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September 15, 2011

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Office Instruction Documenting the Operations of  
The Emeritus and Retired Faculty Association (ERFA)

at

Humboldt State University

**1. FUNDING:**

**Sources of Funds:**

Local Dues: Processed through the HSU Senate Office to the HSU General Fund to be used for fund-raising expenses (typically postage and general administrative expenses by the HSU Senate Office). Any excess held by the HSU General Fund at the end of an academic year to be sent to the ERFA account at the Humboldt Area Foundation (HAF).

CSU ERFA (15% of CSU-ERFA Dues): Deposited directly by CSU ERFA into the HSU ERFA account at the HAF.

Contributions, Bequests, Gifts: Deposit in the HSU ERFA account at the HAF.

Interest on HAF Corpus: Deposited in the HSU ERFA account at the HAF.

**Fund Expenditures:**

Faculty Awards, Educational Expenses: Paid from the HSU ERFA account at the HAF.

Fund-Raising Expenses (Postage and Senate Office Administrative Expenses): Paid from the ERFA General Faculty Fund.

**2. REPORTS / DOCUMENTS:**

**Humboldt Area Foundation:**

Quarterly / Monthly Fund Statement: Submitted Quarterly / Monthly to the ERFA Co-Treasurer #1.

Annual Fund Investment Update: Submitted June 30<sup>th</sup> to the ERFA Co-Treasurer #1.

Gift Reports: Submitted to the ERFA Co-Treasurer #1.

Advised Grant Form: Submitted to the HAF by the HSU ERFA to request a disbursement from the HSU HAF fund. Signed by the ERFA Coordinator, copy sent to the ERFA Co-Treasurer #1.

**HSU Academic Senate Office:**

Fund Raising Expense Request: Submitted to the HSU General Faculty Fund to request a disbursement from the HSU ERFA account for postage and other Senate Office administrative expenses. Copy sent to the ERFA Co-Treasurer #1.

ERFA Membership List: Submitted to the ERFA Co-Treasurer #2.

ERFA Membership Paid Dues List: Submitted to the ERFA Co-Treasurer #2.

Request Donation to Fund Letter: Sent to faculty upon their retirement or completion of their Faculty Early Retirement Program (FERP) appointment.

Donor Thank You Notes: Sent to donors.

Notification of Awards to Faculty: Sent to recipients of Faculty Awards.

**ERFA Co-Treasurer #1:**

Monthly Meeting Income/Expenditures/Balances: Provided to the ERFA Coordinator and attendees at the monthly luncheon.

**ERFA Co-Treasurer #2:**

Dues Report: Occasional report to attendees at the monthly luncheon.

**3. ERFA BOARD MEMBERS and DUTIES:**

Coordinator: Responsible for nominating officers, for calling board and committee meetings, and for coordinating fund-raising, membership solicitation, publicity, call for faculty awards, and other duties recommended by the board.

Co-Treasurer #1: Responsible for keeping track of income including donations from members, CSU ERFA reimbursements (15% of member dues from CSU ERFA), and interest on the ERFA HAF corpus as well as the fund total.

Also responsible for keeping track of disbursements from the HSU ERFA HAF account and the ERFA account at the HSU General Faculty Fund. These include faculty awards, payment of educational expenses and payments to the Senate Office for postage and other administrative expenses.

Also responsible to report income and expenses at monthly meetings.

Co-Treasurer #2: Responsible for overseeing the collection of HSU ERFA member dues meant to cover Senate Office fund raising expenses such as postage, materials, photocopying, mailings and other office administrative expenses. Money to be deposited into the ERFA General Faculty Fund account.

Program Chair: Responsible for finding, scheduling and hosting programs for the ERFA monthly meetings.

ERFA Board Members (Four): Responsible for reviewing work of officers and supervising annual audit of accounts.

**4. ERFA SECRETARY DUTY:**

Responsible for providing copies of reimbursement requests to the Co-Treasurer #1.

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