

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

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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.
- Attend the major MARS Associates events each year.
- 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.

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.
- 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.
 - Any meeting actions or motions (e.g., approvals, delegations of authority, directives).
- Receive corrections, assemble, and send out final minutes.
- Attend the major MARS Associates events each year.
- 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.

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.
- 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 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 articles for the quarterly issue of the STAR.

- Prepare flyer for major events for the STAR.

- Prepare status report and attend monthly Officer/BOD meetings.

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.
- Attend MARS events, if possible (Annual Meeting, Sr. Luncheon, Rockies Game, Annual Picnic and Holiday Luncheon). 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, Medicare information, discounts and other member information.
- Maintain the organization chart on the website.
- Prepare reports as follows: quarterly for the STAR, annual 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.
- 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.
- Work with vendor to provide a link on the MARS website for members to order shirts and hats with the MARS logo; maintain and update the website as required and be the point of contact.

Specific tasks are as follows:

- Roster of Directors & Officers - Maintain current rosters and provide to Directors and Officers and the editors of the STAR and website as required.
- 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.
- Semi-Annual Medicare Class – Coordinate with medical providers to conduct the semi-annual Medicare 101 class for members and update the website with presentation class materials.

- MARS Associates Insurance – Obtain annual General Liability Insurance, Crime, Directors and Officers and Employment Practices Liability (ELP) as required.
- Corporate and Local Discounts – update discounts pages in coordination with Corporate HR and local vendors.
- Lunch and Learn Sessions- Work with Red Rocks to provide learning opportunities for our members . These may include Medicare, Alzheimer’s education or other outside learning venues including OLLI.

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.
- 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.
- 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.

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 with directions on how to subscribe to MARS electronic mailing lists, 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 change of address, telephone, email address and permission to post on the website, and accurate dues amount based on residence or age.
- Email a "Late Dues Notice" in April to all members who have not renewed by March 31.
- Send a printed copy of the “Late Dues Notice” at the end of April to all members who have not renewed by April 30.
- Mail a "Drop Notice" to all members who have not renewed by mid-June.
- 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 - The quarterly mailing is by Standard (aka bulk) mail; therefore, the labels must be sorted in specific groupings of zip codes in a master listing prepared by the VP Communications according to USPS requirements to receive discounted postage rates. This listing also requires an I-Label sort report which calculates the exact number of 5-digit, 3-digit and 'zip group unsorted' (zip codes served by a specific postal area) because rates vary for the various groupings. The labels are then printed in these groups and provided to the VP Communications in advance so the reports for USPS can be prepared prior to the actual mailing. Seasonal addresses must be tracked for the mailings as the envelopes will not be forwarded to a different address.
- Because this is a Standard mailing, we have the Address Correction Requested special marking, so USPS notifies us of address changes or undeliverable pieces for the membership roster.
- Track all last-minute updates (address changes, new members, drops) to mailing addresses between the time the labels are provided to the VP Communications and the actual mailing date, along with which I-Label segment the contains the superseded label and which I-Label segment the updated address goes into, and providing the info to the VP Communications. (MARS is charged first class postage for any returned/undeliverable envelopes and 60 cents for any address corrections, therefore saving \$15-\$20/mailing.)
- Other mailings: "Late Dues", "Drop" notices and other "special mailings" are sent by first class mail to ensure forwarding to any new addresses (or are returned as undeliverable).
- Coordinate reservations lists with VP Activities. For indoor events, pick and prepare attendee nametags, re-alphabetize after the event.
- Print name tags for attendees (provided by VP Activities) for happy hours and annual picnic.
- Attend all events (90 minutes early) to set up check-in table with name tags in alphabetical order (prepared in advance), lay out any documents for attendees, be prepared for last minute sign-ups, collect walk-in payments to submit to Treasurer, and track no-shows.
- Coordinate any address changes with VP Communications and resolve any issues (label misprints, etc.). Also takes extra MARS STAR packages to provide to future new members to give them the opportunity to participate in the next quarter's activities.

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.

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 MARS Policy Manual and MARS Bylaws, as required.

- 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.

- Attend five major events.

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.