For over 70 years, ORTA has had the opportunity to be advocates for Ohio’s retired education community.

When STRS was first established in 1920, giving pensions of $55-$65 a month, and securing income through the depression in the 1930’s, retirees had confidence, and were unable to foresee any impact from the nations rising unemployment to their future.

By the 1940’s, words and phrases like “inflation”, and “consumer price index” began to become more and more common in the economic reports and papers. These small pensions now had less buying power.

When individual educators began approaching legislative officers asking for assistance to increase retirement to keep up with the rising cost of inflation, there was no success. The active teachers of the time were organized, and were successful to gain slight increases to wages to keep up with economic changes. Soon after, retired educators began to learn that they also needed to be just as organized and provide a united front to negotiate with the legislators and the retirement system.

Finally, in 1947, a group of all male retired educators in Franklin Co. joined forces with the all male Franklin County Retired Schoolmasters Club and the all female Franklin Retired Teachers Club and form the Ohio Retired Teachers Association.

This was the beginning of a statewide association that represents the interests of retired teachers at the General Assembly and STRS. At the same time in California, Dr. Ethel Percy Andrus organized the National Retired Teachers Association (NRTA). Ohio then joined California, Connecticut, New Jersey and Pennsylvania to become the first NRTA affiliates.

AARP was created by NRTA, and if you are a member if AARP, you can become a member of NRTA. Please inform AARP that you are a retired educator and you will be signed as a dual member with NO additional dues.
Membership in ORTA:

Membership in ORTA is open to all recipients of STRS. This includes teachers K-12, administrators, college and university professors. Those receiving disability retirement because of a former teacher’s membership to STRS are also eligible. Associate memberships are open to anyone under the same dues structure as regular members, however, associates cannot hold an ORTA position, or office.

Most recently, our previously drawn “Districts”, became re-drawn “Regions”. In an effort to boost membership in these chapters and regions, each President and Vice President are equipped with an ORTA Regional Liaison to assist their chapter with recruiting and retaining membership. These Liaisons are here for you, our local leadership.

ORTA dues are as follows:

A NEW membership is $40. Your membership is then valid for an entire year from your joining date. This new membership includes a one-time $10 contribution to your local chapter. Your next payment will be due at the same time next year in the amount of $30, with no chapter contribution. All ORTA members are eligible to sign-up for benefits with our partner, AMBA.

A RENEWAL membership is $30. Your membership is then valid for an entire year from your payment date. Your next payment will be due at the same time next year in the amount of $30. All renewing and new ORTA members are eligible to sign-up for benefits with our partner, AMBA.

ORTA dues are affordable, and we are stronger together!
THE ROLE OF ORTA LEADERSHIP

As the Chapter President of an ORTA chapter, this a leader who exemplifies what leadership in their community means. Elected by peers, this officer serves as a facilitator, mentor, optimist and catalyst. Successful chapters usually have a strong and energetic president.

The motto of Dr. Ethel Percey Andrus: To Serve and Not to be Served, should always be remembered. The President’s commitment must be to advance primary mission of ORTA: To protect and improve the retirement benefits to Ohio’s retired educators.

Here are a few points of successful leadership:

- Meeting the needs of the members and the community.
- Working to develop the leadership potential of members.
- Motivating members to become active in membership and community activities.
- Making the necessary time commitment to do the work required.
- Working with ORTA in meeting their goals and objectives.
- Recognizing members and non-members for their contributions.
- Recruiting new members.
DUTIES OF THE CHAPTER PRESIDENT

The constitution and by-laws of the ORTA chapters generally describe the usually accepted duties of the chapter President, such as:

1. Preside at all general meetings and at all executive committee meetings as needed.
2. Appoint the chairmen of standing committees.
3. Serve as ex officio member of all committees with the exception of the nominating committee.

Responsibilities

The ORTA chapter President is expected to fulfill the following responsibilities:

1. Be familiar with and adhere to the constitution and by-laws of the chapter.
2. Supervise the completion of ORTA annual committee reports and mail/submit to the ORTA state office by given deadline, usually in January.
3. Ascertain that reports, surveys, registration lists, inquiries, etc., requested by ORTA be returned to the office before suggested deadline.
4. Attend regional meetings held by Regional Liaisons, area meetings and any ORTA statewide meetings.
5. Encourage chapter representation at all meetings and conferences.
6. Represent the chapter and ORTA at community functions; if needed, fulfill a replacement.
7. Promote lines of communication between state and regional leaders and local chapter committee chairmen by sharing information and announcements.
8. Support projects undertaken by the state organization.
9. Extend a friendly welcome to any and all new members and get them involved in committees as soon as possible.
10. Be an ORTA ambassador in your community with PRIDE!
DUTIES OF THE CHAPTER
VICE PRESIDENT

The constitution and by-laws of the ORTA chapters generally describe the usually accepted duties of the chapter Vice-President, such as:

1. Shall be responsible for any duties of the chapter President if he or she is absent or incapacitated.

2. Shall serve as an aide to the President

3. Shall serve as chairman of the Program Committee

Responsibilities

The ORTA chapter Vice-President is expected to fulfill the following responsibilities:

1. Be familiar with and adhere to the constitution and by-laws of the chapter.

2. Attend ORTA sponsored events and meetings in Region and chapter as directed.

3. If the President relinquished the chair in order to speak to an issues, the VP presides in the officers place, with the same pro tem as the President.

4. Be familiar with parliamentary procedures.

5. Represent the chapter and ORTA at community functions

6. Be an ORTA ambassador in your community with PRIDE!
ORTA encourages each chapter to have the following committees to expedite the goals of the association:

1. Community Services Committee
2. Information Services Committee
3. Legislative Committee
4. Membership Committee
5. Public Relations and Technology Committee
6. Pre-Retirement Planning Committee

It is the duty of the chapter president to name the chairmen for these committees. Ascertain that each individual selected has a clear definition and understanding of the purpose of the committees of which they signed up or was appointed.

Committee members should be named by the chairman of that committee and provided with information and responsibilities of that committee.

Try to appoint at least three members to each committee if possible.

The following form could be distributed during the December meetings to recruit interested people to lead or be involved in committees.

Form on reverse side.
Chairperson Recruiting Form

Would you be willing to:

1. Serve as an officer or a committee chairperson?
2. Serve as a committee member?
3. Present a program?
4. Serve on the communications committee?
5. Help with membership?
6. Serve as a greeter?
7. Help with table decor and/or favors as needed?
8. Suggest new places to meet?
9. Help in new and interesting ways?

10. How would you best serve your chapter?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature

Date
10 WAYS TO INSURE A GOOD WORKING COMMITTEE

1. **Pick a *GOOD* leader.**
   - Make sure he/she keeps the discussion on point
   - Make sure he/she keeps things moving
   - Most important: pick a leader that praises others in the group

2. **Clarify your goals**
   - Make sure members of this group are clear as to what it is they are actually doing.

3. **Take assignments seriously**
   - Approach your task with interest and enthusiasm

4. **Concentrate on the question, “What is it we’re supposed to be doing?” and always strive to answer it**

5. **If a committee member makes a specific recommendation, make sure your board gives that member quick feedback**

6. **Do not waste time.**
   - Concentrate on related and productive discussion, assuring that consensus or decision can be reached

7. **Do not allow any one person to dominate the group**

8. **Always prepare for a committee meeting**
   - Written agendas and handouts clarify the objective or assignment

9. **Take action — and understand that you are not going to please everyone all the time**

10. **Allow no “hidden agendas” from your committee members or yourself. A “personal axe to grind” has no place in your committee**
YOUR LEADERSHIP WILL MAKE A DIFFERENCE!

Leadership begins with YOU!

Leadership is means believing in yourself

Leadership involves self-talk

Leadership means being enthusiastic

Leadership means being sincere

Leadership means having an optimistic attitude

Leadership means continuing to grow and learn

Leadership means understanding the value of teamwork

Leadership means being willing to try something different

Leadership requires good planning

Leadership requires good planning

Leadership comes from goal setting

Leadership overcomes the fear of change

Leadership lets you empower others

Leadership ends with YOU!
1. Effective leaders bring out the best in people by encouraging them to achieve what they thought was impossible.
2. Example is not the main thing in influencing others — it is the only thing.
3. Let people know they are important by listening to them.
4. Trust is an emotional glue that binds followers and leaders together.
5. Outstanding leaders appeal to the hearts of their followers, not their minds.
6. Our greatest glory is not in never failing, but in rising every time we fall.
7. Effective leaders have the courage to discover their shortcomings.
8. Having trust in people builds their confidence and encourages them to do their best.
9. Commitment is the stuff character is made of. Commitment is the power to changes things.
10. Effective leaders recognize the talent in others and provide them with opportunities to put their skills to work.
11. People are changed, not by intimidation or coercion, but by example.
12. When you’re through changing, you’re through.
HOW INDIVIDUALS CAN HELP A GOOD CHAPTER

1. Attend meetings, arrive on time!

2. Do not leave before the meeting is over

3. Participate in the meeting, do not wait until it is over to express yourself

4. **VOTE!** Then support the outcome of the vote

5. Support your officers and fellow members

6. Take part in organizational affairs

7. Take all the organizations will give, and give back all you can

8. Talk cooperation and “walk the talk”

9. Recruit new members

10. If asked to help, do more than what’s asked
TIPS FOR HAVING EFFECTIVE MEETINGS

1. Arrive early if you need to set up the meeting area
2. Start meetings on time
3. Have a greeter at the door to welcome new and returning members
4. Introduce and welcome any new members or visitors
5. Have all your meetings at the same venue, if possible
6. Plan meetings carefully so they will move quickly and smoothly
7. Follow agenda carefully
8. Don’t schedule too many events for the meetings
9. Try for a 1.5 hour meeting including a meal, but don’t go past 2 hours if possible
10. Remember it is best to have a good short meeting rather than one that rambles too long
11. Only read the secretary and treasurers reports if the chapter does not send out a newsletter
12. If you have invited a guest speaker such as an ORTA Executive Committee member, allow 15-20 minutes to speak
13. When needed, use common sense when problems arise, don’t argue over minute points long, you’re wasting valuable time
14. Never allow “hidden agendas”
15. Close the meeting on a positive note and on time
The ORTA chapter President will need to prepare for the chapter and/or Executive Committee meeting. Your membership will have at least a basic knowledge of parliamentary procedure. How strictly the presiding officer adheres to Roberts Rules of Order will depend upon the group is versed in its formal procedures. Generally, if a group of consists of 25 or fewer, the use of informal procedure is acceptable; up to 100, semi-formal procedure; more than 100, formal procedure. The use of parliamentary procedure provides a democratic method of transacting group business in a manner pleasing to the members. The President should create a warm, friendly atmosphere that makes everyone feel welcome. Here is a sample agenda that is widely used:

**SAMPLE AGENDA**

1. Call to order
2. Opening remarks
3. Reading of the minutes — if not printed in newsletter
   Read and approve as directed/corrections have been made
4. Treasurers report — If not printed in a chapter newsletter
5. Reading of any correspondence
6. Reports of standing committees
   a)  
   b)  
   c) .... (etc)
7. Reports of special committees
   a)  
   b)  
   c) .... (etc)
8. Unfinished business
9. New business
10. Announcements
11. Adjournment
    (include date/time of next meeting, no motion needed)
PARLIAMENTARY PROCEDURE

Three “C’s” govern the use of parliamentary procedure:
1. Common courtesy
2. Common sense
3. Common consent

Here are some terms commonly used in parliamentary procedure:

QUORUM The minimum number of persons who must be present in order to conduct business legally.

MOTIONS All new business that comes before a group must be in the form of a motion.
A motion is a proposal that something be done or that a certain statement expresses the opinion of the group.
The steps in handling motions:
1. a member addresses the chair
2. the chair recognizes the member
3. the member makes a motion
4. the motion is seconded
5. the chair states the motion
6. debate or discussion of the motion
7. the chair puts the question (takes a vote on the motion)
8. the chair announces the result of the vote

Methods of voting may include voice, standing, show of hands, ballot, roll call or general consent.

DEBATE The group may set formal rules governing debate (discussion of motions)
Commonly accepted practices are:
1. a member must receive permission to speak.
2. the chair assigns the order of speakers (usually one person in favor of (“pro”) the motion, one person against (“con”) the motion; alternating “pro” and “con” speakers.
3. each member has the right to speak twice on the same question on the same day, but may not speak the second time until all who wish to do so have spoken once on the motion.
Members may speak at any time during a discussion to request:

- a point of order (questioning whether the established rules are being observed)
- a point of information about the issue
- a question of privilege (a matter relating to the comfort of the member)

When asking a point of order, a member may express an opinion.

AMEND

An amendment is a modification of a motion and must be germane to the subject matter of the motion. Only two amendments can be pending at one time,

a primary amendment and a secondary amendment.

A primary amendment applies directly to the main motion. A secondary amendment is an amendment to the amendment.

Debate on amendments follows the same pattern as debate on motions. Voting is done in this order:

1. the secondary amendment
2. the primary amendment
3. the original motion, as amended (if the amendments were carried).
CHAPTER LEADER RESOURCES

Here is a list of resources you can find regional liaison information, STRS updates, and more:

www.orta.org
www.strsoh.org
www.legislature.state.oh.us
www.ortachapterweblinks.weebly.com/
www.orta.org/current-newsletters.html

ORTA Office 614.431.7002 • Monday-Friday 7:30-3:30
8050 N. High Street • Suite 190 • Columbus, Ohio 43235

ARE YOU OUR MISSING PIECE?