**ERFSA Executive Committee Leaders Oversight Responsibilities**

***President***

* Is responsible for the overall functioning of the Association.
* Nominates officers and conducts an election by the Executive Committee.
* **Executive Committee Meetings---arrange 10-12 meetings/year**
* **Website Upkeep** with Angie Petroske, Executive Assistant to the Vice President & Foundation Board Coordinator University Advancement **–monthly or more often as needed**
* **ERFSA Listserv—as needed**

Responding to member’s concerns/questions

Notifications of obituaries & other news articles, etc. of interest

Publicity about the Luncheon speakers, etc.

* **Academic Senate—attends bimonthly meetings during the AY [may be a separate position]**

Prepares for & attending bimonthly meeting

Writes an occasional ERFSA report to include in the senate packet

Notifies Exec Com & members of resolutions of interest

* **Emeritus Status Process with OAA—twice annually [may be delegated to another Exc Com member]**

Updates ES flyer & ERFSA website

Sends ES notice to ERFSA listserv and OAA regarding university notification

Serves on the University Senate ES Com with Provost and Senate Chair

Notifies ERFSA listserv of ES awardees

Arranges for E.S reception with local winery/restaurant

* **Grant Program**

Coordinates the Small Grants Awards Program in conjunction with the Association Treasurer.

***Membership Chair***

**Membership & ERFSA Listserv**

* Contacts APS/HR re retirements
* Keeps listserv up to date with new members & those who passed away
* Updates recruitment memos & emailing members to join
* Does special recruitment to targeted groups, such as ES awardees

***Program Chair***

**Oversite of the Luncheon Program**

* Assures there are 8 luncheon speakers
* Confirms presentation descriptions, etc.
* Sends information to Communication Chair/President to use for press releases

***Communication Chair***

* Writes and send press releases to university/local media about the luncheon speakers’ presentations—8 times
* Sends a press release notifying the community of the ERFSA’s grant recipients—yearly
* Takes Exc Com notes regarding ERFSA’s activities

***Treasurer***

**Finances**

* Submit receipts to CAL Poly Humboldt account
* Keeps track of expenses to ensure there is enough $$ for ERFSA activities in Cal Poly Humboldt: TV012 & HAF & WRCF accounts
* Arranges the dining room with Baywood Golf and Country Club--twice yearly
* **Oversite of the Small Grant Program—yearly**

Updates the flyer to advertising the grant program—with Angie Petroske, Executive Assistant to the Vice President & Foundation Board Coordinator University Advancement

Selects the grant recipients-[Executive Com]

Notifies the applicants

Send the grant proposals to HAF & WRCF & ensure the checks are sent to the Grant recipients

Arranges with OAA to include grants recipients in the faculty awards reception

Attends the OAA event -[Executive Com]

***Executive Committee***

**Fundraiser--every 2-3 years depending on the money in HAF&WF Account**

* Develop a fundraising strategy
* Emails multiple fundraising requests to the ERFSA listserv
* Contacts HAF & WRCF regarding contributions
* Sends thank you letters to donors
* Invites donors to the ES reception to honor them

***University Involvement:***

* Executive Assistant to the Vice President & Foundation Board Coordinator University Advancement: ERFSA webpage master and Grant program flyer notification: as needed
* OAA: ES process: twice yearly
* OAA: Faculty awards reception to include grant recipients: yearly
* Cal Poly Foundation:-ES/donor reception [financial] yearly
* President’s Liaison-appointed by the President

Informs the Humboldt ERFSA Executive Committee of important University matters.

Informs the Cal Poly Humboldt President and President’s Advisory Team of Humboldt EFRSA matters, concerns, and activities.

Advocates for Humboldt ERFSA as needed and appropriate.