

# Retiree Steering Committee

## Organizational Structure

5/26/18

**The Retiree Steering committee is a committee open to all who are interested. It meets four times a year, sets direction for the Macomb Retiree Association and takes responsibility for programmatic implementation.**

- **Officers:** The Chair, Vice Chair, Past Chair and Secretary will provide a shared and collaborative leadership for the Macomb Retiree Association.
- **Chair:** is elected by the Retiree Steering Committee at their even year August meeting and begins a two year term at the Fall Retiree Breakfast. Coordinates all functions of the Macomb Retiree Association, chairs quarterly meetings of the steering committee and serves as the principal liaison with the College through the Office of the Macomb Foundation. The Vice Chair would normally succeed to the position of Chair.
- **Past Chair:** For the purpose of continuity the Past Chair supports the Chairperson for a period of one year after retiring as the Chair.
- **Vice Chair:** is elected by the Steering Committee at their odd year August meeting and begins a one year term at the Fall Retiree Breakfast. The Vice Chair assists the Chairperson, coordinates the work of the various committees and would normally succeed the Chairperson in office.
- **Secretary:** Elected by the Steering Committee at their odd year August meeting and begins a two year term at the Fall Retiree Breakfast. Their responsibility is to record and share minutes of the Macomb Retiree Association Steering, handle occasional correspondence, and maintain the steering committee roster.
- A person may serve in any of these offices for more than one term.
- **Committees:**
  - Communications including Retiree Website/Membership
  - History/Archives
  - Newsletter
  - Social
  - Volunteer
  - Each committee will elect a point person and have a generally defined mission that is reviewed at least every two years. A point person for each committee will serve for a period of two years and will be elected on a staggered schedule. Ad hoc and additional permanent committees will be developed as needed. Each committee will establish an annual plan and the point person will coordinate and report on the activity of the committee at each quarterly meeting of the Retiree Steering Committee.

- While the Retiree Association will generally function through a committee structure collaboration will be encouraged across committees to ensure flexibility and creativity in programming.
- **Executive committee:** Will be composed of the Officers and Committee Point Persons. This committee will establish steering committee annual goals and meeting agendas. It will manage the functions of the Macomb Retiree Association between steering committee quarterly meetings.



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