

UNIT MEMBERSHIP CHAIR DUTIES

JOB ONE

Develop and Activate A Unit Membership Committee

The Number and location of Committee Members will be determined by the demographics of your unit. *Considerations: The average number of retirees of school districts within your jurisdiction is one criteria. The number of miles required to meet with retirees for a one on one meeting is the second criteria.*

JOB TWO- NEW RETIREES

Committee Members need to acquire a LIST of retirees from the school districts in their assigned jurisdiction. Data needed includes: NAME, PHONE NUMBER, ADDRESS, e-MAILADDRESS IFAVAILABLE. CONSOLIDATE THIS DATA AND MAIL TO MRTA BY JUNE 30 EACH YEAR.

Keep the list and use in following years to contact those retirees that did not join MRTA THE 1ST YEAR OF RETIREMENT. Pass list to new Membership Chair if a different person is appointed or elected to this post.

JOB THREE-RENEWALS

Sarah will mail renewal notices as follows: 1st notice Oct. 1st, 2nd notice Nov 12th. and the 3rd notice Dec. 21st.

Two weeks after the above dates follow her notice with a "blitz" of your choice, and do an alternate "blitz" two weeks after the 2nd mailing and a one on one contact two weeks after the 3rd notice.

JOB FOUR. FIVE, AND SIX

Assist your Regional Membership Chair in restarting a DFUNCTIONAL UNIT. Use UNIT OF ONE concept so as to insure the unit will grow and expand into a fully operational and active unit.

Give advice and Council to Regional Membership Chair regarding Units that could split and become two units from one. Both must grow membership.

Serve as a substitute for your Regional Membership Chair should he/she be unable to attend a called workshop/meeting.