

Retired Faculty-Staff Association

President Job Description

From RFSA Constitution

The President shall serve as Chief Executive Officer of the Association and shall preside at all meetings of the Association and of the Executive Committee and Board. The terms of the President, President-Elect and Immediate Past-President shall normally be one calendar year.

From RFSA Bylaws

Article III, Section 1: *Should the office of President become vacant, the President-Elect shall immediately become President, serve out the remaining term of his or her predecessor and the entire term to which she or he was elected.*

Article III, Section 2: *The Nominations Committee shall be chaired by the Immediate Past-President and shall have at least two other members appointed by the President. The President and President-Elect shall also serve on this committee.*

Article V, Meetings: *The RFSA President may call meetings of the RFSA Executive Committee, Administrative Officers, and Interest Group chairs which comprise the RFSA Board and any subset thereof. The President may call meetings of any ad hoc, advisory or long-term committee.*

Article VI, Committees: *The President, with the approval of the Executive Committee, shall appoint persons to any committees, including ad hoc or advisory, and/or to positions as may be necessary to conduct the business of the Association.*

Overall responsibilities of the President include:

- Presiding at all meetings of membership (spring and fall luncheons) and Board meetings,
- Working closely with other RFSA officers and staff of the Texas Exes to provide direction or assistance with the operations of the organization, and
- Serving as the primary representative of RFSA to the University community and any other outside constituencies.

Responsibilities and Timeline for RFSA President

The following is an approximate timeline of typical responsibilities for the RFSA President, prepared by former President Peggy Mueller on May 15, 2015. Revised and supplemented by other former Presidents annually.

Summer

- Schedule Board meetings for as far into the year as possible, but at least for the summer and fall. Those meetings can be for the full Board, or subsets of the Board including Executive Officers, Administrative Officers, and Interest Group Chairs. Notify Board members of the dates for those meetings so they can be held on calendars.
- Schedule orientation for new Board members.
- Schedule meeting of past presidents (advisory group)
- Call for agenda items approximately two weeks before any scheduled meetings.
- Work with Carol Barrett and past president(s) to learn responsibilities; include president-elect as appropriate.
- Schedule the Fall Luncheon meeting date, if possible. (Carol Barrett works with the Office of the President to schedule those dates.)

- Confirm speaker for Fall Luncheon

September

- Carol gets the new retirees list from HR, sends new retirees a letter (from the RFSA Membership Chair/Co-Chairs) informing them of their first-year free membership, and invites them to Fall Luncheon.
- Carol sends renewal notices to current RFSA members when their memberships expire.
- Schedule Fall Luncheon meeting date if that could not be done in the summer. Finalize details for Fall Luncheon – menu, speaker, entertainment, handouts, guests such as UT Outpost or ID Center, etc. Carol works with UT President's Office and RFSA President to create invitation to Fall Luncheon. Remind Scholarships Chair and Sponsorships Chair to provide names to Carol to add to the invitees list.
- When date/speaker/details are set, send "save the date" email to RFSA members and ask Holly to place on website.

October

- President's Office sends Luncheon invitations and collects RSVPs several weeks before date.
- Carol will provide script from last fall meeting for your revisions. Carol can/will print and make copies for secretary, incoming president, others as needed.
- Work with Carol to determine reserved seating for sponsors, scholarship recipients, speakers, etc.
- After Luncheon, send thank you notes to Office of the President, sponsors, speaker, etc.
- Work with Orange Santa coordinators to determine what donations to request from members and their deadlines (early to mid-October).
- Schedule date and reserve facility for Holiday Party, with Carol (early to mid-October).
- Plan details for Holiday Party, including menu and entertainment. Ask Holly to place on website. Send a "save the date" reminder to all members.

November

- Write "Message from the President" column for fall/winter magazine. Provide headshot or ask Miles to take photo for the article.
- Carol sends invitation to the Holiday Party to all members.
- Appoint two members to serve on Nominations Committee.

December

- Attend/emcee Holiday Party

January

- If not already scheduled, schedule Board meetings for the spring. Those meetings can be for the full Board, or subsets of the Board. Notify Board members of the dates for those meetings so they can be held on calendars.
- Schedule Spring Luncheon meeting date. If possible, work with UT Remembers staff to schedule a date that will allow members to make mementos (bookmarks and ribbons) for the UT Remembers ceremony after the luncheon. Notify Board members to hold those dates on their calendar.

March

- Finalize details for Spring Luncheon - menu, speaker, entertainment, handouts, guests such as UT Outpost or ID Center, etc. Carol works with UT President's Office and RFSA President to create invitation to Spring Luncheon. Remind Scholarships Chair and Sponsorships Chair to provide names to Carol to add to the invitees list.
- When date/speaker/details are set, send "save the date" email to RFSA members and ask Holly to place on website.
- Ask Carol to reserve room for making UT Remembers mementos after luncheon, or on another date if the luncheon date doesn't work.

April

- President's Office sends Luncheon invitations and collects RSVPs several weeks before date.
- Carol will provide script from last spring meeting for your revisions. Carol can/will print and make copies for secretary, incoming president, others as needed.
- Work with Carol to determine reserved seating for sponsors, scholarship recipients, speakers.
- After Luncheon, send thank you notes to Office of the President, sponsors, speaker, etc.
- Write "Message from the President" column for spring/summer magazine.
- Coordinate with Carol and other officers to select a thank-you gift for the outgoing Past President, to be presented at the Luncheon.

Ongoing

- Approve minutes for all meetings and ask Holly to place on website.
- Request agenda items from Board members for any scheduled meetings.
- Write thank you notes as needed.
- Send copies of the magazine to relevant individuals or offices. Those might include the Office of the President, UT System Chancellor, any individuals or offices highlighted in magazine, etc.
- Revise brochures or other RFSA materials as needed. Review website and send Holly any requests for changes.

GENERAL SCHEDULE OF RFSA MEETINGS/EVENTS

Summer	Orientation for new Board members Past Presidents meet/lunch(?) with President and President-Elect (advisory) Executive Committee meeting
Early Fall	Board meeting
October	Fall Luncheon
December	Nominating Committee begins its work Holiday Party
Jan-Feb	Executive Committee meeting
February	Board meeting
April	Spring Luncheon and Annual Meeting/Election of Officers

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