

Retiree Committee Policies, Procedures, and Membership

Purpose

Coordinate and facilitate communication to ESP members who are retired and coordinate with Benefits Review Committee on matters affecting retirees.

Membership

Size of Committee- 6

Composition of Committee- Two of the members shall be Annual ESP members who are current employees. Four members shall be ESP members who are retired. They should consist of a mix of recently retired (5 years or less) and those that have been retired for a longer period of time (more than 5 years). This composition may vary depending on who is willing to serve on the committee.

Terms- 3 years. Committee members may succeed themselves.

Board Liaison- Usually a 1-year term, selected by ESP Board and/or the committee.

Duties and Responsibilities

Committee Chair-

- One-year term
- Sets up and presides over committee meetings
- Writes tri-yearly ESP newsletter articles with input from committee members
- Writes summary report for annual membership meeting
- Reports to ESP Board

Chair-Elect-

- One year term
- Learns the roles and responsibilities of the Committee Chair
- Succeeds the Committee Chair
- Serve as Chair in the absence of the Committee Chair.

Past Chair-

- One year term
- Provides guidance to the current Committee Chair

Committee Members (indicates end of term)

- Paul Roback, Chair (2023)
- Christine Kniep, Board Liaison (2021)
- Linda Kustka (2021)
- Mary Kay Merwin (2022)
- Ginny Hall (2022)
- Jim Barthel (2023)

From the by-laws

Each Standing Committee will normally consist of at least six members with three year terms with two new members appointed each year by the President.

a. The Vice-Chair will succeed the Chair the following year with a new vice-chair selected by the present committee.

b. Each committee will have a Board member liaison.

c. Representation from county, area, and state staff is encouraged on each committee, geographically dispersed throughout the state.

d. Retiree involvement is encouraged on the ESP committees.

e. The Board and Committee Chairs are responsible for identifying new committee members.

Rotation of Committee Chair- The Chair-Elect will succeed the Chair, who will then succeed the Past Chair.

Ex-officio Members- None

Number of Meetings (held annually)- Meet as needed.

Specific Committee Policies and Procedures:

The core function of the committee is to maintain and utilize the Retiree E-mail Distribution List as a means to communicate:

- ESP updates
- Retirement announcements
- Passing of colleagues
- Communications from the Dean and Chancellor
- Communications among retirees
- Advocacy opportunities
- Other relevant Extension information.

Additionally, the committee identifies and interviews retirees for the ESP Newsletter (published three times a year). The committee should also promote the annual JCEP conference, both registrations and also call for proposals (poster and concurrent sessions)

The retiree committee will coordinate with the ESP Treasurer on identifying new retiree members e-mail addresses. Ideally, a committee member who is a current employee (Paul Roback) should maintain the e-mail list and utilize it to communicate with retirees. The e-mail distribution list is maintained through UW-Madison's WiscList. Lisa Brennan in the Dean's office is also an administrator for the list-serve and can forward out information in Paul's absence. Currently, most retirees do not have their e-mail associated with Extension list-serves. ESP e-mail communications is often their only link back to Extension.

Reports to:

- ESP Board at quarterly board meetings (written and given to secretary)
- Members via newsletter articles about committee activity (June, October, & February)-
- Newsletter Editor- katie.gellings@wisc.edu
- Members with a written annual summary at ESP annual meeting

Budget:

Anticipate committee expenses and present request to board at November meeting. Budget for upcoming year is approved at annual meeting held in April.