

RETIREE COMMITTEE

Standard Operating Procedures

COMMISSIONED OFFICERS ASSOCIATION
OF THE U.S. PUBLIC HEALTH SERVICE



Last Updated: April 17, 2021

References

COA Governing Documents

- Strategic Plan
- Bylaws

Contents

Article 3

 I. PURPOSE 3

 II. MISSION 3

 III. COMMITTEE RESPONSIBILITIES & ORGANIZATION..... 3

Section 1. Committee Responsibility 3

Section 2. Structure 3

 IV. COMMITTEE PROCEDURES 4

Section 1. Responsibilities 4

Section 2. Meetings 5

Appendices

Appendix A. End-of-the Year Certificate of Appreciation.....6

Article

I. PURPOSE

The Commissioned Officers Association (COA) of United States Public Health Service (USPHS) Retiree Committee Standard Operating Procedures (SOP) provide operational and procedural guidance for the COA's Retiree Committee.

This SOP applies to all documents created that are related to all functions within the COA Retiree Committee to establish policies, processes, records, and acceptance criteria under the auspices of the COA. This SOP does not apply to documents created by other organizations outside of the COA Retiree Committee.

II. MISSION

The mission of the Retiree Committee is (1) to provide a focal point within COA for retirees to express their concerns and suggestions regarding the services and programs provided by COA that directly affect retirees; and 2) to encourage retirees who are not members of COA to become active members in the Association, and to encourage retention of current retirees in COA.

III. COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Retiree Committee shall work with the COA Board of Directors, other COA Committees, and COA staff to facilitate issues and activities of COA retired members.

Section 2. Structure

The Retiree Committee consists of one Committee Chair, one Vice-Chair, and others who are designated as Committee members. The Retiree Committee Chair may form permanent or ad-hoc subcommittees within, as needed.

- A. Chair: The Retiree Committee Chair shall be currently serving on the COA Board of Directors and is to be appointed by the Chair of the COA Board of Directors. The Retiree Committee Chair acts as a liaison between the COA Board of Directors and retired USPHS officers who are members of COA. The Retiree Committee Chair facilitates, organizes, and maintains order in meetings; advises the Retiree Committee on new and existing projects; and reviews and finalizes Committee-specific documents. The current Retiree Committee Chair may have input on the selection of the next Retiree Committee Chair.
- B. Vice Chair: The Retiree Committee Vice Chair shall be currently serving on the COA Board of Directors and is to be appointed by the Chair of the COA Board of Directors. The Retiree Committee Vice Chair assists the Committee Chair with any administrative committee work and acts for the Chair when needed.

- C. Committee Members: Committee members consist retired COA members or COA members nearing retirement who are interested in developing and promoting Association activities for retirees.

IV. COMMITTEE PROCEDURES

Section 1. Responsibilities

The Retiree Committee Chair must keep the Committee viable and productive through aligning the meetings and projects to facilitate the mission of the Retiree Committee.

- A. The Retiree Committee Chair will have the following responsibilities:
 - i. Prepare written reports (to be included in the minutes) for Committee meetings to communicate project progress and Committee activities. Meeting minutes shall be archived on the Committee's designated page on the OnBoard webpage.
 - ii. Prepare written and/or verbal reports for the COA Board of Directors meetings.
 - iii. Review the Committee SOP and other Committee documents (as listed in the Committee SOP) at least annually.
 - iv. Involve as many Committee members as possible in discussions by soliciting opinions and experiences.
 - v. Ensure Committee members understand expectations for assigned tasks and projects.
 - vi. Ensure individual project milestones are met, and if not, identify the cause and rectify the problem.
 - vii. Provide orientation to new Committee members to review the mission of the Committee, current projects, time and frequency of meetings, etc.
 - viii. Maintain accurate records of Committee attendance.
- B. The Retiree Committee Secretary, if appointed, will have the following responsibilities. If a Committee Secretary is not appointed, the Committee Chair or Vice-Chair will assume the following responsibilities:
 - i. Distribute agenda to Retiree Committee members prior to meetings.
 - ii. Prepare and distribute Retiree Committee meeting minutes and reports.
 - iii. Maintain accurate records of Committee attendance.
 - iv. Maintain contact information for all Committee members.
- C. Committee Members have the expected roles and responsibilities:
 - i. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
 - ii. Actively participate in discussion and be willing to listen to and respect others' viewpoints.
 - iii. Think in terms of the welfare of the group rather than personal interests.
 - iv. Accept and follow through on assignments.

- v. Represent the interests of retirees or those to soon be retiring.

Section 2. Meetings

The Retiree Committee will meet on the (to be determined). Additionally, Committee members can communicate or elevate concerns or questions from the Retiree Committee that require attention from the Chair. The COA Retiree Committee operational year is July 1 to June 30. Meeting minutes are archived by the Retiree Committee Chair via the designated space on the OnBoard webpage.

Appendix A. End-of-the Year Certificate of Appreciation

Rectangular 8 1/2" x 11"

Certificate of Achievement



THIS ACKNOWLEDGES THAT

Rank and Name

IS RECOGNIZED FOR (INSERT ACHIEVEMENT)

_____ DATE _____

NAME, CREDENTIALS
COA BOARD OF DIRECTORS