



## **The purpose of each NCRSP Local Unit:**

The purpose of each Local Unit shall be to recruit new members, retain current members, and work through and within the region organization to achieve the goals of the Division.

## **Responsibilities of the Local NCRSP President include:**

- Understand the bylaws and policies of the state, region, and local unit; ensure that the local unit's bylaws and policies are kept up-to-date.
- Develop annual goals for the local unit and lead the unit's members to accomplish those goals.
- Schedule regular meetings of the local unit's Executive Committee. Prepare an agenda for each meeting. Include at least one meeting during July or August to plan committee work, general meetings, and other activities for the year.
- Appoint the chairs and members of all committees, and instruct the committees on their duties and goals.
- Supervise the planning (by the Executive Committee) and maintenance (by the Treasurer) of a budget.
- Oversee selection of delegates to the State Convention and election of delegates to the NEAR/NEA Convention.
- Lead the leadership development efforts in the local unit.
- Submit the report of local unit officers and committee chairs to the state office each year by the stated deadline.
- Promote membership in NCRSP to active school personnel and retired school personnel.
- Maintain open communication with region and state officers of NCRSP.
- Develop a working relationship with appropriate community groups, especially the NCAE local unit, school board, superintendent and central office staff.
- Maintain a copy of the NCRSP Officers' Toolkit by annually updating any expired documents. Pass on the copy of Tool Kit to the incoming President at the end of the term of office.