

***OFFICER AND DIRECTOR DUTIES***  
***FOR***  
***MARS ASSOCIATES***

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	-2-
<u>INTRODUCTION AND PURPOSE .....</u>	<u>-5-</u>
<u>SECTION 1. PRESIDENT .....</u>	<u>-6-</u>
<u>SECTION 2. PRESIDENT-ELECT .....</u>	<u>-7-</u>
<u>SECTION 3. SECRETARY .....</u>	<u>-8-</u>
<u>SECTION 4. TREASURER .....</u>	<u>-9-</u>
<u>SECTION 5. VICE PRESIDENT ACTIVITIES .....</u>	<u>-11-</u>
<u>SECTION 6. VICE PRESIDENT BUSINESS .....</u>	<u>-13-</u>
<u>SECTION 7. VICE PRESIDENT MEMBERSHIP.....</u>	<u>-15-</u>
<u>SECTION 8. VICE PRESIDENT COMMUNICATIONS .....</u>	<u>-18-</u>
<u>SECTION 9. BOARD OF DIRECTORS .....</u>	<u>-19-</u>

## **Document Changes**

<b>Date</b>	<b>Revision Description</b>
January 3, 2024	Complete revision
July 28, 2025	<p>Added Hyperlinks from Table of Contents to Section Heading within body of the document.</p> <p>Section 2. President-Elect Added the following tasks;</p> <ul style="list-style-type: none"> <li>• When possible, attend the major MARS Associates events annually.</li> <li>• Roster of Officers &amp; Board Members – Maintain current rosters and provide to Board of Directors and Officers. Forward information to VP of Communication for STAR template and website update as required.</li> <li>• Maintain the current Organization Chart on the website and provide all changes the Communication VP.</li> <li>• Request support or assign tasks to the Board of Directors.</li> </ul> <p>Section 3. Secretary</p> <ul style="list-style-type: none"> <li>• Added task to state – “Coordinate monthly BOD meetings with hosting facility annually.”</li> <li>• Made reference to Section 4 of Bylaws</li> <li>• Revised statement to say “When possible, attend the major MARS Associates events annually.”</li> </ul> <p>Section 4. Treasurer</p> <ul style="list-style-type: none"> <li>• Added duty to state – ““When possible, attend the major MARS Associates events annually.”</li> <li>• Added reference to state “per Section II.3 of the MARS Bylaws”</li> <li>• Revised task to state, “Forward membership payment data to the Membership VP.”</li> </ul> <p>Section 5. Vice President Activities</p> <ul style="list-style-type: none"> <li>• Revised task to state, “Write article for the quarterly MARS STAR.”</li> <li>• Revised duty to state, “When possible, attend the major MARS Associates events annually.”</li> <li>• Added the following duty, “Request support or assign tasks to the Board of Directors as needed.”</li> </ul> <p>Section 6. Vice President Business</p> <ul style="list-style-type: none"> <li>• Rewrote section in its entirety to bring to current approach.</li> </ul>

	<p>Section 7. Vice President Membership</p> <ul style="list-style-type: none"> <li>- Rewrote section in its entirety to reflect current process and approach. The more detailed steps are captured in the VP Membership execution process document outside of this document.</li> </ul> <p>Section 8. Vice President of Communications</p> <p>Added the following tasks;</p> <ul style="list-style-type: none"> <li>• Develop and maintain ‘MARS Event Photos ‘How To Event Photobook Guide’ and post to the MARS WordPress ‘File Manager Folder’.</li> <li>• When possible, attend the major MARS Associates events each year.</li> <li>• Request support or assign action to the Board of Directors.</li> </ul> <p>Section 9. Board of Directors</p> <ul style="list-style-type: none"> <li>• Revised the task to read – “Review and update this ‘Duties’ document, MARS Policy Manual and MARS Bylaws, as required. Post the record of authority document to the MARS WordPress ‘File Manager’ folder”</li> </ul> <p>Added the following duty statements;</p> <ul style="list-style-type: none"> <li>• Respond to all ‘Requests for Support’ or ‘Assigned Actions’ by Board Officers.</li> <li>• Provide support to all MARS Club Officers and POCs.</li> <li>• Coordinate MARS attire to sell on website.</li> <li>• When possible, attend the major MARS Associates events annually.</li> </ul>
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## **INTRODUCTION AND PURPOSE**

Officers and Directors of MARS Associates are volunteers from the general membership willing to lead and guide the organization in the best interest of its members. Additional members, not listed here, also volunteer to maintain the organization but their duties do not need to be specified herein or are covered by other MARS Associates documents. These include the Webmaster, MARS STAR Editors, In Memoriam, Volunteer Coordinator, and Marketing Committee.

The purpose of this document is to provide an overview of the duties of the Officers and Board of Directors for MARS Associates.

These duties and responsibilities are not totally inclusive, but provide a general listing of expectations for each position. Additional tasks may arise and will be worked by those Officers or Directors best suited.

## **Section 1. President**

### **The duties and responsibilities of the President are as follows:**

- Prepare and distribute monthly agenda(s) and preside over all meetings of Officers and Board of Directors (BOD).
- Plan, attend and preside over MARS membership annual events per year, or select a representative; includes planning direction, agenda development, and associated speeches.
- Write President's Article for Quarterly MARS STAR.
- Review draft MARS STAR quarterly and provide inputs to editors.
- Coordinate distribution of the MARS STAR to both Lockheed Martin and ULA.
- Write Presidents Report for Annual Meeting and participate in the planning and review/editing of Annual Report.
- Serve as a member of the Board of Directors and attend miscellaneous ad hoc succession planning meetings.
- Attend Colorado Springs Retiree Luncheons to promote MARS Associates.
- Conduct routine liaison meetings with Lockheed Martin and United Launch Alliance Human Resources and other company personnel, as necessary.
- Provide guidance to other Officers, Editors and BOD members, as required.
- Respond to miscellaneous phone calls and emails from MARS members.
- Coordinate methods of advertisement for MARS; i.e., website development for ULA, panels discussions at L/M, internal communications at L/M and ULA).
- Perform other duties incident to the Office of the President.

## Section 2. President-Elect

### **The duties and responsibilities of the President-Elect are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Update at least bi-monthly (every other month) and distribute the monthly MARS Associates Event Schedule; ensure updated copy is posted on the MARS website.
- When possible, attend the major MARS Associates events annually.
- Write a short article for the quarterly MARS STAR.
- Attend Annual visits to LM and ULA Human Resources.
- Attend semi-annual MARS Associates Colorado Springs retirees' luncheons (if possible).
- Perform all duties and responsibilities of the President in the absence of the President.
- Assemble and coordinate distribution of the Annual Report or designate to a fellow Officer. Reference Policy Manual Section III, Item 5 (Annual Report).
- Coordinate with Club Presidents and status their activities, as appropriate, at the monthly Officers meeting.
- Roster of Officers & Board Members – Maintain current rosters and provide to Board of Directors and Officers. Forward information to VP of Communication for STAR template and website update as required.
- Maintain the current Organization Chart on the website and provide all changes the Communication VP.
- Request support or assign tasks to the Board of Directors.

### **Section 3. Secretary**

#### **The duties and responsibilities of the Secretary are as follows:**

- Assemble and send out draft monthly Officer's Meeting notes including Officers and BOD Chair inputs.
- Coordinate monthly BOD meetings with facility annually.
- Prepare status report, attend monthly Officer/BOD meetings and take minutes. Board minutes should include basic information such as:
  - Date and time of meeting beginning, end, and location.
  - Identification of meeting type: special or regular.
  - Names of directors both in attendance and absent.
  - Names of other guests in attendance, and their titles or associations, if relevant.
  - Identification of a quorum establishment per section 4 of the MARS Bylaws
  - Any meeting actions or motions (e.g., approvals, delegations of authority, directives).
- Receive corrections, assemble, and send out final minutes.
- When possible attend the major MARS Associates events annually.
- Administer the Policy Manual, Attachment E – Records Retention and Destruction.



## **Section 4. Treasurer**

### **The duties and responsibilities of the Treasurer are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Create and monitor the Annual Budget.
- Track income and expenses.
- Support an annual audit.
- When possible, attend the major MARS Associates events annually.

The above tasks are described in both the Bylaws and Policy Manual as follows:

#### **Per the Bylaws:**

##### **“Section 8. Treasurer**

The Treasurer shall:

- a. Have custody of monies and securities of MARS.
- b. Keep regular books of accounts and submit them, together with vouchers, receipts, records and other papers to the Directors for their examination and approval as requested.
- c. Perform other duties incident to the office.”

#### **Per the Policy Manual:**

##### **“BUDGET PREPARATION**

- MARS Associates shall operate within an annual budget that is approved by the Board of Directors. The annual budget shall be prepared and submitted to the Officers for their approval at the January meeting. Final approval by the Board of Directors will be prior to January 15 per Section II.3 of the MARS Bylaws.
- The Treasurer is responsible for the budget preparation and submittal. Budget requests from the Officers will be submitted to the Treasurer in a timely manner for incorporation into the budget.

##### **AUDIT PERFORMANCE**

- MARS Associates financial records shall be audited on an annual basis between March 1 and April 30.

##### **AUDIT COMMITTEE**

A financial audit committee consisting of two people shall be appointed by the President (no current Officer or Board Member can be an auditor; however, any Officer or Board Member may assist the audit team) on an annual basis for the purpose of reviewing appropriate MARS Associates financial records. One member will be designated as Chairperson and shall coordinate with the President. A brief written report shall be prepared for the President after each audit and submitted to the Board of Directors.”

### **Specific tasks are as follows:**

- Maintain PO Box in downtown Littleton. All correspondence is done via this location. During high activity periods (Membership renewal and events), the box needs to be emptied in a timely manner.

- Separate checks from the membership application/renewal or event notice. Checks are logged and deposited into the MARS checking account (currently 1st Bank) at any branch location.
- Forward membership payment data to the Membership VP.
- Forward event information to the event coordinator.
- Disburse checks promptly to cover budgeted/authorized expenses. Unanticipated items must be coordinated with the Officers. Refunds to members are authorized based on the Policy Manual.
- Provide an overview at the monthly Officer and BOD meetings the prior month's income and disbursement activities. With knowledge of the annual budget, create a "projected monthly bank balance" at the beginning of the fiscal year. Compare the monthly status vs. the projected balance.

## **Section 5. Vice President Activities**

### **The duties and responsibilities of the VP Activities are as follows:**

- Plan and coordinate the annual events and budgets.
- Write article for the quarterly issue of the STAR.
- Prepare flyer for major events for the STAR.

Attend the major MARS Associates events each year.

- Prepare status report and attend monthly Officer/BOD meetings.
- Manage club's debit card and notify Treasurer anytime a charge is made to the card. Provide receipt for charge.
- Request support or assign tasks to the Board of Directors, as needed.

### **Specific tasks are as follows:**

- Holiday Event, Annual Meeting and Senior Luncheon
  - Set date of events.
  - Find and reserve a facility for each event. Ensure facility is within the budget for the event.
  - Plan menu and estimate costs to ensure compliance with budget; establish menu with facility.
  - Develop flyer and set amount to charge members and non-members in accordance with the budget.
  - Track reservations.
  - Coordinate with facility required set up; provide head count to facility at least one week to ten days prior to event (this depends on facility requirement).
  - Provide final list of reservations to Membership VP for name tags at least one week prior to the event.
  - Provide Treasurer with vendor invoices for payment.
  - Provide support on the day of the event.
- Annual Picnic
  - Set date of event (typically 2nd Wednesday in September).
  - Reserve, in January, three (3) pavilions at Clement Park; provide payment.

- Contact vendors to reserve food, beer and wine, tables, canopy, chairs, audio equipment.

Vendors: food; tables, chairs, 10x10 canopies; generator; sound system; beer and wine.

- Develop flyer and set amount to charge members and non-members in accordance with the budget.
- Track reservations; provide final list to Membership VP for name tags at least one week prior to the event.
- Follow up with vendors and provide headcount to food vendor one week prior to event.
- Coordinate with Clement Park, one week prior to event, any requirements MARS may have for the facility (water, cleanup of pavilions).
- Purchase miscellaneous supplies (cups, napkins, tickets for prize drawing) if necessary. Order cookies if food vendor does not provide.
- Provide support the day of the event.
- Provide vendor invoices to Treasurer for payment.
- Return beer kegs and taps to liquor store.

## **Section 6. Vice President Business**

### **The duties and responsibilities of the VP Business are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Invite vendors to the Annual Meeting and Annual Picnic and coordinate and assist them during the events.
- When possible, attend the major MARS Associates events each year. Help with the event, meet and greet members, and answer questions from the members.
- Provide updates to the Website Committee on changes or deletions for Benefits section.
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- Prepare the following reports as required: quarterly VP and Benefits and Retiree Resources sections for the STAR, summary for the MARS Annual Report, annual insurance coverage to Lockheed Martin Space, and the annual Club Audit to Lockheed Martin Employee Connection.
- Provide annual budget estimates to Treasurer.
- Prepare and file annual Federal Tax Form 990-N.
- Prepare annual Periodic Report filing with the Colorado Department of State to keep entity in good standing and maintain accurate information.
- Participate in the Communications & Marketing Committees to identify ideas and present to the Officers and Directors for organization improvement; recruit more members; implement approved actions. Request support or assign tasks to the Board of Directors.

### **Specific tasks are as follows:**

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- Agent of Record – Sign legal documents and/or correspondence for MARS Associates.
- Official Records – Maintain and file all Federal & State documents.
- Benefit Plans – Negotiate member benefit plans. Provide benefits, discounts and applicable information to members and update the website with current information. Be the point of contact for questions from the membership. Communicate new benefits or changes date requirements for new calendar year. Conduct annual audit of benefit plan participants to validate an active MARS membership.
- Informational Sessions – Coordinate and host Understanding Medicare” classes with medical presenters for members. Coordinate and host other educational/informative sessions for the membership. Communicate dates for BOD calendar, website calendar, Satellite and MARS STAR, when appropriate. Update the website with presentation materials.

- MARS Associates Insurance – Obtain MARS Associates General Liability and related insurance policies as determined by the Board.
- LM Corporate and Local Discounts – update discounts pages in coordination with LM Corporate HR and local vendors.

## **Section 7. Vice President Membership**

### **The duties and responsibilities of the VP Membership are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Prepare monthly report of current membership statistics, new members, deceased members/survivors, deceased non-members (as available) and renewal status during renewal cycle.
- Provide annual count to officers of deceased members from 11/1/XX to 10/31/YY for “In Memoriam” donation.
- Provide periodic member contact information who have indicated interest in specific MARS clubs to Club POCs.
- Provide list to Volunteer Coordinator(s) for those interested in helping at special events.
- Provide periodic membership rosters to Treasurer and VP-Activities for tracking reservations and payments for activities and to the Board Chairman for coordination and support to Officers and Clubs.
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- Post monthly Membership Roster into MARS WordPress ‘File Manager’ folder.
- Prepare quarterly STARS input which reports current membership count and lists all new members for the past quarter with their state/city of residence.
- Provide member/non-member deaths to the In Memoriam Coordinator and vice versa to maintain membership accuracy. VP-Membership and In Memoriam coordinator compare notes for each MARS STAR and Annual Report to ensure the list is current.
- Prepare the Annual Report and compare membership statistics (regular, senior, by state) between the current and previous year.
- When possible, attend the major MARS Associates events annually.
- Request support or assign tasks to the Board of Directors.

### **Specific tasks are as follows:**

- New Members Processing - Review application forms and request any missing information, check retirement date, assign membership number, enter information into database, send a welcome email prepare and mail welcome letter and membership card.
- Membership Renewal – During the Membership Renewal period from the January mailing through March 31, validate each renewal against the roster for any changes to member information.
- Send emails and US Mail during the membership renewal process as appropriate for membership renewal reminders and ‘Drop Notices’.
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- In Memoriam - Coordinate with In-Memoriam Coordinator and vice-versa to maintain membership list accuracy.
- Email Address Listing - Maintain the online Membership contact list for all members who have given permission for their email to be listed in their initial membership application or their most recent renewal.
- MARS STAR Mailing List - Maintain a mailing list for all members who have requested a printed copy of the MARS STAR.
- Website Duties - The policy manual requires an Officer to be a member of the Website Committee that meets monthly. This is typically the VP Membership as the website duties include maintaining the new member and email address pages.
- Mailings - Prepare mailing labels for all mailings.
- MARS STAR - Coordinate with STAR mailing team to create mailing labels sorted as necessary for bulk mailing. This may include checking for seasonal addresses.
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- Coordinate reservations lists with VP Activities. For indoor events, pick and prepare attendee nametags, re-alphabetize after the event.
- Print name tags for attendees for activities as requested by Activities VP.
- Attend all events when possible (90 minutes early) to set up check-in table with name tags. Provide event support to Activities VP as requested.



## **Section 8. Vice President Communications**

### **The duties and responsibilities of the VP Communications are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Publish and disseminate the quarterly MARS STAR newsletter, with assistance of the STAR Editors, and a STAR Production Lead. The STAR Production Lead coordinates hardcopy printing and mailing via USPS.
- Set policy and manage the MARS Website, with the assistance of the Webmaster, who provides technical support for the Website and Facebook page.
- Establish and manage a MARS e-mail capability for communicating with the membership.
- Chair periodic Website Communication meetings with the Webmaster, site content Editors, and other key participants in MARS communications, to identify issues and develop solutions.
- Report communications issues as appropriate.
- Provide a quarterly write-up for the MARS STAR informing members of updates or changes to communication items of interest.
- Develop and maintain 'MARS Event Photos 'How To Event Photobook Guide' and post to the MARS WordPress 'File Manager Folder'.
- When possible, attend the major MARS Associates events annually.
- Request support or assign action to the Board of Directors.

## **Section 9. Board of Directors**

### **The duties and responsibilities of the Board of Directors are as follows:**

- Prepare status report and attend monthly Officer/BOD meetings.
- Review and update this ‘Duties’ document, MARS Policy Manual and MARS Bylaws, as required. Post the record of authority document to the MARS WordPress ‘File Manager’ folder.
- Ensure adherence to the organization’s mission and purpose.
- Ensure effective organizational planning.
- Provide overall leadership and strategic direction.
- Assist in the development of the organization’s annual budget and ensure that proper financial controls are in place.
- Review and provide approval of annual budget.
- Review and provide approval of miscellaneous and supplemental budget requests.
- Review and approve audit results.
- Ensure adherence to legal and ethical standards and norms.
- Ensure continuity of the organization through the development and recruitment of Directors and Officers.
- Respond to all ‘Requests for Support’ or ‘Assigned Actions’ by Board Officers.
- Provide support to all MARS Associates Club Officers and POCs.
- Coordinate MARS attire to sell on website.
- When possible, attend the major MARS Associates events annually.

### **Specific duties of the Chairman of the Board of Directors are as follows:**

- Set up planning and agenda for BOD meetings.
- Lead succession planning activities, assign responsibilities to BOD members, and summarize and present results.
- Provide quarterly MARS STAR inputs for succession planning.
- Provide Annual Summary of BOD activities.
- Incorporate and submit for BOD approval, planned updates to Bylaws and Policy Manual.