

## County Community Service Chair Responsibilities

Welcome to your important position as County Chair, Community Services Committee, of the Indiana Retired Teachers Association. The purpose of your committee is to encourage your county's retired educators to identify community needs and to develop individual and group projects that will provide these needed services. You should also encourage your members to become involved in community boards, councils, or other local groups that either make policy or furnish services for all people in the community. Taking the lead from the National Retired Teachers Association, we are recommending that all locals give serious consideration to projects that involve children and/or education, as well as those that target senior citizen needs. If you are from a large chapter, you might consider getting yourself a small committee to assist you in obtaining the volunteer hours to be reported to you in December and early January. Your job is a very important one, not only in your county, but in the entire state.

Your responsibilities will include the following:

1. If there is a training meeting in your area this fall, you will be notified of the date and time. If there is not a meeting, you will be mailed your packet of reporting forms in November. If you have any questions, you are invited to contact your Area chairperson(s). Names, addresses and phone numbers are listed at the end of this letter.
2. Become an advocate for volunteerism. Keep your local RTA informed about the need for volunteers in your community. Encourage members who are able to give a few hours a month to some community project. One of your biggest tasks is to help your members realize how important it is to keep track of their volunteer hours and to report them to you at the end of the year. Our State lobbying team uses these hours when it approaches the legislature on behalf of retired teachers. At \$22.14 per hour, these hours amount to a lot of money donated to the state of Indiana. Our goal is to once again collect over one million volunteer hours. We can do this by simply getting only ten percent more of our membership reporting their hours.
3. Encourage your RTA to develop a group project for 2014 and 2015, in addition to the individual projects we all do. Also, make sure you get publicity for your project so that your community realizes how active your retired teachers are.
4. By January 15th, you will be asked to report to your Area Chairperson the following information:
  - a. Your county's summary of volunteer hours are to be divided into two (2) categories:
    - i. Hours devoted to youth and education
    - ii. Other hours dedicated to community, etc
  - b. Your county's nomination for the outstanding volunteer from your chapter i.e: the guidelines from the **OUTSTANDING VOLUNTEER FORM** and report this on the appropriate sheet. Your nominee **MUST** be a member of the State Association as well as your local RTA. If you do not feel that anyone from your County qualifies, state none.

c. Your nominations of 1-3 additional members who have made special volunteer contributions to their community: the guidelines on the SPECIAL VOLUNTEER FORM. The same qualifications for membership in both state and local RTA apply as in the Outstanding Volunteer nomination.

d. If your county has a group project use the GROUP PROJECT FORM. Please send in only one project per form.

You may also want to honor your county's Outstanding or Honorable Mention Volunteers (if any have been submitted) in your local meeting, as well as including others in your group who have made a generous donation of their time and effort. Please feel free to do so, using your own form, a printed form from a local office supply store or any other small reward your group desires.

Thank you for agreeing to serve as a County Community Service Chairperson. You make an important contribution to all retired teachers and to the Indiana Retired Teachers Association by the work that you do. You are deeply appreciated.

\*\*\*Please note your Area Representative and the counties each represents. Please contact them if you have questions.