# GREA Local Unit Planning Guide

[![GREA Logo](image-url)](image-url)

## Local Office Locations

<table>
<thead>
<tr>
<th>GREA STATE OFFICE</th>
<th>OFFICE/MUSEUM</th>
<th>MUSEUM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing Address</strong></td>
<td><strong>Physical Address</strong></td>
<td><strong>Mailing Address</strong></td>
</tr>
<tr>
<td>P.O. Box 1379</td>
<td>4311 Falcon Parkway</td>
<td>P.O. Box 2001</td>
</tr>
<tr>
<td>Flowery Branch, Georgia 30542</td>
<td>Flowery Branch, Georgia 30542</td>
<td>Flowery Branch, Georgia 30542</td>
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</tbody>
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## Contact Information

<table>
<thead>
<tr>
<th>Phone</th>
<th>Toll Free</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>770-287-7721</td>
<td>1-800-637-2883</td>
<td><a href="mailto:grea3@earthlink.net">grea3@earthlink.net</a></td>
<td><a href="http://www.garetirededucators.org">www.garetirededucators.org</a></td>
</tr>
</tbody>
</table>
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INTRODUCTION

1. **GREA History**

Georgia Retired Educators Association (GREA) began in 1958, as Georgia Retired Teachers Association (GRTA). The organization has evolved through 60 years of specialization and diversity of educational roles and adopted its current name, GREA, in 1998 to better describe the membership potential. GREA continues to be the only organization that concentrates exclusively on the needs of Georgia’s Retired Educators.

2. **Purposes of GREA**

- To **promote** the economic, social, and professional status of retired educators, and the distribution of information of value to them,
- To **promote** the passage of legislation beneficial to retired educators and to work toward the defeat of legislation which may be harmful to them,
- To **promote** the advancement of high-quality education by enabling retired educators to maintain their interest in education as a whole as well as in their specialized areas,
- To **promote** the involvement of retired educators in community service and in the decision making on state and local levels,
- To **promote** the aging process as one of dignity and independence, and
- To **promote** active educators by assisting them with retirement preparation well in advance of their retirement.

3. **Purposes of Local Units**

- To **provide** opportunities for support and fellowship with friends and fellow retired educators,
- To **provide** an organized framework through which retired educators may continue a life of service to fellow retirees, active colleagues, students and their communities,
- To **provide** a means of responding to community needs by encouraging retired educators to contribute their talents, experiences and expertise to the decision making processes in their communities, and
- To **provide** a means to familiarize retired as well as active educators of the benefits of membership in the Local REA’s Unit and the Georgia REA.

4. **Mission Statement**

The GREA mission shall be to unite retired educators in Georgia for fellowship, support, and educational/community service and to improve benefits for all retired educators through cooperation with local, state and national organizations.

5. **Motto**

The motto for GREA shall be: “Fellowship ... Service ... Support”.

1
6. **Time line for Local Units**

**June 1**  
**Deadline date** for the *GREA Local Unit Officer Information Sheet* send one (1) copy to the State Office at GREA P.O. Box 1379 Flowery Branch, GA 30542 and send one (1) copy to your Area Director.

Use the form on page 26 of Appendix A.

**June 1**  
**Deadline date** for *History Update Form* to be received at the GREA office and the local unit’s Area Director (Appendix A, page 19 or under About Us - Forms on the GREA website). This form is to be submitted by the outgoing local unit president. Send to: GA Retired Education Association ~ ATTN: Archives & History, P.O. Box 1379 Flowery Branch, GA 30542.

**June 1**  
**Deadline date** for the *Plastic Scrapbook Page* (front and back) will be submitted by local units to the State Office. Send to: GA Retired Education Association ~ ATTN: Archives & History, P.O. Box 1379 Flowery Branch, GA 30542. This is not a form! Given out in August!

**July/Aug.**  
**Hold a local unit planning session** with officers and committee chairs:  
Prepare the year’s proposed budget,

Prepare/revise/update local unit by-laws,  
Prepare the local unit handbook,

Communicate with all officers and committee chairs their responsibilities for the upcoming year,

Prepare goals for the New Year making sure goals setting includes but not limited to:

1. Membership growth which will include adding local members and the 10% increase for GREA membership,

2. Planning programs for regular meetings (see pages 7-8),

3. Development of a local unit handbook, if needed,

4. Plans for participation in the Annual Awards Program,

5. Methods of communication with members during the year (i.e. newsletters, email, telephone, etc.)

6. Deciding on a meeting place for unit meetings,

7. Make plans to attend the Area Meeting in your area,

8. Encouraging local members to make contributions to the GRE Museum, Inc., and

9. Plan for attending the Annual GREA Convention

Additionally, the Local Unit State membership list should be reviewed during this time for corrections and updates. Local units are encouraged to visit other local unit meetings, if desired, during the year for fresh ideas, fellowship, service and support.

**August**  
**Area Meetings** will be held throughout the state during the month of August for all areas, Area 1-18. The GREA President, President-Elect, and the GREA Executive Director will meet with local units of each area. You will
be provided up-to-date information, regarding membership, awards, legislation, state health benefits, TRS, and AMBA. Each unit MUST be represented by at least one member in order to qualify for the Unit of Excellence Award (See page 7-8). Other members and officers are encouraged to attend as well.

**November 1** *Georgia Retired Educators Day* statewide annual observance is the *First Sunday in November*. All local REA's are asked to be creative in observing this day in your units and local churches.

**November 1** **Deadline date** for *Local Units Handbooks* and *Local Unit Goals* to be received by your Area Director. Local unit goals may be included in the local unit handbook.

**November 1** **Deadline date** for *Local Unit nominations for GREA officers* (the positions of Area Director and President-Elect) to be received at the GREA office. Nomination forms are on pages 27 and 28. Area Directors are nominated every two years; President-Elects are nominated every year.

1. The nominations for Area Directors representing odd-numbered areas: Areas 1, 3, 5, 7, 9, 11, 13, 15, and 17 are due November 1 of the even-numbered years.

2. The nominations for Area Directors representing even-numbered areas: Areas 2, 4, 6, 8, 10, 12, 14, 16, and 18 are due on November 1 of odd numbered years.

**February 15** **Deadline date** for election ballots to be received or post marked at the GREA office for Area Directors and President-Elect.

**March 1** **Deadline date** for the *President's Award Checklist* to be received by the Area Director. See page 20.

**March 1** **Deadline date** for the *Unit of Excellence Verification Form* to be received by the Area Director. See page 25.

**March 15** **Deadline date** for *Spotlight Ads form and monies* to be received by the GREA office. See pages 6, 23 and 24.

**April 2** **Deadline date** for the *10% growth goal award*.

**April 7** **Deadline date** for the GREA Awards Chairperson to receive *Awards and Certificates Checklist* from Area Directors. See Area Directors Handbook for the form.

**May** The GREA Annual Convention. The new president’s Convention Chairperson will announce the time and place of the next convention.
AWARDS, CERTIFICATES, AND RECOGNITION

Awards are given to express appreciation to people for a job well done. Units that work toward earning awards are those that strive for excellence to be the best they can be. Harry Truman once said: “I have found that the men and women who got to the top were those who did the jobs they had in hand, with everything they had of energy and enthusiasm and hard work.”

1. Criteria for GREA Awards, Certificates and Recognition

Volunteer Service Award
Each unit can participate in the Volunteer Service Award by compiling the volunteer hours performed by the members of the local unit. These hours include all hours volunteered for any worthwhile volunteer service working with children, youth or adults in schools, churches, hospitals and civic organizations, etc. The criteria to earn this award is for at least 10 people from the unit serving at least 10 different times.

The “VOLUNTEER SERVICE RECORD” is found in Appendix A, page 22. All service records from the local unit members should be collected. The “VOLUNTEER SERVICE REPORT” Appendix A, page 21 should be completed and attached to the PRESIDENT’S AWARDS CHECKLIST, Appendix A, page 20 before sending it to the Area Director. It is not necessary to send the forms completed by individual members for volunteer service. All forms can also be found online and under About Us - Forms on the GREA website.

Handbook Award
To receive a Handbook Award, the Local Unit President is to send a copy of the unit’s up-to-date handbook to the Area Director on or before November 1. Please include a copy of the unit’s goals if not part of the handbook.

History Update Award
To receive a History Update Award, the outgoing Local Unit President must send to the State Office by June 1:

1) A copy of the local unit’s history for his/her year. The HISTORY UPDATE FORM is found in Appendix A, page 19, and under About Us - Forms on the GREA website.

Membership – 10% Growth Award
The Membership Award that a local unit can earn is determined in two ways. The first includes 10% growth as determined by multiplying the total number of GREA members in the local unit by 10% on April 1st each year or (2) attained 80% of the total TRS recipients in the county as GREA members.
**Newsletter Award**

Two separate issues of the newsletter are required in order to receive a Newsletter Award. The dates of these issues must come between July and March of the current year. These issues should be sent to the Area Director by March 1. Following are suggestions for content and appearance.

- newsworthy events of the local unit and member activities
- announcements of upcoming state, area, and local events
- information about community resources and events of interest to members
- articles about issues of importance to local unit members
- well-typed and attractive layout with articles spaced correctly
- art work or photographs
- correct spelling and correct grammar usage
- name of newsletter displayed with date printed on each issue
- neat and well-printed readable type on quality paper and attractively folded

**Officer Information Sheet:**

One copy of the Officer Information Sheet must be sent to the AREA Director and one copy to the State Office by June 1st. Form found in Appendix A, page 26, and under About Us - Forms on the GREA website.

**Public Relations Award**

The purpose of the Public Relations Award is to enlarge public awareness of the many contributions of Retired Educators and to keep the name recognition alive. The award will be given to any unit which sends verification of three (3) or more of the following items at one mailing by March 1 to the Area Director:

- Newspaper article(s) about retired educators
- Copy of the write-up(s) and date(s) aired of TV/radio announcements relating to retired educators and/or their programs
- Picture(s) of marquee(s) with the date and place presented
- Clipping(s) from other organization’s newsletters or bulletins where activities of retired educators are promoted

**Scholarship Award**

To earn the Scholarship Award, the Local Unit must present a scholarship to either a student or an educator. The scholarship(s) is/are given after March 1 of the preceding year and the information turned in to the Area Director by March 1 of the current GREA year.

The amount should be recorded on the **HISTORY UPDATE FORM** and checked on the **PRESIDENT’S AWARD CHECKLIST**. Both forms are found in Appendix A, pages 19-20, and under About Us - Forms on the GREA website.
Scrapbook Award

A one page plastic Scrapbook page for the State Archives and History Book will be submitted to the State Office by June 1st. Presidents received this page at the August area meetings. This one page will get the Scrapbook Award.

We encourage the Local Unit to compile a scrapbook of memorabilia (not required) which covers events of the current year. As a suggestion we encourage you to keep a copy of what you sent to the state office in the plastic sleeve and make yourself a scrapbook that could be passed down to each new president to keep during their year. It would give you a great historical book that could be updated each year and kept forever. (Just a suggestion)

Spotlight Ads Award

An award is presented to the local units selling at least 10 spotlight ads. Honoring local retired educators by purchasing a Spotlight Ad is truly commendable and very much appreciated. By purchasing a spotlight ad, a business’s information will be placed on the GREA website (www.garetirededucators.org) which not only helps to support the GREA membership but also helps local units sponsor scholarships for future educators.

Spotlight ads cost $50 and may generate great interest in the company for which it advertises. This website is available to over 30,000+ members and general public throughout the state.

There are two (2) kinds of ads: Business Ads and Personal Ads. Make the check payable to the local unit of retired educators. Please mail one-half the amount collected for Spotlight Ads to the GREA State Office, and retain the other half for the local unit.

Any unit may choose to send $250 to the state office rather than selling Spotlight Ads. This will earn credit for the Spotlight Ad Award.

State recognition will be given at the convention to the ten (10) local units that sell the most ads.

The form for Spotlight Ads is found in Appendix A, pages 23-24, and under About Us-Forms on the GREA website. Deadline is March 15.

A generic letter is on page 36. Please use the local unit letterhead and add in your correct information. Suggestion: Hand write a short note at the top of the letter thanking the business for supporting YOUR Retired Educators Association. Make a list of businesses and divide the business names among your members to contact. All members trade with businesses, attend churches, volunteer at schools, nursing homes, etc many of these will be more than glad to support your local unit!

Unit of Excellence Award

The Unit of Excellence Award is the most important award and requires the most effort to achieve. The requirements have standards in three (3) different sections which must be met-- General, Organizational and Program. Every unit should strive toward achieving the Unit of Excellence Award.

GENERAL SECTION (Requires all 4 standards)
1. Have six regular meetings
2. Pre-planning Session before September meeting
3. At least 1 person must attend:
   a. Area Meeting and
   b. GREA Convention (last year's convention)
4. All officers must be GREA and Local Unit members

**ORGANIZATIONAL SECTION (Requires 4 of the 5 Standards)**
1. Must add 5 or more new GREA members
2. Up-to-date bylaws/constitution to Area Director before March 1
3. Celebrate Georgia Retired Educators Day (1st Sunday in November)
4. Participate in the GREA Volunteer Service Award
5. Provide way to pay local and GREA dues each local meeting

**PROGRAM SECTION (Requires No. 1 plus 4 standards of No. 2)**
1. Have a membership education program on GREA's goals and accomplishments
2. Must complete 4 of the following 5 standards:
   a. At least one local unit meeting visited by one of the following:
      Area Director
      GREA Staff Officers
   b. Schedule 2 programs from:
      Crime Prevention
      Consumer Education
      Health and Safety Education
      Driver Education
      Legislation
      Insurance Protection
      Personal Finance
      Service Leader
   c. Recruit potential members by reception or invitation
   d. Member of GA General Assembly or candidate invited
   e. Participate in 1 of the following 3 standards:
      Scrapbook (1 page)
      Newsletter
      History Award
Use the **UNIT OF EXCELLENCE VERIFICATION FORM** to check off the requirements. The form can be found in Appendix A, page 25, and on the GREA website under About Us - Forms. This form must be mailed to Area Director with the President’s Award Checklist.

**Unit of Distinction Award**

The **Unit of Distinction Award** will be given to any unit who earns all eleven (11) awards listed below.

- Volunteer Service
- Public Relations
- Handbook
- Scholarship
- History
- Scrapbook (1 page)
- Local Officer Info Sheet
- Spotlight Ads
- Membership--10% Growth
- Unit of Excellence
- Newsletter

Verification of these awards will be found on the bottom of the **PRESIDENT’S AWARD CHECKLIST** form found in Appendix A, page 20, and under About Us - Forms on the GREA website.

2. **Certificates for Local Unit Recognition**

The following six (6) certificates are not presented at the convention but are on the website for the Local Units to recognize those members who give outstanding service to his/her community.

- Academic -- honors middle, high school, and/or college students
- Appreciation -- given for support to local units
- Emeritus Member -- given to current GREA member who has reached age of 90 and been a member for the previous 5 years
- Leadership -- given for dedicated support, leadership and service to the local unit
- Outstanding Educator -- honors an active local educator
- Volunteer Service -- given to one person for outstanding volunteer service

The following guidelines will apply to the Volunteer Service Certificate:

- A form for recording volunteer service found in Appendix A, page 21 and under About Us - Forms on the GREA website. The form **VOLUNTEER SERVICE RECORD** is provided for members' use and may be copied as needed.
- The recipient MUST BE a member of GREA and the Local Unit. The recipient cannot be a non-GREA member of the community.
- The recipient should have been engaged in several volunteer service projects in the last 2 years.
- Each Local Unit will determine how the recipient will be selected.
3. **Awards Given to Local Units at Convention**

Volunteer Service    Public Relations
Handbook            Scholarship
History             Scrapbook
Local Officer Info Sheet Spotlight Ads
Membership--10% Growth Unit of Excellence
Newsletter

- • • Unit of Distinction—will be given to any unit who earns all eleven (11) awards listed above. This makes it possible for a local unit to earn twelve (12) total awards. Please check the PRESIDENT’S AWARD CHECKLIST form found in, Appendix A, page 20 and under About Us - Forms on the GREA website and send to the Area Director by March 1.

4. **GERA Membership Recognition at State Convention**

Local Units are categorized by classes based on the number of GREA members in each unit as of April 1st of the preceding year. These categorizations allow units to be judged with units of similar size in membership. Awards will be given to units in the top five places.

<table>
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<tr>
<th>Categorizations</th>
<th>Number of GREA Members by Units</th>
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<tbody>
<tr>
<td>Class A</td>
<td>Units with 01-70 GREA Members</td>
</tr>
<tr>
<td>Class AA</td>
<td>Units with 71-149 GREA Members</td>
</tr>
<tr>
<td>Class AAA</td>
<td>Units with 150-299 GREA Members</td>
</tr>
<tr>
<td>Class AAAA</td>
<td>Units with 300-499 GREA Members</td>
</tr>
<tr>
<td>Class AAAAA</td>
<td>Units with 500+ Members</td>
</tr>
</tbody>
</table>

Recognition is granted at the GREA Convention to the Five Local Units that show the greatest new GREA membership growth in each class for the year. The GREA staff will report the total increase of new members beginning April 2nd of the preceding year and ending April 1st of the current year.
LOCAL UNIT GUIDES

1. Activities and Functions of a Local Unit President

- Provide leadership—establishes the direction, goals, and theme of the organization during his/her term of office; serves as a visionary, able to see the big picture about where the organization is headed and how it is going to get there.
- Presides, plans, and attends meetings of the Unit; leads meetings efficiently, encouraging input, while cooperating with and encouraging committee leaders.
- Responds to member needs and concerns.
- Makes the unit feel connected to the work of the state association; promotes shared goals and programs/projects such as membership development, community service projects and other priorities.
- Maintains visibility to local members and attends state association meetings.
- Represents the Unit with other groups and in particular the state association.
- Appoints committees and volunteers to key positions and guides them in their work to move the unit forward.
- Serves as an ex-officio member of all committees.
- Generates ideas and helps raise money when needed.
- Provides financial stewardship for the organization.
- Liaison with NRTA, AARP, AMAC and GREA and is aware of their state and national programs and activities.
- Evaluates unit programs and activities.
- Represents the Unit and serves as spokesperson with political leaders, media and other organizations.
- Plan for Leadership succession.
- Explores needed changes to policies and procedures.
- Serves as chief operation and administrative officer and keeps members informed.
- Encourages intensive membership recruit efforts both locally and state.
- Provides extensive follow-up and follow-through on efforts of the local unit.
- Promotes and serves the needs of the local unit members, including pensions and health benefits.
- Motivates leadership volunteers and general membership to address the issues that affect them—maintaining and activating grassroots.
- Serves as the face of the organization.
- Maintains current knowledge of the legislative activities of the local and state organization.
- Aware of issues affecting active teachers.
- Delegates authority.
- Recognizes members and others for their contributions to the local unit.
- Serves as chief organizer, gathering ideas and information from past officers and keeps an ear open to newer retirees.
- Serves as chief peacemaker when necessary.
- Seeks input from others in the decision-making process.
- Develops and utilizes the leadership potential of others.
2. **Agenda for Local Unit Meetings**—(SUGGESTED)

**Presiding officer** -- Call to order. (Stands, raps gavel once, says…)

“The meeting of the ________________________________ REA will come to order.”

Opening  Welcome  Invocation  Introductions  Speaker

**Presiding officer calls for the following order of business:**

---

**Minutes by the Secretary**

“The Secretary will read the minutes of the previous meeting. Are there any corrections to the minutes? The minutes stand approved as read (or corrected—whatever the case)”

**Treasurer’s Report**

“We will now have the Treasurer’s Report. The Treasurer’s Report will be filed for audit.”

**Committee Reports**

(Hint: Committee reports should not be more than 3 to 5 minutes in length. Every committee does not necessarily have a report. Check with each chair before the meeting to see if there will be a report.)

**Unfinished Business**

(Discuss any unfinished business from last meeting.) If none, omit.

**New Business**

**Announcement(s)**

Read any memos from the GRE State Office and/or important dates, illness/death of members.

**Adjourn**

The Presiding Officer may adjourn the meeting by a motion to adjourn or by general consent.

**Presiding officer handles a Motion**

Member addresses the Presiding Officer—“Mr. /Madam President”

Presiding Officer recognizes member by calling his/her name.

Member No. 1 will say: “I move the adoption of …..”

Member No. 2 will say: “I second the motion.” If the motion is not seconded, the motion will die because of the lack of a second.

Presiding Officer says: “It is moved and seconded that…(restates the motion)…” Is there any discussion? (If there is none, ask:)

“Are you ready for the question?”

“Those in favor say ‘Aye’.”

“Those in opposition say ‘Nay’.”

Presiding Officer announces the result of the vote and it is recorded in the minutes by the Secretary.
3. **Ideas for the Local Unit**

**How to Have a Good Meeting**
- Time limit for a good meeting is 60-75 minutes
- Get as many people involved as possible
- Develop programs that appeal to different people
- Have lunch followed by programs and very brief business meetings
- Daytime meetings or breakfast meetings
- Re-examine the terms of office (time involved)
- Consider co-chairmen
- Come up with activities that appeal to all
- Train people on how to work with volunteers
- Communication/Newsletters
- Good, creative program chairman
- Discuss membership recruitment/retention at local unit meetings
- Reward for bringing in new member (pin, lunch, etc.)
- Give free lunch or t-shirt to retiring school personnel
- Free first year local membership
- “Check” or reward for signing up
- Wear pins and/or shirts
- Executive board meet separately for business
- Attractive place to meet, i.e. golf course, casino, or Elks
- Steer clear of “senior centers” most of the time
- Participate in more community service programs
- Memorial scholarships
- Ask for ideas in writing
- June planning workshop for next year
- Personally call those who did not renew on time
- Support “Special Olympics”
- Send email or text as a reminder about the meeting place, date and time. Send post cards to all who do not have email or text or use a phone chain.

**Ideas for Joint Unit Meetings**
- Dinner and entertainment
- Joint meetings for special topics, i.e. health, state, national, local
- Special nights at baseball games, tailgating parties, etc.
- Joint service projects—unit ideas
- Support:
  - Meals on Wheels
  - Coffee distribution donation to homeless
  - Blood drive
  - Mitten tree
  - Flu shots at meetings
- Health Fairs
- Learning Fairs
- Financial Planning Seminars
4. **Promotion of Georgia Retired Educators Day Suggestions**

- Georgia Retired Educators (GRE) Day is observed each year on the first Sunday in November.

- Information concerning GRE Day will be mailed to each Local Unit by GREA; i.e., a copy of a sample proclamation, state proclamation, or church bulletin insert.

- GRE Day activities meet requirement for Unit of Excellence Organizational Section—Standard 3.

- GRE Day activities do not have to be done by one person—delegate! Activities can be coordinated by the Public Relations Committee or a special Retired Educators Day Committee.

- Contact your local city/county government for a Local Proclamation. Attend the meeting where the Proclamation is presented to the Local Unit President (or his/her representative). Don’t forget to take pictures. Since GRE Day is early in November, the Proclamation must be done at the October government meeting. Make contact in September to make the arrangement for the proclamation.

- Contact schools, churches, banks, restaurants, and other businesses to have information placed on signs and marquees.

- Members should contact their churches to have information put in church newsletters/bulletins on GRE Day. Use the bulletin insert enclosed in the material mailed by GREA. Ask pastors to recognize retired educators in the congregation.

- Make pictures of signs, marquees and activities. Obtain copies of news articles for the Unit’s Scrapbook and Public Relations Award which are due March 1.

- **Suggested activities for GRE Day:**
  
  o Obtain GRE Day ribbons for members to wear. These are available from GREA.

  o Attend church as a group.

  o Have a reception or luncheon for your Local Unit. These can be sponsored by a local school, school system, bank or other business.

  o Small groups or individuals can visit “shut-in” retired educators. A small gift would make the day special for them.

  o Take baskets of apples to teachers at local schools prior to GRE Day. Include information about GREA and your Local Unit.
5. Parliamentary Procedure Pointers

1. The atmosphere of the meeting should be conducive to business-like procedures.
2. Everything should be audible to all in the audience; only in small groups should the speaker remain seated.
3. Only one person should speak at a time. Asides, private conversations, and interjected discussion results in confusion. This situation, as well as chronic lateness and early departures, should be discouraged.
4. The chair should always be addressed, but should refrain from stating opinions or taking sides.
5. The treasurer’s report should not be accepted on motion; however, the audited report and the proposed budget receive such action.
6. Minutes should be concise and should provide an account of action taken. What has been said should be excluded. Minutes should be retained for the life of the organization.
7. Minutes are never “dispensed with.” The reading may be postponed or they may be acted upon as printed, distributed, mailed, etc.
8. The chair shall state the motion before it is discussed and again before it is voted on.
9. The use of “yes” instead of “aye” is incorrect.
10. A negative vote is not called for in courtesy action, but must always be taken even if the vote seems to be unanimous.
11. “I so move” is not correct parliamentary usage. The chair may handle this situation by stating the motion intended.
12. A member of the nominating committee is eligible for candidacy.
13. The chair should be sure to declare successful candidates “duly elected.”
14. The chair may vote any time that the vote will be decisive in the affirmative. If the vote is a tie, the motion automatically dies. In a roll call vote, the Chair votes last.
15. It is improper for the Chair or any other member to move to make a vote unanimous.
16. The presiding officer may enter a discussion provided that he/she relinquishes his/her post for the duration of the particular discussion and the subsequent processing of the motion.
17. If a presiding officer is a candidate for office, he/she must relinquish the chair to the president-elect while nominations from the floor for the office that he/she is seeking are being solicited. In the absence of the president-elect, the first vice-president or secretary, in that order, substitutes.
18. The chair must be certain of the vote before he/she declares a motion passed or defeated. When in doubt, there should be a recount via a rising vote, show of hands, actual teller count, etc.
19. Adjournment comes after adoption of a motion or by “general consent.”
20. Standing rules are the special regulations governing the individual club. They specify time and place of meeting, amount of dues, etc. and are never in conflict with the bylaws of the organization.
21. Unless otherwise specified, a quorum is a majority—at least one more than half of the membership of an assembly or of a committee.
22. When both a business and program meeting are held in succession and on the same date, the first meeting is properly closed by adjournment before the second meeting begins; likewise, it is adjourned.
23. The person who opens a meeting closes it.
24. A convention program should be acted upon by motion.
25. If ballots are used in an election or for a secret decision on any other matter, a motion is in order for their destruction following the announcement of the results of the voting.
26. A president is a member ex-officio of all committees except the nomination and election tellers committee.
27. If a REPORT contains recommendations, these should be put in the form of a motion and placed at the end of the report. The Chair says, “The question in on the adoption of the board’s recommendation that….” Then the motion is processed in the normal manner.
6. **Evaluation Suggestions for a Local Unit**

<table>
<thead>
<tr>
<th>Category</th>
<th>Always Completes</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEETING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertise time/location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start on time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greet members on arrival</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have easy meal logistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read minutes and treasurer’s report</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide variety of programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide high-interest programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate your programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEMBERSHIP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procure new retiree lists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign contacts to new retirees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact potential members with letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact potential members by telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow up contacts of new retirees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invite potential members to meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduce new or potential members at meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide meal for new or potential members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide new member kit and/or orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform new and potential members of GREA benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact non-renewal members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question reasons for non-renewal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PUBLIC RELATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market your unit (PR articles, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish a newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide recognition of member achievements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in public service project(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use GREA logo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use GREA promotional materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHAPTER STRENGTH/LEADERSHIP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey members for chapter strength ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain executive board or leadership team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognize membership achievements at meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have a nominating committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate electronically with members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain duties of chapter officers to potential officers and chairman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage members to move into area and/or state leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fill delegate/alternate slots at area conferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep an historical scrapbook with photos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. **Installation Ceremony**

This is a **suggested** installation ceremony only. You may create an installation ceremony which would make it more meaningful.

**SUGGESTED ITEMS NEEDED:**
- List of the officers to be installed
- List of outgoing officers
- Items to be passed from the current officers to the incoming officers; i.e. Minutes, Gavel, Books, Bylaws

**Items to be used in the installation service**
- Candles
- Gavel
- Plaque
- Lapel Pins
- Flower Pot
- Books
- Roses

A written installation service developed by you for this particular unit

**INSTALLATION CEREMONY**

**ADDRESS TO THE MEMBERSHIP:**
It is my happy privilege to install the newly-elected officers of ______________________ REA for 20_____. This is an oral contract between the members of this Local Unit and the newly-elected officers. You, as members of this unit, have elected these officers and it is my privilege and responsibility to install these officers.

**ADDRESS TO THE PAST OFFICERS:** *(Have a list of the officers)*
Before we start the installation service, I want to pay tribute to the officers who have led your unit this past year. As I call your name, please stand. Members, please hold your applause until all have been introduced.

____________________________________President
____________________________________President-elect
____________________________________Secretary
____________________________________Treasurer

*(While they are standing, say something nice about the past year).*
Join with me in showing our appreciation. *(Applause)*

**ADDRESS THE NEW OFFICERS-ELECT:** *(Have a list of these officers.)*

As I call your names, please come to the front of the room. I want the President-elect to stand on my right and the others on my left.

______________________________________President
______________________________________President-elect
______________________________________Secretary
______________________________________Treasurer
President-elect _________________________, please come forward and stand on my right.
(Call each officer-elect by name and the office. Have these officers to stand on the left.

An installation ceremony is a solemn occasion, solemn with the acceptance of serious and important duties to be shouldered, but also a happy event—bright with anticipation of work to be done, of problems to be faced together, of friendships to be strengthened and the joy of working with each other.

ADDRESS OFFICERS ON THE LEFT: Do you promise to perform faithfully all the duties of your respective offices as stated in the Bylaws of this unit? IF YOU SO PROMISE, SAY “WE DO.”

Do you pledge allegiance to ____________________________REA as your president in his/her efforts to carry out the objectives of the Georgia Retired Educators Association and to this Local Unit? IF YOU SO PROMISE, SAY, “WE DO.”

ADDRESS THE PRESIDENT ON THE RIGHT: President-elect __________________, you have been elected to serve this unit as President. This unit is to be congratulated upon its selection. You have been chosen because of your ability and trustworthiness. It will be your responsibility to lead this organization in all its endeavors.

President-elect _________________________, do you pledge faithful performance of your duties as President as stated in your bylaws? IF YOU SO PROMISE, SAY, “I DO.” If you use a gavel, a flower, etc.) Receive this ________________ as a symbol of your authority and devotion to this unit.

ADDRESS THE MEMBERS OF THE UNIT:
Members, I turn to you for your commitment to these newly-elected officers you have chosen to lead this local REA unit. Will you cooperate in making this coming year a success? IF YOU SO PROMISE SAY, “WE WILL.”

Your support as members of this unit is just as important as your chosen officers. You are to support, to cooperate, and to serve in a bonding spirit to make this a strong unit. Thank you.

TO THE PRESIDENT AND OFFICERS: President ________________ and other officers, I now declare you duly installed. Before turning the program over to your new president, I would like to say, “May you have a rewarding experience in your leadership of the ________________REA.

PRESENT ANY MATERIAL TO THE OFFICERS.
Shake hands with officers. Turn meeting over to President.

The installing officer may wish to incorporate the slogan of the upcoming president into the ceremony.
APPENDIX A
FORMS

History Update Form ................................................................. 19
President’s Award Checklist Form .................................................. 20
Volunteer Service Report ................................................................ 21
Volunteer Service Record ............................................................. 22
Spotlight Ads .............................................................................. 23-24
Unit of Excellence Verification Form ............................................. 25
GRE A Local Unit Officer Information Sheet .................................. 26
State Officer Nomination form for Area Director ............................. 27
State Officer Nomination form for President-Elect ........................... 28
Suggestions for Presidents ............................................................ 29-35
Generic Spotlight Letter ............................................................... 36
Spotlight Ad Registration Form .................................................... 37
New Members Chart .................................................................... 38
Unit of Distinction Chart ............................................................. 39
HISTORY UPDATE FORM

(To be submitted by outgoing President by June 1st. Send one to the State Office, one to your Area Director and keep one for your Scrapbook)

Local Unit __________________________ Year ____________ Date ____________

President ____________________________ President-elect _______________________

Secretary ____________________________ Treasurer ____________________________

UNIT RECOGNITION—Place a check by each award achieved, the amount or number (if applicable to the award)* and name person(s) most directly responsible for the award.

<table>
<thead>
<tr>
<th>Award Earned</th>
<th>Ck.</th>
<th>Amount/No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Service</td>
<td></td>
<td>Attach report.</td>
<td></td>
</tr>
<tr>
<td>Handbook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Unit Officer Information Sheet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Membership—10% Growth</td>
<td>#</td>
<td>#</td>
<td></td>
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<tr>
<td>Newsletter</td>
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<tr>
<td>Public Relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Scholarship</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Spotlight Ads</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit of Excellence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit of Distinction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PERSONS HONORED WITH INDIVIDUAL CERTIFICATES

Academic
Appreciation
Emeritus Member(s)
Leadership
Outstanding Educator(s)
Volunteer Service
Date of Retired Educators’ Day Observance
Date GREA Scrapbook Page completed
PRESIDENT’S AWARD CHECKLIST

Due to Area Director by March 1, 20___

<table>
<thead>
<tr>
<th>Awards</th>
<th>Location of Criteria</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Services</td>
<td>Page 4</td>
<td></td>
</tr>
<tr>
<td>Handbook</td>
<td>Page 4</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>Page 4</td>
<td></td>
</tr>
<tr>
<td>Local Unit Officer Information Sheet</td>
<td>Page 5</td>
<td></td>
</tr>
<tr>
<td>Membership—10% Growth</td>
<td>Page 4</td>
<td></td>
</tr>
<tr>
<td>Newsletter</td>
<td>Page 5</td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td>Page 5</td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td>Page 5</td>
<td></td>
</tr>
<tr>
<td>Scrapbook (1 page)</td>
<td>Page 6</td>
<td></td>
</tr>
<tr>
<td>Spotlight Ads</td>
<td>Page 6</td>
<td></td>
</tr>
<tr>
<td>Unit of Excellence</td>
<td>Page 7-8</td>
<td></td>
</tr>
<tr>
<td>Unit of Distinction</td>
<td>Page 8</td>
<td></td>
</tr>
</tbody>
</table>

The top 11 awards must be checked to be awarded the Unit of Distinction Award and sent to the Area Director my March 1, 20___

BASED ON THE ABOVE INFORMATION, I CERTIFY THAT THIS LOCAL UNIT HAS MET THE CRITERIA REQUIRED FOR THE UNIT OF DISTINCTION AWARD.

President’s Signature ____________________________ Area ________

Local Unit ____________________________ Date ________
Volunteer Service Report

List below at least ten (10) unit members who volunteered at least 10 times.

1. _______________________________________
2. _______________________________________
3. _______________________________________
4. _______________________________________
5. _______________________________________
6. _______________________________________
7. _______________________________________
8. _______________________________________
9. _______________________________________
10. _______________________________________

Attach this page to the President’s Award Checklist.

Due to Area Director by March 1, 20____
Volunteer Service Record

Name

List below volunteer service and date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Describe your Volunteer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

This record should be submitted to your local unit. These individual forms DO NOT need to be sent to the state office. The local unit president will record names on the Volunteer Service Report Form.
# 2021-2022 Spotlight ADS

**REA Name** ________________________________ **AREA** ____________

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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<td></td>
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<tr>
<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
<td></td>
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<tr>
<td>10.</td>
<td></td>
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</tr>
</tbody>
</table>

**Over**
### In Honor of

<table>
<thead>
<tr>
<th>Name</th>
<th>given by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<td>9.</td>
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</tbody>
</table>

### In Memory of

<table>
<thead>
<tr>
<th>Name</th>
<th>given by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
</tbody>
</table>
UNIT OF EXCELLENCE VERIFICATION FORM
Submit this form with the President’s Award Checklist by March 1

GENERAL SECTION (Requires all 4 standards)

_____ 1. Have six regular meetings
_____ 2. Pre-planning Session before September meeting
_____ 3. At least 1 person must attend:
   a. Area Meeting and
   b. GREA Convention (last year’s convention)
_____ 4. All officers must be GREA and Local Unit members

ORGANIZATIONAL SECTION (Requires 4 of the 5 standards)

_____ 1. Must add 5 or more new GREA members.
_____ 2. Up-to-date bylaws/constitution to Area Director by November 1
_____ 3. Celebrate Georgia Retired Educators Day (1st Sunday in November)
_____ 4. Participate in the GREA Volunteer Service Award
_____ 5. Provide way to pay local and GREA dues each local meeting

PROGRAM SECTION (Requires No. 1 plus 4 standards of No. 2)

_____ 1. Have a membership education program on GREA’s goals/accomplishments
_____ 2. Must complete 4 of the following 5 standards:
   a. At least one local unit meeting visited by one of the following:
      Area Director
      Executive Director
      Member of GREA Executive Committee
_____ 3. Schedule 2 programs from:
      Crime Prevention
      Consumer Education
      Health and Safety Education
      Driver Education
      Legislation
      Insurance Protection
      Personal Finance
      Service Leader
_____ 4. Recruit potential members by invitation or reception
_____ 5. Member of GA General Assembly or candidate visitation
_____ 6. Participate in 1 of the following 3 standards:
      Scrapbook (1 page)
      Newsletter
      History Award

BASED ON MY KNOWLEDGE OF THIS UNIT, THE ABOVE INFORMATION IS CORRECT AND I RECOMMEND THAT THIS LOCAL UNIT BE AWARDED THE UNIT OF EXCELLENCE AWARD.

President’s Signature ___________________________ Area ___________
Local Unit ___________________________ Date ___________
**GREA LOCAL UNIT OFFICER INFORMATION SHEET**

PLEASE COMPLETE AND MAIL 1 COPY TO YOUR AREA DIRECTOR AND 1 COPY TO THE STATE OFFICE ON OR BEFORE JUNE 1ST.

The President and President-elect must be a GREA member.

Name of local unit as it should be listed: ____________________________ AREA __________________________

Please provide the correct information for the unit's meetings:

<table>
<thead>
<tr>
<th>Location (restaurant, school, etc.)</th>
<th>President</th>
<th>President-elect</th>
<th>Membership Chair</th>
<th>Legislative Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Give the day of the week the unit meets: MON, TUE, WED, THU, FRI, SAT, SUN

Circle the months the unit meets: JUN, JULY, AUG, SEP, OCT, NOV, DEC

Circle the week in which the unit meets: 1st week, 2nd week, 3rd week, 4th week

Circle the day of the week the unit meets: MON, TUE, WED, THU, FRI, SAT, SUN

Give the time of day the unit meets: _______________ a.m., _______________ p.m.

Exceptions to the above:

Name of local unit as it should be listed: ____________________________

P.O. BOX 1379, FLOWERY BRANCH, GA 30542

*GREA LOCAL UNIT OFFICER INFORMATION SHEET 20____*
OFFICIAL STATE OFFICER NOMINATION FORM FOR AREA DIRECTOR

The __________________________ Retired Educators Association recommends

_______________________________ for Area _______ Director

Name of Individual

Qualifications for Area Director Nominee:

______ Has been active member of GREA and local unit for 3 years or more

______ Has served as an officer of the local unit

_______________________________ ________________________
Signature of Local Unit President Date Submitted

ENCLOSED WITH NOMINATION FORM THE FOLLOWING:

____ Written acceptance by the nominee

____ Written narrative including professional and personal information

____ Photograph of the nominee

Failure to have all required documents in state office on or before November 1 may result in disqualification of nominee.

STATE OFFICE USE ONLY

DOCUMENTS AND INFORMATION VERIFIED BY STAFF MEMBER

<table>
<thead>
<tr>
<th>INITIAL BY STAFF</th>
<th>DATE ARRIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written narrative</td>
<td>_____________</td>
</tr>
<tr>
<td>Photograph</td>
<td>_____________</td>
</tr>
<tr>
<td>Nomination Form</td>
<td>_____________</td>
</tr>
<tr>
<td>Active member of GREA for 3 years or more</td>
<td>_____________</td>
</tr>
</tbody>
</table>
OFFICIAL STATE OFFICER NOMINATION FORM FOR PRESIDENT-ELECT

The __________________________ Retired Educators Association recommends

__________________________________________

Name of the Individual

Required Qualifications for President-Elect Nominee:

_____Has been an active regular member of GREA for a minimum of five years
_____Has served as a member of the GREA Governing Board
_____Has knowledge of and supports the mission and goals of GREA
_____Exhibits leadership skills, communication skills, and ability to work with others
_____Has attended Annual Convention at least once in the last three years

__________________________________________ __________________________
Signature of Local Unit President Date Submitted

ENCLOSED WITH NOMINATION FORM ARE THE FOLLOWING ATTACHMENTS:

_____Written narrative to include:

- Why you would like to serve as GREA President-Elect
- Description of your professional background (education, professional career, professional organizations), community and civic involvement, and offices or leadership roles
- Personal information such as family, hobbies, travels or any other pertinent information

_____Photograph of the nominee

Failure to have all required documents in state office on or before November 1 may result in disqualification of the nominee.

STATE OFFICE USE ONLY

DOCUMENTS AND INFORMATION VERIFIED BY STAFF MEMBER

INITIAL BY STAFF AND DATE ARRIVED

_____Written narrative _______  _____Nomination Form _______

_____Photograph _______  _____GREA regular member for five years _______
SUGGESTIONS FOR GREA PRESIDENTS

By Mickey and Marcia Wendel

1) Create a President’s Notebook and copy the award forms from the Local Unit Planning Guide and place them in the notebook. This way if you make a mistake while you are completing them, you still have the original. The President’s Notebook will be very helpful to the person who succeeds you as president. We are recommending to the state office that interactive fillable PDF versions of the forms be added to the GREA website.

2) Complete all information on the forms that you can NOW. This will save you time and frustration at the end of February and puts in your mind the information that you will need to finish completing the forms by March 1st.

3) Try using vinyl sheet protectors in the notebook to collect newspaper articles etc.

4) Place pages 2 and 3 from the Local Unit Planning Guide at the front of the notebook to make you aware of deadline dates.

5) Be sure and keep copies of page 19 (Local Unit History Update Form) and page 26 (Local Unit Officer Information Form) after completing them; make 3 copies of each. Put the original in your President’s notebook to use as a guide for next year.

   Local Unit History Update Form – send one copy to the state office; one copy to your Area Director and put one copy in your scrapbook. Due by June 1st.

   Local Unit Officer Information Form – send one copy to the state office; one copy to your Area Director and put one copy in your scrapbook. Due by June 1st.

6) Send a copy of your unit’s up-to-date handbook to your Area Director on or before November 1st. The handbook should include your unit’s updated by-laws and a copy of your unit’s goals for the year. You may want to make your handbook in a notebook style so that you only have to copy the new information every year and every member can add a copy of the agenda and minutes to their notebook after each meeting. Guidelines for a handbook which was compiled by combining items in several handbooks are included in this document.

7) To earn the Unit of Excellence Award, you must complete the standards outline on pages 7-8 of the Local Unit Planning Guide. When you are completing the Standards for the Unit of Excellence Award (pages 7-8 & 25) remember that the form should include information from March 1 to March 1. This includes the local unit meeting programs and your unit participation in the area meeting, Georgia Retired Educators Day and state convention.

8) To earn the Unit of Distinction Award, your unit must achieve all eleven awards that are listed on pages 7-8 and 25. The President’s Award Checklist on page 20 will help you document which awards have been completed.
9) Select a publicity chairperson and submit pictures and articles about GREA to the newspaper every month. When possible, buy an ad in the newspaper to support education and show the newspaper that you care about their business. You could list in the ad students and/or teachers you have recognized throughout the year. You might also want to include the names of businesses that purchased Spotlight Ads.

10) Start in September to set up your promotions of Georgia Retired Educators Day (proclamation by mayor or commissioners, announcement in church bulletins, signs around town, etc.)

11) Select a person to be in charge of your Newsletter. Save money by emailing the newsletter to members who have email. The purpose of a newsletter is to provide information BETWEEN meetings and to share with others who are interested in the unit activities. Handing it out at a meeting is not the best plan.

12) Knowing that we remember 70% of what we read and only 10% of what we hear, we recommend that you share the minutes of the previous meeting by providing written copies of the minutes, touch on the highlights and then vote to accept them. You may also print those in your newsletter or share through email.

13) Create a hanging file box for storing items for the scrapbook. A suggested table of contents for your scrapbook is included in this document.

14) Encourage your members to sell Spotlight Ads. A minimum of 10 is required as part of the Unit of Distinction requirements. You can use GREA decals available from the state office with the GREA Logo that say We Support Retired Educators to distribute to businesses that support your unit or who purchase Spotlight Ads (pages 23 & 24).

15) Make a copy of the Volunteer Service Record (page 22) for every member of your unit and hand these out at every meeting so that they can update their volunteer hours.

16) Remember to participate in the State President’s humanitarian project.

17) Remember the real purpose of these Standards and the awards is to involve all of your members so that together you can make a difference in your schools, churches, and communities and to promote our motto of FELLOWSHIP, SERVICE AND SUPPORT.
Suggested Handbook Guideline

Title Page
Table of Contents
GREA Motto
Spotlight Ads
GREA State Staff Members with pictures
GREA Executive Committee with pictures
State Support Organizations and Agencies
GREA Mission Statement
GREA Area Map
GREA State President’s Goals
GREA State President’s Project
GREA Awards and Recognition Deadlines
District Membership Directors and Area Director with pictures
Georgia Retired Educators Day
GREA State Convention Dates
Local Unit Logo with Explanation
Local Unit President’s Message and Welcome
Local Unit Meeting and Program Schedule
Local Unit Agenda Guideline
Local Unit Executive Committee
Local Unit President’s Goals
Local Unit History and History Update
Local Unit Committee Assignments
Local Unit Committee Chairs and Responsibilities
Local Unit Past Presidents
Local Unit Scholarship Information
Local Unit in Pictures
GREA State and Area Meetings
Local Unit Budget
Local and State Dues
Local Unit Membership List including address, phone number and type of membership
Local Unit Membership Birthday List
Local Unit Constitution and By-Laws
Local Unit Memorials or Memoriam
State GREA Committees
State GREA Bulletin Schedule
Government Officials – County, District, State and Federal
Volunteer Log
AMBA – List of Benefits from Association Member Benefits Advisors
Legal Shield – Legal and Identity Theft Protection Services
Making Local Meetings Come Alive!

Strengths of our Association that we should promote:

• Our members help one another and care about the community
• It’s a place to renew friendships and create new ones
• We have interesting and fun ways to get involved.

Opportunities to raise awareness for local Retired Educator Association

✓ Submit a monthly article to local newspaper
✓ Develop a website or Facebook page so prospective members can find you
✓ Use photos from day trips to give a sense of camaraderie and fun found within local REA
✓ Host a reception for new retirees. You may want to work with the local board of education for this.
✓ Advertise your scholarship winner(s) through the newspaper or radio
✓ Purchase an ad in local newspaper
✓ Contact local radio station for public service announcements of upcoming REA meetings
✓ Visit a local school early in the school year and provide teachers with an “indoor picnic.”

Ideas to Attract More Leaders

• Divide jobs so that there can be co-chairs
• Learn what personal preferences or interests are and match jobs with people
• Create jobs that can be fulfilled on-line vs. in-person
• Celebrate and appreciate the work of the leaders

Ideas to Engage Members

• Invite members to list topics of interest for future meetings on an index card or survey
• Develop a process to enable a different group of attendees at each meeting to introduce themselves and share how long they taught and where, as well as a special memory (by year-end, all members will have had a chance to share their information)
• Develop a process for members to personally invite prospects. People are MUCH more likely to respond to a personal invitation.
• Establish a calling committee to remind members of upcoming events and/or meetings
• Have door greeters to welcome members and provide directions for visitors and speaker
• Have a Brag Session at the end of each meeting where members can share events in their life (grandchildren, graduations, accomplishments, etc.) Suggest a donation of 50 cents or $1.00 for each brag.
Program Ideas

Standard 1 – Have a membership education program on GREA’s goals and accomplishments. This standard is required. There are many easy ways that a Local Unit can incorporate GREA accomplishments and goals into a program:

- Invite a speaker, maybe your Area Director. This would also fulfill the requirement for Standard 2a.
- Have fun by using facts about GREA in an adaptation of a TV Quiz show such as Jeopardy, Hollywood Squares, Family Feud, etc.
- Write an original skit or an interview type program such as the Late Night Show hosts use.
- Create an attractive PowerPoint presentation to accompany a narration of the facts.
- Assign one or two facts to different members before the meeting and ask them to be prepared to read or elaborate on those facts during the meeting.

Standard 2b – Schedule 2 programs from the list provided. Here are some ideas:

- Crime Prevention – Invite local law enforcement officer. Possible topics are neighborhood watch, identity theft, scams which target senior citizens. A LegalShield presentation addresses identity theft.
- Consumer Education -- A travel agent could speak on obtaining a passport, local days-trips or available travel groups. Invite local funeral director or cemetery personnel to discuss laws and requirements concerning funeral/burial arrangements
- Health and Safety Education – Possible resources/speakers are nurses, doctors, exercise/fitness instructors, public health department, YMCA or YWCA, firemen, nutritionist
- Driver Education – Invite person who teaches AARP 55 Alive course for driving tips for senior citizens. The Georgia State Patrol also has a program on this topic.
- Legislation – Invite area legislators. Remember to schedule this early even if you want the program in May. Their schedules fill quickly. This can also fulfill Standard 2d.
- Insurance Protection – Local insurance agents, AMBA staff or LegalShield staff can speak on various topics
- Personal Finance – Possible speakers include lawyers, bankers, CPAs, and real estate brokers who could speak on topics such as wills, taxes, money management, and memorial/endowment funds.
- Service Leader – Possible speakers/resources are Habitat for Humanity, Adult Literacy programs, homeless shelters, food pantries, clothes closets, hospitals, community soup kitchens, shelters for abused women and children
General Suggestions:

- Programs should be planned for the entire year before the first meeting. You can do this in the summer planning meeting of the Executive Board and chairpersons. Program information needs to be in the Handbook.
- Invite speakers early. Send a reminder a week before the meeting.
- Briefly introduce the speaker. A small gift for speaker is nice. Send a thank you note to the speaker after the meeting.
- Not every program must come from the Standard 2b list. Musical groups provide great programs. Small groups of students from local schools are always a hit. Maybe a drama group, or a string ensemble, or a band ensemble.
- Programs using games, quizzes, question and answer participations, or trivia contests can get people involved.
Writing the Local Unit Goals

The following are offered as suggestions of things that might be included in goals for the Local Unit. Certainly all of these may not apply to your particular unit.

- Increase membership by ____%.
- Increase the number of (local unit) members who join GREA as ADD members.
- Provide each member with a copy of the (local unit) Handbook.
- Submit at least one article about (local unit) to the GREA Bulletin.
- Publish (number) issues of a newsletter.
- Improve communications with (local unit) members through more frequent newsletters, emails, personal visits, and phone calls.
- Develop and utilize a website.
- Develop and regularly update a Facebook page.
- Monitor legislation being considered by the Georgia Legislature.
- Inform members about issues affecting retired educators.
- Participate in Georgia Retired Educators Day in November.
- Support the Georgia Educators museum efforts through local projects.
- Increase the awareness of retired educators by participating in community, civic, and humanitarian activities.
- Promote the services and benefits that are available to all educators through the use of TRS, AMBA and LegalShield.
- Submit documents required to be a Unit of Excellence.
- Maintain a solid financial base by maintaining and increasing membership, selling Spotlight Ads for the GREA Convention and collecting member contributions for the Scholarship Fund.
- Present a scholarship to a high school senior who plans to pursue education as a career.
- Recognize STAR student and STAR teacher.
- Present a certificate to a student from each middle school to recognize academic achievement, participation in school activities, and positive character.
- Recognize local unit members for their accomplishments.
(insert the name of your local unit)  
a unit of the  
Georgia Retired Educators Association

The (insert the name of your local unit) needs your help. Our organization provides support in (insert the name of your county or counties) for retired educators and we are looking for businesses to make a $50 donation to purchase a Spotlight Ad.

Twenty-five dollars of your donation stays local and goes (describe what your unit does with your part of the money). Twenty-five dollars of your donation will be sent to our state organization to fund state level projects.

Your ad will appear in the handbook given to each member of the local unit, your name will be included in our annual thank-you newspaper ad and you will be given a decal to display showing that you chose to support retired educators. Your company/name will also be listed on our state website where it may be viewed by more than 28,000 retired educators.

If you are willing to purchase a Spotlight Ad, please complete the attached form or attach a business card. Mail the form with a $50 check made payable to (insert check information and where to mail the form)
GREA SPOTLIGHT AD REGISTRATION FORM

Fill out the appropriate ad info box below. Attach a check for $50, payable to GREA. Your ad will be placed on the GREA website (www.garetirededucators.org), listed in our local Handbook and listed in our annual newspaper ad in the newspaper. Thank you for supporting our scholarship program.

Business
Name ____________________________

Person’s Name/Title (only if to be included in ad) ____________________________

Nature of Business, Slogan, etc. (only if to be included in ad) ____________________________

Address ____________________________________________________________

Telephone ____________________________ Website ____________________________

PLEASE ATTACH A BUSINESS CARD WITH BUSINESS LOGO, if possible.

☐ In Honor of ☐ In Memory of

Individual(s)
Names ____________________________________________________________

By ____________________________________________________________

Mail this form and your check to: (add your local information)
New Members Chart

Spotlighting New Members

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
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30. __________________________________________
Unit of Distinction

Unit of Excellence

- 6 meetings
- Preplanning meeting before September
- One person attended Area meeting
- One person attended convention (2020)
- Officers members of local unit and state GREA
- Add at least 5 new members
- By-laws and Constitution sent to area director
- Celebrate Georgia Retired Educators Day
- Participate in volunteer service
- Opportunity to pay GREA local unit dues at each meeting
- Have membership education program
- Unit visited by Area Director or Membership Director

- Schedule 2 programs from list
  - Crime Prevention
  - Health and Safety Education
  - Legislation
  - Personal Finance
  - Consumer Education
  - Driver Education
  - Insurance Protection
  - Service Leader

- Recruit members by reception or invitation
- Member of GA General Assembly or candidate invited to a meeting

- Newsletters - at least 2 between July and March
- History update sent to Area Director by June 1st
- One-page scrapbook page sent to History and Archives Committee
- Officer Information Sheet (1 copy to Area Director and one copy to the State Office by June 1st)
- Handbook sent to Area Director by Nov. 1st
- Public Relations - at least 3 articles or pictures
- Scholarship - at least one
- Membership - at least 10% growth by April 1
- Spotlight Ads - at least 10 or $250