the website
- Receiving, cataloging and evaluating equipment, documentation, and photos submitted to WRD Retirees by field offices and individuals

#### *-Regional Representatives*

- Continued communication with State Representatives (i.e. memorials, retirements, etc.)
- Continued communication with Editorial Staff (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwarding information to Editorial Staff through email: [wrcretirees2014@gmail.com](mailto:wrcretirees2014@gmail.com)
- Recruiting replacements for State Representatives and notifying Retirees Secretary

### *-State Representatives*

- Coordinate monthly luncheons for WSC or asks for a volunteer from that group - provides a picture with attendees' names to [wrdretirees2014@gmail.com](mailto:wrdretirees2014@gmail.com)
- Actively recruits newly retired USGS folks
- Continued communication with WSC (related to memorials, retirements, and on-going projects that might be of interest to the retirees)
- Forwarding information to Editorial Staff through email: [wrdretirees2014@gmail.com](mailto:wrdretirees2014@gmail.com)

### *-Editor*

- The Editor is responsible for the content of the newsletter.
- Retirement and Memorials articles submitted by Retirees are sent to the Editor prior to their inclusion in the Newsletter
- Ensures the articles are complete before sending them back to the Layout Editor to be put in the Newsletter. If further information is needed for a Retirement or Memorial article the Editor is responsible for getting the information and inserting it into the article
- Provides articles to the Layout Editor for review and formatting
- Is responsible for engaging the Regional Editors in the process

### *Editor in Chief*

- Be responsible for the final content and composition of the Retirees' Newsletter;
- Chair the Newsletter Editorial Group, comprised of the Regional Editors and Layout Editor;
- Conduct overall final review of President's Message, Memorials, Retirements, News (letters) of Retirees, and Scientific Highlights articles;
- On behalf of the Editorial Group, make suggestions to the Board for improving the newsletter content and distribution;
- Occasionally write articles to promote the Newsletter content and readership.

### *Regional Editors*

- Working with the Regional Directors and when needed State Representatives in their region, shall complete and submit to the Layout Editor by the 15th of the month prior to the quarterly publication month the following:
  - Articles from their Region ensuring that they are concise, readable, complete, and technically correct;
  - Periodically provide a short overview of "USGS Science Highlights" in their region. Information can be obtained from USGS News web site(s) and contacts with individual science centers;
  - Consider soliciting selected short status updates for retired employees by contacting individuals directly;
  - Submitting completed articles to the Layout Editor for review and insertion into the Newsletter.

### *Layout Editor*

- Distribute new articles in Word format to editors for review;
- Conduct final editing for grammar, spelling or refer questions of content back to the editor;
- Prepare final layout and composition; and
- Ensure final reproduction and distribution to organizational members.