

**CHAPTER 7**  
**STATE COMMITTEES**

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4 Section 1. State Standing Committees and their Duties

6 Standing Committees are: Audit, Legislative, Membership, and Retirement Systems.  
7 Except as otherwise provided in the Bylaws and Policies and Procedures Manual, respective  
8 Local Chapter chairs are ex officio members of the respective State Standing Committee. The  
9 State committee chairs manage the duties and activities of their respective committee.

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11 A. Audit Committee. The Audit Chair is responsible for seeing that an audit is made of  
12 financial records of the State organization and Chapters within ninety (90) days after the  
13 end of the fiscal year.

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15 B. Legislative Committee. The Legislative Committee shall comprise the State Chair  
16 appointed by the President and the Legislative Chair from each chapter.

17 The Legislative Chair is responsible for developing a legislative plan for KPR and for  
18 monitoring all legislation that affects retirees. Legislation that threatens the safety of  
19 retirement funds or the peace of mind and well-being of KPR members shall be the  
20 primary concern of the Legislative Committee.

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22 The Legislative Chair shall:

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24 a) In conjunction with the legislative committees of all Local Chapters, develop a  
25 legislative work program.

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27 b) Propose legislative goals for the next session of the General Assembly and submit  
28 the proposal to the Board for approval.

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30 c) Provide information about the approved legislative program to the coordinator of  
31 *The Kernel* to be included in that publication and to each chapter. Each chapter shall  
32 be responsible for presenting the legislative program to its members.

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32 d) Meet with Kentucky Retirement Systems' leadership and Board of Trustees,  
33 legislators, budget personnel, and any others needed when necessary to discuss  
34 proposals and support for these goals.

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34 e) Contact and meet with legislators to attain their support of, or opposition to, bills.

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35 f) Contact and meet with other groups and organizations to obtain their support of, or  
36 opposition to, KPR bills.

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36 g) Work daily with the KPR Legislative Agent during the General Assembly session.

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37 h) At the end of each regular legislative session, prepare an objective, written analysis  
38 of KPR activities during the session to build upon successes and correct mistakes.

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39 C. Membership Committee. The Membership Chair is responsible for managing activities  
40 for increasing and retaining KPR membership.

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41 1) Duties of the Committee. The Committee shall:

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42 a) Work to recruit new members.

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- b) Work to retain members.
- 50 c) Coordinate activities pertaining to membership recruitment and membership retention as set forth in the chapter about membership recruitment and retention.
- 52 d) Work with Local Chapter membership chairs in getting new members enrolled.
- e) Find new ways to obtain names and addresses of prospective members.
- 54 f) Meet with local employee groups and organizations to introduce KPR to them before they retire.
- 56 g) Work toward establishing new Local Chapters in areas where none exist.

58 2) Confidentiality of Membership Information. Any and all information about KPR members and prospective members, in whatever form, is confidential and is not to be released to anyone except the Administrative Manager and those KPR members whose duties involve membership activities.

62 D. Retirement Systems Chair. The Retirement Systems Chair is responsible for attending meetings of the Kentucky Retirement Systems (KRS) Board of Trustees and keeping members informed through reports to the KPR Board and alerts to KPR members as deemed necessary.

## 68 Section 2. State Special Committees and their Duties

70 A. Election Committee. At the March quarterly Board meeting in even-numbered years, the President shall, with Board approval, appoint an Election Committee of three members who are not on the Nominating Committee and who are not candidates for election. The Committee's duties are as set forth in Nomination and Election Procedure in Policies and Procedures.

76 B. Foundation Awards Committee. This Committee, composed of a Chair and two members appointed by the President, is responsible for soliciting nominations and selecting KPR members to receive the Harry Lee Waterfield Awards. The Chair manages the Committee's activities from recruiting nominees to presenting the awards.

80 1) Recruitment of Nominees. Each year, the KPR membership is given an opportunity to nominate KPR members who have demonstrated unusual leadership or service that sets them apart as reaching high levels of achievement or humanitarian service. Potential recipients must have a background of committed responsibilities and must be members of KPR to qualify for either award.

86 a) The Chair solicits nominations by reporting at Board meetings.

88 b) The Chair provides an announcement to *The Kernel* well in advance of the two issues immediately preceding the Annual Meeting. The announcement includes information about the awards, the deadline established in accordance with the dates of the Annual Meeting, and directions for submitting nominations.

90 2) Selection of Recipients. The Chair presides over the Committee's review of the nominations and selection of the recipients. Names of the recipients are kept confidential until the presentation.

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3) Presentation of Awards. The Chair shall:

- a) Obtain appropriate awards showing the KPR symbol, the name of the award, the name of the recipient, and the date of presentation. (See information in the Administrative Manager's files concerning payment/reimbursement of cost.)
  - b) Arrange for a member of the Waterfield family (or someone to represent the Waterfield family) to present the awards at the Annual Meeting.
  - c) Arrange for someone to introduce the presenter of the award.
  - d) Work with the host chapter Annual Meeting Chair in preparation for the event.
  - e) Preside over the presentation event, speak about the Waterfield Awards, and introduce the award recipients at the Annual Meeting.
  - f) Be responsible for managing activities pertaining to any other awards that may be authorized by the Board.
- 4) Payment for Awards. The committee may arrange for the vendor to bill the Waterfield family directly or pay for the awards and submit the invoice to the Waterfield family for reimbursement. (See the files received from the predecessor for the address.)

C. Nominating Committee. At the December quarterly Board meeting in odd-numbered years, the President shall, with Board approval, appoint a Nominating Committee of a Chair, two members, and an alternate. No member may serve two consecutive terms on the Committee.

Duties of the Committee are as provided in Nomination and Election, Policies and Procedures.

D. Other State Special Committees. Other special committees may be appointed as the need arises, in accordance with the Bylaws.

