

MRSEA STANDING COMMITTEES

AUDITING COMMITTEE

The auditing committee shall consist of a Chair and two other members, except that no director shall serve on the Auditing Committee. The Auditing Committee shall make an audit of the Association's financial records at least once during the calendar year (January 1- December 31) and prepare a report for presentation to the Association's Board of Directors. The President shall appoint the Auditing Committee each year in June, or as soon thereafter as possible.

NOMINATING COMMITTEE

The Nominating Committee shall consist of a chair and two other members from the Association's Board of Directors. However, Board members shall not be members of the Nominating Committee in a year in which they stand for reelection. The President shall appoint the Nominating Committee each year in June, or as soon thereafter as possible.

The Nominating Committee should identify qualified retirees interested in serving on the Board of Directors, and make recommendations for a slate of officers to the Board of Directors and the Association's Membership for election at the Association's Annual Meeting. The Nominating Committee shall be responsible for identifying qualified candidates and proposing them to the Board of Directors to fill any positions that become vacant during the year. Any positions so filled shall be reported to the Association's Membership

The Nominating Committee shall be responsible for conducting the election at the Annual Meeting. Nominations may also be made from the floor at the Annual Meeting, provided that the consent of the person nominated has been secured. In the event that there is no more than one nominee for any office, election shall be made by ballot. When there is but one candidate for an office, a motion that the Secretary casts the electing ballot for the candidate or candidates shall be in order.

LEGISLATIVE COMMITTEE

The President shall appoint the Legislative Committee to coincide with the legislature's and congressional sessions: (June of the even numbered year to May of the following even numbered year.) The Legislative Committee shall have a Chair and at least two other members who may be directors or other retiree members. The Legislative Committee shall report at least twice a year to the Board of Directors and to the Association's Membership. Interim reports shall be made to the Board of Directors regarding proposed or enacted legislation of interest to our Membership, particularly as legislation relates to pension and insurance issues. The Committee may recommend action on issues to the Board of Directors. The Committee may assist in preparing copy for the newsletters on important legislative issues.

OTHER MRSEA COMMITTEES

MEETING PLANNING COMMITTEE

The President may appoint a Meeting Planning Committee of at least three members. This Committee shall be responsible for planning the May and October Membership Meetings subject to the approval of the Board of Directors.

The Committee shall be responsible for suggesting and contacting speakers and/ or entertainment for these two meetings.

The Committee shall propose the date, time, and meeting place for these two meetings as well as the assisting in preparing the newsletter notice to the Membership. The Committee shall determine the food menu, the price of the meal and accept registrations. The Committee shall setup the meeting place as necessary. The Committee is responsible for obtaining the bills to submit for payment. The Committee may be responsible for other meetings as determined by the Board of Directors.

INSURANCE COMMITTEE

The President may appoint an Insurance Committee of at least three members who may be directors or other retirees.

The Committee shall work with the Legislative Committee on Insurance issues. The Committee will be knowledgeable and available to meet with the Department of Employee Relations (DOER) to present the views of the Minnesota Retired State Employees. The Committee shall report to the Board of Directors at least once a year, or more often, if necessary. The Committee may assist in preparing copy for the newsletter on important insurance issues.

PUBLICATIONS COMMITTEE

The President may appoint at least three members to the Publications Committee who may be directors or other retirees.

The Committee shall assist with the Association's administrator in preparing notices and newsletters to be sent to all members or prospective members. Such duties may include writing, editing, producing and assembling such communications, as well as other duties related to preparing these publications. The Committee shall perform such other duties as determined by the Board of Directors.

The President will appoint the members of the Meeting Planning, Insurance and Publication Committees in June, or as soon thereafter as possible. The terms of these committee members will be until the next meeting of the Board of Directors following the Annual Meeting of the Association.

TECHNOLOGY COMMITTEE

The President may appoint a Technology Committee of at least three members. This Committee shall be responsible for keeping the Business Administrator's office equipment updated by recommending various pieces of computer equipment and software programs so that the technology and necessary records are kept current. Communications can be disbursed to Board Members with Email and different types of information can be obtained from the records for better serving our members.

The Committee shall also review Web Site annually, seek and recommend vendor bids for creating, establishing and maintaining and hosting website. Minimum standards of Back up procedures shall be established. Technology Committee will work with other committees to make better use of technology to assist them in performing their duties.

SOURCE DOCUMENTATION

For the three standing committees:

By Laws 8.B. Committees

By Laws 8.C. Committees

By Laws 5.F.4. Committee reports at meetings

Constitution Article V. Meetings F.4. Committee Reports

Constitution Article IX. Duties of Officers. Section 1.b, 1.f

Provisions relating to Audit Committee:

By Law 3. Fiscal Year

Constitution Article IX. Section 6. Trustees

Information relating to the Election of Officers:

By Laws 6.F., 6.I, Board of Directors

Constitution. Article VII. Board of Directors. Section 6 and 9

Certificate of Restated Articles of Incorporation. Article VII. Officers