



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

LOCAL UNIT SUPPORT COMMITTEE RESOURCE GUIDE 2020 – 2022

All documents in this guide are available online at www.trta.org/lus



Local Unit Support Committee

The TRTA Local Unit Support Committee shall work with district presidents and district local unit support liaisons to provide resource materials and assistance to local units in need of increased growth and participation. The committee shall collaborate with other standing and special committees as appropriate to further the mission of TRTA.

Suggested Activities

The TRTA State Local Unit Support Committee Chair:

1. Along with the committee members develop a yearly plan of action;
2. Develop a plan for committee members stay in regular contact with assigned district LUS liaisons; and
3. Respond to the needs of local units for increasing growth and participation through working with the district presidents.

The TRTA District Local Unit Support Committee Liaison:

1. The district past president, or a similarly knowledgeable veteran district member, should serve as the District LUS Liaison;
 2. Facilitate communications between local unit presidents and the state;
 3. Assist the district president in working with local units for increasing growth, member participation, and mentoring, as needed;
 4. Gather and disseminate the state's resource materials monthly or quarterly to the local unit presidents;
 5. Assist the District President with the local unit president session during the Spring Leadership Development Conference using programs, ideas and best practices;
 6. Use the TRTA local unit support resource guide that is filled with great ideas, programs and best practices; and
 7. Assist local units as requested.
- The local unit president or any local unit member may act as the local unit liaison.
 - At the start of the year or at convention, complete the Self Check List pp. 5-6, found in the resource guide.
 - Keep in contact with the assigned district local unit liaison to ensure local unit is receiving materials from the state.
 - Use or suggest the resource guide and materials sent to help the local unit maintain active and engaging activities that promote the growth of fun and engaging communities that continue to grow.



REFERRAL PROCESS FOR LOCAL UNITS WANTING ANY TYPE OF SUPPORT

Providing support of any kind to local units is the sole purpose of Local Unit Support Team, including the Local, District and State levels. We want to work with TRTA Units to provide the resources, ideas, and encouragement to build strong units for all retired school employees throughout Texas.

Any local unit officer or member may contact any one of the following individuals to discuss unit questions, needs, program ideas, membership development, or any other subject to help strengthen your unit.

- District LUS Liaison or District President
- State TRTA Local Unit Support (LUS) Committee Chair,
Contact information available on www.trta.org/lus
- State TRTA Membership Staff,
Email: membership@trta.org or 1-800-880-1650

No unit issue, need or concern is too small to request LUS involvement. Let's work together as your requests arise, don't wait for district or state meetings to reach out to your LUS Team!!!

Local Unit Support Resource Guide

OFFICER ACTIVITIES FOR LOCAL UNIT SUPPORT

Past President/President/Local Unit Support - HEALTHY UNIT

- See that all State TRTA reports are complete and submitted by May 1.
- Propose addition of Officer Rotation to Bylaws (Procedures): Officers nor committee chairs may serve more than two 2-year terms.
- Be sure the Unit Treasurer is using TRTA Connect, or other required reporting technology.
- Plan ahead for funding to send all eligible Unit Delegates to the Biennial State Convention.

1st Vice President - RECRUITING NEW MEMBERS

- Membership forms should be available at every meeting. Encourage members to carry a form with them at all times.
- Publicize meetings in all available media, including social media such as Facebook. Take flyers and TRTA brochures to senior centers, local businesses, and local schools.
- Plan a new member social. Tell about your unit and TRTA. Make it fun and entertaining. Could be a reception, luncheon, tea, coffee, potluck meal.
- Send emails to at-large members in your area. Follow up with a phone call and the offer of a ride to the next meeting.
- Give a gift or prize to members who bring in new members.
- Participate in school district beginning-of-year or retirement events.

2nd Vice President – PUBLIC RELATIONS and PROGRAMS

- Executive Committee plans programs at summer planning meeting.
- Consider locale other than regular location, perhaps experiences, day trips, special events.
- Communicate regularly about upcoming programs, events, and issues.
- Hold a “reunion” party for former and inactive members.
- Recognize members for contributions to community and other organizations.
- Most members will volunteer to help others if they are asked to help. Examples: Be a greeter at the entry door, lead an opening ice breaker or offer a motivational thought, etc.
- Past educator reunion sponsored by your unit such as a “Back to School Coffee.”
- Special program of interest such as a Legislature Update or a special speaker.
- Unit luncheon - also invite local school leaders and board members so they will support your efforts to reach upcoming retirees in the future.
- Schedule informal game night.
- Unit field trip such as a museum visit, a movie, or a city tour.
- End-of-year survey asking members to circle their top three favorite programs of the year, then circle choices from a list of possible programs for next year.



President - PLANNING MEETINGS As soon as the new president is elected, the planning process needs to begin by:

- New officers should serve as the unit's Convention Delegates
- Select committee chairs
- All new officers and as many committee chairs as possible should attend the District Spring Leadership Conference
- May 1 is the TRTA deadline for reporting unit officers and committee chairs
- Be sure each officer and committee chair has a copy of the TRTA Resource Guide for their position
- Use the monthly calendar for July, August and September in the President's Training Guide
- Unit President should attend the District Summer Planning Meeting
- Prepare for and conduct a Local Unit Summer Planning Meeting to make plans for the year
- All officers and as many chairs as possible should attend the District TRTA Fall Conference

Incorporating ideas in the LUS Resource Guide will aid your local unit in planning and achieving a successful year. All of the resource guides are available on the TRTA website at www.trta.org/member-resources. This guide is available at www.trta.org/lus.

SUGGESTED ANNUAL LOCAL UNIT TIMELINE

TIMELINE	ACTIONS
Late Spring Prior to District Spring Leadership Training	Have committee chairs appointed. If you are unable to fill all the slots, prioritize chairs considering your particular unit. Units are required to have only four chairs: Community Volunteer Service, Legislative, Membership and Public Relations.
Spring Leadership Training	Encourage all named committee chairs and officers to attend this event. Meeting with others completing the same tasks can be a great help and motivation for those serving.
Early Summer	Call a planning session to set meeting time, dates, and place(s) This meeting should include the officers, committee chair, local standing committee chairs and past president. Name a program committee using an officer and as many as interested in assisting in the planning.
Mid-summer	Program/Exec committee meets and plans programs for the year.
Late Summer	Confirm program committee has completed tasks. Check on meeting places for fall (if they are subject to change) and any other special arrangements.
Call Planning meeting at least 3 weeks prior to first regular meeting.	Include all officers, committee chairs, standing and special committee chairs. Discuss committee work as needed. Make decisions about action issues. Plan the newsletter with information about the first meeting. Decide on programs for the year.
Approximately One and half weeks prior to first meeting	Gather and prepare newsletter/first meeting invitation for distribution, including meeting information, relevant committee reports, membership health and concern issues and upcoming events. Include forms for reporting volunteer hours for the summer months as well as current month.
Welcoming	Have greeters at the entrance area to welcome everyone attending. Meet new members and visitors.
Conduct meeting	Follow guidelines in this resource guide for "Planning Meetings." Consider door prizes as a fund raiser, or for those reporting Healthy Living or Community Volunteer Service hours.

PROGRAM IDEAS

(Contributed by Attendees at the 2019 State Convention LUS Session)

- Have our meetings at a local McDonald's that has a conference room with up with a mic and podium. Save on \$\$ spent on meals.
- Back to School Brunch—NOT! On the first day of school
- Presidents' Day – Color Guard and talk about kids going into the military
- May luncheon – awards/installation of officers, scholarship winner
- Our local Teachers Credit Union, required members to join TRTA/local
- Two road trips a year
- Fill crates or baskets with homemade “goodies” (made by members). HEB donated \$100. Deliver crates/baskets to schools, administration, etc. with note of appreciation.
- In order to solve the issue of unit president position, we recruit 2 members to serve as a “co-president.”
- Our best luncheon turnout was held at the local high school, with the culinary students preparing the meal. A school tour was offered following the meal. Members funded meal expenses with a ticket purchase.
- We had a marvelous “quilter,” who discovered a historical quilt. She went crazy researching the quilt and delivered a historical journey of an “African-American” quilt that had no pattern.
- YMCA programs about fitness for seniors with a demonstration.
- Master Gardener; Travel Deals; Apps that help you save money; Estate Ideas (wills and estate sales); safety
- Have a program on Special Hobbies or something they collect and want to tell about. “Antiques & Oddities”
- Started putting an article in newspaper and a picture of a retiree, we call it “Retired School Personnel” at least 2-3 times a month. Tell about their life, education, volunteering, etc.
- Law enforcement person to talk about elder safety, scams, etc.
- Retired Teachers at the Ballpark. Minor League Baseball Game. Group ticket purchase/seats. District wide!!
- We had a Field Trip to our new Dan Dipert Career & Technology Center in Arlington in January. We had a \$10 lunch from Culinary Arts Dept. and then has a short business meeting and took a TOUR. We had our largest attendance of any meeting we have had!
- For new members, hand out flower pen with invitation to our “Not Back to School Coffee,” dates of meeting attached to the pen. Do this at the Retirement Banquet in April.
- Have a meeting at local college, college provides lunch for us! Musical programs, speakers, planetarium, etc.
- Visit Nursing Home to visit and hand out candy/treats.
- How to use your technology – rotate among instructors for iPhones, iPads, etc.
- Estate sale coordinator or antique appraiser.

CHECKLIST OF LOCAL UNIT STRENGTHS

Consider the following situations and rate your local unit accordingly by checking Yes, Sometimes, or No

RECRUITING AND RETAINING MEMBERS

Y	S	N
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Membership Committee works to retain members and gain new members
- Multiple ways are used to find and communicate with current/prospective members
- Benefits (both state and local) are emphasized with prospective members
- Interesting programs and special events are planned for the year
- Membership is kept updated on legislative issues
- All members are involved through committees, events, activities, etc.

INVOLVING MEMBERS

Programs/High interest Activities

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- Programs of interest and value are given in a timely manner
- Members are asked for their input regarding programs of interest to them
- Planned programs incorporate ways to involve members during the program
- Programs are diverse (fun, entertaining, informative)
- TRTA related programs are planned to inform members of benefits, legislative issues, publications, events/programs and available resources.

LOCAL UNIT WORK

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- Potential unit leaders are encouraged to accept leadership positions as officers, committee chairs and committee members
- Committees keep membership informed about safety and protective issues, healthy living, the Community Volunteer Services program, legislative issues, scholarships or grants, as well as local charitable endeavors
- Unit members interact with local school districts
- Unit leaders attend district and state meetings

EFFECTIVE LEADERSHIP

Y	S	N
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- Expect the leadership (officers, committee chairs) to perform their duties in a positive, enthusiastic, professional manner
- Provide members with up-to-date information and be willing to listen and share ideas
- Be both willing to make decisions and be flexible
- Elicit cooperation and delegate work
- Be a good listener, open to new ideas and suggestions
- Have commitment to the local unit and organization

COMMUNICATION

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Notices of meetings, reports, minutes, and activities are made through a variety of communication methods
- Personal contacts and written messages to members are made when appropriate
- Active communication takes place among officers and standing committee members, and executive committee meetings if necessary
- Open communication occurs among the entire membership to discuss and work on future goals and events

MEETINGS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Arrangements for suitable, accessible meeting place(s) for the year are planned
- Time and dates for the meetings are agreeable to the members
- Refreshments or some type of hospitality time are scheduled
- New members and guests are greeted and introduced
- The meeting agenda is planned, available for those in attendance. Presenters are prepared to speak and reports are given in a timely manner
- Yearbook (or other publication) with programs, roster, officers and committee chair lists is available to the entire membership

If a majority of your responses are *positive*, CONGRATULATIONS! Your local unit is doing well!

Would you be willing to share your good ideas? Contact the Local Unit Support State Committee Chair.

However, if you have areas of concern and desire assistance (phone call, personal visit, etc.) please contact you District Local Unit Support Liaison, your District President, or State LUS Chair.