**ASSOCIATION OF MONTANA RETIRED PUBLIC EMPLOYEES**

**Committees**

**Revised March 2025**

Article III(7)(A) of the Association of Montana Retired Public Employees (AMRPE) by-laws requires the President, immediately after installation (and annually thereafter), to appoint a chairperson and members from the AMRPE Board to the following committees:

* Audit
* By-laws
* Contractor Coordination
* Legislative
* Nominating
* Membership

The President may appoint members to any other committees as needed. Additionally, the President serves as an ex officio member of all committees.

Before making appointments, the President typically asks Board members to indicate their preference for committee assignments. Currently each committee is composed of a chairperson and two additional Board members. A Board member usually serves on two committees for one-year terms. Members may be reappointed to a committee without restriction on the number of terms served.

***Audit Committee.*** Article VI(1) requires the Audit Committee to make an annual internal fiscal examination of the Association’s accounts and records. The AMRPE Treasurer assists the Audit Committee as requested. Results from the examination are presented to the Board. The examination procedures are reported to the Board when the examination results are presented.

***Constitution and By-Laws Committee.*** Article VI(2) requires the By-Laws Committee (also known as the Constitution and By-Laws Committee) to review the by-laws at least biennially and submit changes, if any, to the Board. The constitution may be reviewed occasionally as well. The purpose of the reviews is to determine if these documents continue to meet AMRPE’s needs or whether adjustments are necessary. Additionally, if an issue arises in the process of conducting AMRPE business that requires a change or ruling on the execution of the by-laws, the Committee may examine the issue and make a recommendation to the Board.

***Contracting Coordination Committee.*** The Contract Coordinating Committee meets from time to time as needed to review existing contracts, agreements, or memoranda of understanding (MOUs) involving administrative services, lobbying, IT support, etc. If any of these documents are nearing termination, the Committee will discuss any changes needed or desired. Contractors will be contacted and asked for any changes that they are seeking. The Committee will review any changes and make a recommendation to full board.

***Legislative Committee.*** The Legislative Committee is responsible for monitoring the Montana Legislature to identify proposed bills that could impact public service retirees. Monitoring responsibilities are needed immediately prior to and during legislative sessions and during the interim. Significant retirement issues often originate in the State Administration and Veterans’ Affairs (SAVA) interim committee as SAVA is charged with administrative rule review, draft legislation review, program evaluation, and oversight of Montana’s many public employee retirement systems. The Legislative Committee works closely with AMRPE’s lobbyist and provides a conduit between the lobbyist and the Board. The Committee also reviews administrative rule notices issued by the Montana Public Employees’ Retirement Board to determine whether AMRPE should comment in support of or opposition to proposed rule adoptions and amendments related to the retirement systems.

***Member Communication Committee.*** The Member Communication Committee is responsible for general AMRPE outreach to all members and conveyance of Board activities and decisions via the methods listed below, and other means as necessary, in accordance with the AMRPE Desk Manual. The Committee’s outreach is distinguishable from and should not duplicate Membership Committee letters and other mailings including thank-you cards.

* *PRINT NEWSLETTERS:* Draft, layout, proofread, and mail one print newsletter each calendar year, typically Spring following a Legislative Session and Fall during non-Legislative Session years; prepare additional print newsletters each calendar year as necessary, e.g. Fall Legislative Alert, just prior to the start of a Legislative Session; include newsletter membership renewal reminder; solicit articles for print newsletters from Board members, lobbyist, MPERA representatives, or others; present drafts to the Board for review and approval; send print newsletters via mass email in additional to US Mail.
* *AMRPE WEBSITE:* Review AMRPE website in coordination with its administrative Contractor for necessary updates; recommend suggested website content; review suggested website content updates from Board members or others.
* *SOCIAL MEDIA:* Review AMRPE Facebook page in coordination with its administrative Contractor for necessary updates and postings; post content without Board review; create additional Social Media sites as Committee recommends and Board approves.
* *MASS EMAIL – SURVEYS:* Draft, edit and send mass member email messages as deemed necessary and appropriate for member information and response; draft, edit and send member surveys via email messages as deemed necessary and appropriate for member information and response.

***Membership Committee.*** The focus of the Membership Committee is on retaining current members while recruiting new ones. Traditionally, the Committee chairperson or the Board’s designee conducts the following tasks in accordance with AMRPE Desk Manual:

* Coordinating membership renewal annually (usually in January or February), including preparing a membership letter requesting payment of dues, collecting payments from the USPS box, recording payments on a spreadsheet, and delivering payments to the contractor for deposit and for database update.
* Coordinating new membership recruitment annually (usually in September or October), including preparing a new member recruitment letter and following similar procedures as noted above for membership renewal.
* Preparing a monthly membership report for presentation at Board meetings.
* Assisting the Audit Committee during its annual fiscal examination as requested.

***Nominating Committee.*** Article III(3) requires the Nominating Committee to nominate Board members and officers. Under Article III(4), if a vacancy occurs during a Board member’s term, the Committee must recommend a person to fill the vacancy for the remainder of the term.

* The Nominating Committee plays a pivotal role in shaping AMRPE’s future direction. One of the Committee’s primary tasks is to identify suitable candidates for the Board of Directors. Recognizing that being part of the Board is a rewarding opportunity to make a tangible difference in the lives of retirees across Montana, the Committee actively seeks out retirees or those approaching retirement who are passionate about continued service to others.
* The recruitment process typically spans around three months, providing ample time for individuals to engage with the Nominating Committee and learn more about the responsibilities involved. Furthermore, the Committee encourages candidates from outside Helena to come forth, ensuring that the Board reflects the diversity and unique perspectives of retirees statewide.
* The Nominating Committee will ask a person who is interested in serving on the Board to submit a letter of interest. The Committee will meet with the individual in person or through videoconferencing to share information about AMRPE, gather additional informational about the individual’s interest in becoming a Board member, and respond to questions. The AMRPE president will be invited to participate in this meeting.
* If the Committee agrees to nominate the individual for appointment to the Board, the Committee chairperson will present the nomination to the Board. The nominee must receive an affirmative vote of the majority of Board members to be appointed.