

MEA-Retired

The Commitment Continues

MEA-RETIRED 2019-2022 BOARD OF DIRECTORS

ORIENTATION DATA

I. DUTIES OF MEA-RETIRED BOARD MEMBERS AND ALTERNATES:

- A. The Board Members (Officers, Region Directors and Liaisons), or Alternates are expected to be present at all MEA-Retired Board meetings, whether held in person or virtually, and report the information to the Chapters in their respective Region. Liaisons to the MEA-Retired Board represent ESP, MAHE & Minority-At-Large.
1. The Board member must notify the MEA-Retired office if he/she is unable to attend the meeting.
 2. If a Board member is absent from two MEA-Retired Board meetings a year without notifying the MEA-Retired office, he/she will be removed from the Board.
 3. The Board member should notify the Alternate Board member in case of a necessary absence from a Board meeting. The Alternate Board member will notify the MEA-Retired President or MEA-Retired office that he/she will attend in the Board member's place. If neither is able to attend, the MEA-Retired President, or his/her designee, will appoint a temporary Director from that Region to serve for that meeting.
 4. The Board member will facilitate the exchange of information between MEA-Retired and the Chapter(s) in his/her Region.
 5. The Region Director is expected to attend Chapter meetings in his/her respective Region. Mileage will be reimbursed at the IRS rate up to \$200 a year.

6. A Board member may be reimbursed for mileage expenses to Region and Coordinating Council meetings up to \$200 per year if not reimbursed by said entities.
7. The Board member will see that the Chapter Constitutions and Bylaws within his/her Region are submitted to and approved by the MEA-Retired Constitution and Bylaws Committee when the Chapter is formed and every year thereafter when the MEA-Retired Board amends the existing Chapter Constitution and Bylaws Prototype language.
8. The Board members are expected to submit a year-end synopsis of the Chapter(s) activities in their Region for the Annual Meeting. This report is due no later than one month prior to the date of the Annual meeting. This report should be sent to the MEA-Retired office, Attention: Lisa Fox. The report may also be e-mailed (lfox@mea.org) or faxed to 517/336-4024.

B. Attend meetings as described below in Section II: MEETINGS

II. MEETINGS

A. STATEWIDE MEA-RETIRED BOARD OF DIRECTORS' MEETINGS

September 2, 2020 (Wednesday)
November 11, 2020 (Wednesday)
January 13, 2021 (Wednesday)
March 10, 2021 (Wednesday)

Site: September, November and January meetings will be held virtually via Zoom. The March meeting is tentatively scheduled to be held at MEA Headquarters unless otherwise notified.

April 6, 2020 (Tuesday) – MEA-Retired Annual Meeting
Crowne Plaza Hotel, Lansing

- B. The Region Director is the MEA-Retired representative to scheduled Region Council meetings and will ensure that an MEA-Retired member will attend each Coordinating Council in their Region.

III. ALLOWABLE VOUCHERED EXPENSES

(ALL ALLOWABLE VOUCHERED EXPENSES NEED TO BE SUBMITTED TO THE MEA-RETIRED OFFICE WITHIN 30 DAYS OF THE MEETING).

- A. Mileage will be reimbursed at the IRS rate. MEA-Retired will reimburse only the Board member or Alternate.
- B. Lodging as receipted (only applies to members who travel 150 miles one way). MEA-Retired will reimburse up to the cost of a single room at the designated MEA-Retired Hotel (\$96.05 including all taxes) for the Board member or Alternate.

MEA-Retired does not utilize direct-bill to MEA or MEA-Retired. An MEA-Retired Board member or Alternate must pay for his/her room and submit a zero balanced receipt with the voucher for reimbursement.

- C. MEALS – must be receipted.
 - \$6 Breakfast - (unless provided at the hotel)
 - \$8 Lunch - (unless otherwise provided)
 - \$25 Dinner

Any portion not used at an earlier meal will not be available for a meal later in the day.

MEA-Retired will reimburse meal expenses for the Board member or Alternate. **An itemized receipt must be submitted for each meal.** Lunch will be provided for the Board member or Alternate if in attendance at the MEA-Retired Board meeting.

These are the 2019-2022 Guidelines. They may be changed by action of the MEA-Retired Board of Directors.

September 1, 2020