

Iowa Retired
School Personnel
Association

JOB DESCRIPTIONS

2025
(20250410)



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POSITION: President

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so elected.

TERM:

1. Is elected initially as Vice President and will then assume duties as President-Elect, President, and Past President in the following three years.
2. Is the third year of a four-year commitment.

DUTIES:

1. Exercises all powers and authorities pertaining to the office.
2. Attends all District and State Meetings.
3. Determines the meeting location to reserve dates and times for meetings.
4. Serves as chair of the Executive Committee and Executive Board.
5. Presides at all meetings of the Association.
6. Calls special meetings.
7. Provides notice of and prepares an agenda at least two weeks in advance for each meeting.
8. Appoints a parliamentarian for each meeting.
9. Annually appoints the Treasurer, Newsletter Editor, and Public Relations Chair.
10. Appoints committees as needed.
11. Appoints, with the advice of the Executive Board, chairs for Standing Committees and any Special Committees.
12. Appoints District Coordinators.
13. Serves as ex-officio member of all committees except the Nominations Committee.
14. Presents all communications from the State and National Associations.
15. Maintains relationships with AMBA and Iowa AARP.
16. Provides opportunities for the President-Elect to become acquainted with IRSPA and NRTA leaders, programs, and goals.
17. Cooperates with the President-Elect in developing plans and programs for Iowa Retired School Personnel Association the following year.
18. Authorizes all checks drawn in the name of the Association.
19. Appoints a member to verify monthly reconciliation of bank statements.
20. Keeps a log of President expenses incurred during the year and periodically presents a bill to the Treasurer for reimbursement.
21. Is responsible for understanding and supporting the Constitution and Bylaws.
22. Appoints a member to serve the unexpired term of an elected officer who has submitted his/her resignation. Such appointment shall be approved by the Executive Board.
23. Keeps up-to-date with the District Coordinators.
24. Sends the link to the digital Newsletter to the Webmaster and District Coordinators.
25. Directs the Secretary to send invitations, get well cards, sympathy cards, postcards, and thank you notes.
26. Uses his/her home address or a designated Post Office Box as the address of the Association.
27. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter.
28. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: President-Elect

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so elected.

TERM:

1. Is elected initially as Vice President and will then assume duties as President-Elect, President, and Past President in the following three years.
2. Is the second year of a four-year commitment.

DUTIES:

1. Assists the President.
2. Assumes the duties of the President in the event the President is unable to serve.
3. Works with the District and local units on the program for the Annual Meeting.
4. Serves as a member of the Constitution and Bylaws Committee.
5. Becomes acquainted with the Iowa Retired School Personnel Association and NRTA programs, leaders, materials, and goals.
6. Attends Executive Board Meetings and Executive Committee Meetings.
7. Cooperates with the President to develop programs and plans for the following year.
8. Keeps a log of President-Elect expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
9. Attends all District and State Meetings.
10. Is responsible for understanding and supporting the Constitution and Bylaws.
11. Leads the Pledge of Allegiance at each meeting.
12. Keeps up-to-date with the District Coordinators.
13. Maintains relationships with AMBA and Iowa AARP.
14. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
15. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Vice President

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so elected.

TERM:

1. Is elected initially as Vice President and will then assume duties as President-Elect, President, and Past President in the following three years.
2. Is the first year of a four-year commitment.

DUTIES:

1. Assists the President and the President-Elect.
2. Assumes the duties of the President-Elect in the event the President-Elect is unable to serve.
3. Serves as co-chair of the Constitution and Bylaws Committee.
4. Is responsible for understanding and supporting the Constitution and Bylaws.
5. Assists with Parliamentary Procedures during meetings.
6. Becomes acquainted with the Iowa Retired School Personnel Association, AMBA, AARP, and NRTA programs, leaders, materials, and goals.
7. Attends Executive Board Meetings and Executive Committee Meetings.
8. Cooperates with the President and President-Elect to develop programs and plans for the following year.
9. Keeps a log of Vice President expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
10. Attends all District and State Meetings.
11. Keeps up-to-date with the District Coordinators.
12. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
13. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Past President

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so elected.

TERM:

1. Is elected initially as Vice President and will then assume duties as President-Elect, President, and Past President in the following three years.
2. Is the final year of a four-year commitment.

DUTIES:

1. Keeps a log of Past President expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Serves as consultant to the Board being as active as he/she wants to be since the position is strictly advisory.
7. Leads a ceremony honoring those who passed away the past year at the Annual State Meeting. Tribute to be prepared by the Public Relations Committee.
8. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Secretary/Historian

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so elected.

TERM:

1. Is elected in the odd-numbered year for a two-year term.
2. May be re-elected to the position.

DUTIES:

1. Attends Executive Board Meetings and Executive Committee Meetings.
2. Attends all District and State Meetings.
3. Provides Notice of Meetings to members of the Board.
4. Keeps the minutes of all meetings of the Executive Committee, the Executive Board, and of the Association.
5. Keeps a permanent file of all minutes of all meetings of the Association and the Executive Board.
6. Compiles correspondence required by the office.
7. Sends invitations, get well cards, sympathy cards, postcards, and thank you notes as directed by the President.
8. Keeps on file all incoming and outgoing communications.
9. Collects reports from members of the Executive Board for Executive Board meetings.
10. Maintains the records of the organization as its Historian, i.e. working with the Iowa AARP to maintain a file of IRSPA records.
11. Maintains storage of records at the Iowa AARP office.
12. Is responsible for understanding and supporting the Constitution and Bylaws.
13. Keeps up-to-date with the District Coordinators.
14. Keeps a log of Secretarial and Historian expenses incurred during the year and periodically presents a bill to the Treasurer for reimbursement.
15. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Treasurer & Budget and Finance Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. Receives an appreciation gift quarterly in December, March, June and September in an amount determined by the Board.
3. Can be discharged at the discretion of the president with approval of the Board.

DUTIES:

1. Receives and keeps a record of all monies paid into the Association including dues from local units and individuals.
2. Pays all bills authorized by the budget or the President.
3. Makes a quarterly financial report by email to the officers of the State Association.
4. Makes an annual financial report at the Annual Meeting.
5. Works closely with the Membership Chair.
6. Keeps a log of Treasurer expenses incurred during the year and periodically presents a bill to the President for reimbursement.
7. Attends Executive Board Meetings and Executive Committee Meetings.
8. Attends all District and State Meetings.
9. Serves as Chair of the Budget Committee.
10. Serves as a member of the Membership Committee.
11. Is responsible for understanding and supporting the Constitution and Bylaws.
12. Keeps up-to-date with the District Coordinators.
13. Keeps accurate records of receipts and disbursements in a checkbook and a journal.
14. Makes timely bank deposits and reconciles bank statement monthly.
15. Submits the bank statement monthly to appointed individual to verify the reconciliation.
16. Submits final reports for annual audit.
17. Sends dues notices to non-unit members.
18. Reports names of deceased members to the Newsletter for inclusion in the state Newsletter.
19. Receives mailings of new members by UPS and FED EX from AMBA.
20. Receives email notice of new members joining with credit card payments through AMBA.
21. Reconciles new and recurring memberships with the monthly bank statement.
22. Prepares current membership roster for each unit and distributes at District Meetings.
23. Recognizes the units that meet membership goals at the District Meetings.
24. Maintains a separate account for the PH Scholarship.
25. Prepares a financial report and emails copies to Board members for each Executive Board Meeting.

POSITION: Newsletter Editor

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. Receives an appreciation gift quarterly in December, March, June and September in an amount determined by the Board.
3. Can be discharged at the discretion of the President with approval of the Board.

DUTIES:

1. Keeps a log of Newsletter Editor expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings and Executive Committee Meetings.
3. Attends all State Meetings.
4. Attends the Annual State Meeting and will take pictures and write an article to be included in the December Newsletter.
5. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
6. Is responsible for understanding and supporting the Constitution and Bylaws.
7. Keeps up-to-date with the District Coordinators.
8. Prepares a quarterly newsletter to be published in March, June, September, and December to be printed in black and white.
9. Sets submission dates for each issue of the quarterly newsletter and notes those dates in each issue of the Newsletter.
10. Sends a pdf and a link to the digital Newsletter to the President.
11. Works with Treasurer and Membership Chair to determine which members receive a paper Newsletter.
12. Prepares and submits an article(s) to be included in each quarterly Newsletter when appropriate.
13. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: District Coordinator

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of District Coordinator expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings and Executive Committee Meetings.
3. Attends all State Meetings.
4. Facilitates his/her District Meeting each spring. (District Meetings follow a cycle established in 2017-2018.)
5. Works with Public Relations Chair, Iowa AARP, and IPERS to provide Pre-Retirement Seminars in each IRSPA district annually.
6. Is responsible for understanding and supporting the Constitution and Bylaws.
7. Keeps President, President-Elect, Vice President, Secretary, Treasurer, and Newsletter Editor aware of activities.
8. Reminds local units of issues related to member information changes.
9. Reminds local officers to inform the IRSPA Treasurer of any membership deaths.
10. Serves as a member of the Nominating Committee seeking possible state officer candidates at his/her District Meeting and assists in the counting of ballots.
11. Collects local unit officer information to be included in the State Directory at his/her District Meeting and shares with the Public Relations Chair.
12. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
13. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Constitution & Bylaws Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Constitution & Bylaws Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Recommends changes to the Constitution & Bylaws as needed. Publishes changes in the September Newsletter for approval at the October Annual Meeting.
7. Provides an updated copy of the Constitution & Bylaws when changes have been made.
8. Maintains a Policy Manual which includes policies and practices of the Association which are not in the Constitution and Bylaws.
9. Prepares and submits an article(s) to be included in each quarterly Newsletter when appropriate.
10. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Health and Welfare Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Health-Care Advocacy Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Works with Health Care representatives to provide programs at District Meetings.
7. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
8. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Benefits Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association.
2. Is a representative of AMBA.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Insurance Committee Chair expenses incurred during the year which have been pre-approved by the Association and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Ensures that Member Benefits are updated on the IRSPA website.
7. Works with the Treasurer and Membership Chair to ensure that those receiving benefits are maintaining their membership in IRSPA.
8. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter.
9. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Legislative Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Legislative Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends all State Meetings.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Works with IPERS Benefits Advisory Committee.
7. Provides information about IPERS, Social Security, Medicare, Medicaid, and/or other legislative issues to the Executive Board and local unit leaders throughout each legislative session.
8. Serves as direct contact with the Lobbyist(s).
9. Recommends annual renewal of Lobbyist's contract.
10. Works with the Treasurer to lead an annual (August) legislative review with the Executive Committee.
11. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
12. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Membership Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Membership Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Sets and shares membership goals for each local unit. (5% membership increase by May 15.
7. Issues membership receipts/membership cards to new members.
8. Makes name badges for officers.
9. Works with the Treasurer to maintain membership lists.
10. Shares changes in member information with Treasurer.
11. Creates and shares a theme for membership recruitment if requested.
12. Works with local unit membership chairs to recruit and maintain membership.
13. Works with the Public Relations Committee in the preparation and distribution of an electronic membership brochure to be shared on the website as well as with local units and Executive Board.
14. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
15. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Nominating Committee Chair

QUALIFICATIONS:

1. Is a District Coordinator.
2. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
3. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Nominating Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends all State Meetings.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Prepares a slate of nominees for Vice President (annually) and Secretary/Historian (odd numbered years) for the April Executive Board Meeting.
7. Prepares a ballot for the June Newsletter.
8. Collects biographies from candidates and submits them for the June Newsletter.
9. Gathers other District Coordinators to count ballots and then reports results to officers and candidates.
10. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
11. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Public Relations Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.
4. Receives an appreciation gift quarterly in December, March, June and September in an amount determined by the Board.
5. Can be discharged at the discretion of the president with approval of the Board.

DUTIES:

1. Keeps a log of Public Relations (Publicity) Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Is responsible for understanding and supporting the Constitution and Bylaws.
6. Prepares Recognition of Service Awards for retiring IRSPA Officers, District Coordinators, and/or Committee Chairs.
7. Prepares a necrology presentation at the Annual Meeting for IRSPA members who have passed during the year. Led by the Past President.
8. Serves as Webmaster to maintain the IRSPA website.
9. Serves as Facebook manager and maintains the Facebook site.
10. Works with District Coordinators, Iowa AARP, and IPERS to provide Pre-Retirement Seminars in each IRSPA district when available.
11. Works with local units to update officers, programs, and Constitutions to be shared on the website.
12. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
13. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

POSITION: Supportive Services (Volunteer) Committee Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board.
2. May serve multiple terms.

DUTIES:

1. Keeps a log of Supportive Services Committee Chair expenses incurred during the year and periodically presents a bill for reimbursement by the Treasurer.
2. Attends Executive Board Meetings.
3. Attends the Annual State Meeting.
4. Attends District Meetings as assigned by the President or by invitation of the District Coordinator.
5. Provides local units with activities that can be done as volunteer activities.
6. Provides the president of each local unit with a report to use at their regular meetings to discuss and compare information to expand current work.
7. Understands the National Day of Service and the Kennedy Serve America Act.
8. Collects volunteer hours from local units to generate a state report to share in the Newsletter and, when appropriate, with the governor's office.
9. Shares state report with state and national organizations such as AARP, National Service Program, Independent Sector for Nonprofit, National and Community Service Department or the Iowa Governor's Press Office.
10. Is responsible for understanding and supporting the Constitution and Bylaws.
11. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
12. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board meeting.

POSITION: PH Balance Scholarship Chair

QUALIFICATIONS:

1. Is a member in good standing of the Iowa Retired School Personnel Association in addition to his/her local unit.
2. May be a team of qualified individuals, if so appointed.

TERM:

1. Is appointed annually by the President with approval of the Board
3. May serve multiple terms.

DUTIES:

1. Serves as the chairperson of the scholarship team which consists of two other members of the State Board, the District Coordinators of the Districts in which the scholarship will be presented that year, and two members from local units in the receiving Districts.
2. Works with the Public Relations person to update the Scholarship page on the website.
 - a. Updates the Districts receiving the scholarship
 - b. Updates the application as needed
 - c. Uploads recipients' photos and biographies as scholarships are awarded
3. Maintains the Ph Balance gmail account to which the applications are submitted and forward them to the judging committee.
4. Secures the volunteer judges as needed from the appropriate Districts.
5. Informs the judges of the judging criteria and sees that the information is sent to them in a timely fashion prior to judging.
6. Determines a place to meet for the judging team to select a recipient.
7. Provides Districts with and helps distribute the information about the scholarship in a timely fashion to local schools.
8. Notifies the recipients selected and invites them and a parent or guardian to the meeting where the scholarship is awarded.
9. Notifies students who were not selected.
10. Prepares a document to be presented to the recipient and a second letter telling them how and when the monies will be sent to their school of choice.
11. Sends an article to the local newspaper and the school of the recipient.
12. Attends District Meetings and the Annual State Meeting for the purpose of fundraising. Informs local units what is expected of them in the line of fundraising.
13. Turns in all monies collected for the purpose of the scholarship to the Treasurer which is kept in a separate account.
14. Works to secure business partners that support the scholarship annually.
15. Is responsible for understanding and supporting the Constitution and Bylaws.
16. Prepares and submits an article(s) to the Newsletter Editor to be included in each quarterly Newsletter when appropriate.
17. Prepares and sends an electronic report (in memo format) at least one week prior to each Executive Board Meeting.

