



**Real Possibilities**

*in Blacksburg, Virginia*

## ***Governance Plan***

**AARP** Blacksburg Chapter #2613

## **Blacksburg AARP Chapter #2613**

The Blacksburg AARP Chapter is a 501 (C) (4) organization that received its charter and incorporation June 29, 1976.

### **Purpose\***

The chapter is a community of service whose purpose is to promote at the local level the priorities, programs and policies of AARP, a District of Columbia Nonprofit Corporation. Chapters are created to:

Maximize member engagement in a broad menu of community services, provide information and educational activities and services, and:

- Add value for members by maximizing their opportunities for self-realization, personal growth and life-enriching fellowship and support, and;
- Demonstrate the contributions and potential of older Americans, encouraging their full participation in contemporary life and stimulating public interest in their issues.

*\*Chapter Bylaws, Revised 2016*

### **Officers**

President: Terry Wildman [wiley@vt.edu](mailto:wiley@vt.edu)

Vice President: Wendy Baldwin [wendybburg@gmail.com](mailto:wendybburg@gmail.com)

Secretary: Pat Hyer [hyerp@vt.edu](mailto:hyerp@vt.edu)

Treasurer: Pat Ballard [pballard@vt.edu](mailto:pballard@vt.edu)

### **Board of Directors**

#### **Term ending in 2017**

Pat Hyer [hyerp@vt.edu](mailto:hyerp@vt.edu), Jerry Niles [niles@vt.edu](mailto:niles@vt.edu), Shirley Peterson [sssapp@icloud.com](mailto:sssapp@icloud.com)

#### **Term ending in 2018**

Wendy Baldwin [wendybburg@gmail.com](mailto:wendybburg@gmail.com), Ray Van Dyke [rvandyke@vt.edu](mailto:rvandyke@vt.edu), Ryan Martin [ryan.martin@vtymca.org](mailto:ryan.martin@vtymca.org)

#### **Term ending 2019**

Jim Montgomery [jmonte@verizon.net](mailto:jmonte@verizon.net), Wanda Smith [wsmith@vt.edu](mailto:wsmith@vt.edu), Peter Magolda [magoldpm@me.com](mailto:magoldpm@me.com), Tamara Hodsdon [bearshed@pemtel.net](mailto:bearshed@pemtel.net)

## Committees of the Board of Directors

**Awards:** [sssapp@icloud.com](mailto:sssapp@icloud.com) 540-250- 7684

**Caring:** Violet Drake [vsdrake28@gmail.com](mailto:vsdrake28@gmail.com)

**Chaplin:** Sandy Birch [birch@vt.edu](mailto:birch@vt.edu) 540-230-8823

**Community Service:** Sally Anna Stapleton [sanna418@gmail.com](mailto:sanna418@gmail.com) 540-250-3908

**Finance:** June Schmidt [schmidtj@vt.edu](mailto:schmidtj@vt.edu) 540-552-1590

**Health and Wellness Fair:** Jenny Reilly [jenmik@vt.edu](mailto:jenmik@vt.edu) 540-230-5565, Angela Little [anglitt33@gmail.com](mailto:anglitt33@gmail.com) 540-808-8007, Wendy Baldwin [Wendybburg@gmail.com](mailto:Wendybburg@gmail.com) 646-352-3936

**LLI Partnership:** Pat Hyer [hyerp@vt.edu](mailto:hyerp@vt.edu) 540-951-4968, Don Creamer [dgc2@vt.edu](mailto:dgc2@vt.edu) 540-230-8010

**History:** Sally Anna Stapleton [sanna418@gmail.com](mailto:sanna418@gmail.com) 540-250-3908

**Hospitality:** Thais Beams [thaisbeams@yahoo.com](mailto:thaisbeams@yahoo.com)

**Legislative:** Val Coluni [vcoluni@aol.com](mailto:vcoluni@aol.com) 540-250-3422, Alison Galway [agalway@vt.edu](mailto:agalway@vt.edu)

**Membership:** Ryan Martin, [ryan.martin@vtyca.org](mailto:ryan.martin@vtyca.org) 540-961-9622, Tom Alston [tpalston@gmail.com](mailto:tpalston@gmail.com) 757-651-3065, Jim Wightman [wightman@vt.edu](mailto:wightman@vt.edu) 540-230-1268

**Program:** Don Creamer [dgc2@vt.edu](mailto:dgc2@vt.edu) 540-230-8010, Lisa Moose [lisa.m.moose@outlook.com](mailto:lisa.m.moose@outlook.com) 540-525-0042

**Website:** Don Creamer [dgc2@vt.edu](mailto:dgc2@vt.edu)

## Liaison Relationships of the Board of Directors

AARP: Ben Crawford [ben.crawford@vt.edu](mailto:ben.crawford@vt.edu) 540-320-5574

AARP Tax Aide: Pat Ballard [pballard@vt.edu](mailto:pballard@vt.edu)

TOB/BCC: Joy Herbert [jherbert@blacksburg.gov](mailto:jherbert@blacksburg.gov) 540-961-1134

Time Bank: Val Coluni [vcoluni@aol.com](mailto:vcoluni@aol.com) 540-250-3422

VTRA: June Schmidt [schmidtj@vt.edu](mailto:schmidtj@vt.edu) 540-552-1590

*The President of the chapter appoints committee chairs and liaison assignments annually. Chairpersons may recruit others to assist in the duties assigned to the units. Each committee chair and liaison is invited to report to the Board of Directors at each meeting.*

## **Committee Position Descriptions**

### **Awards Committee**

The Chapter Awards Committee is responsible for seeking nominations for all awards, internal and external to the Chapter, and then selecting recipients for these awards. Two internal Chapter awards are given each year—the *Chapter Service Award*, and the *Community Spirit Award*.

The chapter also nominates persons for the *New River Valley Leading Lights Award*, various awards from AARP Virginia, and awards from AARP national.

### **Caring Committee**

The Caring Committee provides comfort and cheer to members who are ill or in need. The committee chair will also receive notification of members who have lost a loved one, and will handle offering condolences to that family on behalf of the Chapter. Cards appropriate to the situation are mailed to members who may be ill or in recovery. The same action is taken for extending condolences on the Chapter's behalf. Occasionally the committee chair will make phone calls, or notify members who may wish to do so.

### **Chaplin**

The Chaplin provides spiritual guidance for the chapter and delivers a short devotional message at each of the Chapter's monthly public meetings.

The Chaplin also prepares and delivers a short memorial presentation for members who have passed during a calendar year. This presentation takes place in January during the first public meeting of the year.

### **Community Service Committee**

The Community Service Committee facilitates the active engagement of the chapter in multiple activities to serve and benefit senior including the AARP Tax Aide program, AARP Driver Safety Courses, the National Day of Service, and food collection for the Interfaith Food Pantry and MCEAP Food Bank. The committee also works to maintain active relationships with community organizations such as VCOM, Community Health Center of NRV, Blacksburg Library, Blacksburg Interfaith Pantry, MCEAP Food Bank, Montgomery County School Division, RSVP, Virginia Tech YMCA, Virginia Tech Engage, and AmeriCorp.

## **Chapter/LLI Partnership Committee**

This partnership is intended to work with the Program Committee of the Lifelong Learning Institute (LLI) at Virginia Tech to provide courses, lectures, and events to be conducted as a LivingWell@50+ event in each term.

## **Financial Planning and Audit**

This committee establishes financial procedures and planning for the chapter. It audits the Treasurer's records and report results at the February Board Meeting. It also prepares an annual budget for the Chapter presented for approval at the February board meeting.

## **AARP-VCOM Health and Wellness Fair**

This committee plans for and conducts a biennial Health and Wellness Fair in partnership with the Edward Via College of Osteopathic Medicine (VCOM). This activity is conducted in accordance of a Memorandum of Understanding between AARP Blacksburg Chapter and VCOM to share equally any financial from the Fair.

## **History**

The History Committee acts to preserve the Chapter's archives and historical material for the chapter. This normally is accomplished by collecting Chapter newsletters, board minutes, media accounts of chapter activities, pictures, and any other material that can be preserved in a scrapbook format or on the chapter website.

## **Hospitality**

This committee conducts activities to welcome members and guests at chapter events, and provide light refreshments. The committee also plans the annual chapter holiday luncheon and the annual picnic.

## **Legislative**

This committee provides information and recommendations to the Board and Chapter Members about legislative proposals, decisions, and issues at the local, county, state, and federal levels that may affect the lives of older persons in any significant way. The committee communicates Federal and State AARP legislative objectives and discusses with all interested parties with emphasis on governmental officers, elected officials, and their staffs in order to gain their support thru the legislative and policy processes and recommends tactics and strategies to accomplish such objectives.

The committee also develops plans for the Chapter to promote legislative actions that support economic, and health of Chapter members and other older Americans.

### **Membership**

This committee maintains an active membership roster for Chapter use, conducts membership drives, and works to retain members and recruit new members. The committee also provides member badges for use at chapter meetings and other events and conducts a 50-50 raffle at each member meeting.

### **Newsletter**

This committee prepares and publishes 9 issues of the chapter newsletter and distributes each issue to active members and others as determined by the Board of Directors.

### **Program**

This committee plans and executes 8 programs for the public member meetings of the chapter.

### **Website**

This committee designs and maintains the Chapter website. The site is constructed to enable storage of all pertinent chapter documents such as minutes, newsletters, bylaws, manuals, photos, business forms, membership applications, and other relevant digital artifacts.

## **Liaison Position Descriptions**

### **AARP Liaison**

### **AARP Tax Aide Liaison**

### **Town of Blacksburg/Blacksburg Community Center Liaison**

### **TimeBank Liaison**

### **Virginia Tech Retiree Association Liaison**

Each liaison attends relevant meetings, engages actively in each organization's activities, and reports activities of both organizations to the respective governing boards.

2017 Chapter Budget

<b>Income</b>	<b>Amount</b>
Dues (130 singles/couples @ \$15.00)	\$1950
Hospitality	120
Holiday Luncheon	1700
Donations	3500
50/50 Drawing	115
Health Fair (from reserve)	2600
<b>Total Income</b>	<b>\$9985</b>
<b>Expenses</b>	<b>Amount</b>
Printing (9) Newsletters	\$1200
Postage (9) Newsletters	400
Bulk Mailing Permit	225
Holiday Luncheon (including guests)	1900
Hospitality Expenses	100
Virginia Corporation Commission	25
Annual Award Plaques	180
*Administrative Costs	100
P. O. Box Rental	67
Program Support	2708
Travel Expenses	100
Website	170
Liability Insurance	110
Community Organization Donations	2600
Tax Aide	100
<b>Total Expenses</b>	<b>\$9985</b>
*Administrative - Costs incurred by officers and chairs representing chapter	