



JOB DESCRIPTION

OAMR RETIRED CLERKS COMMITTEE

PURPOSE: To encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession.

RESPONSIBILITIES:

- A. Update retiree roster. As members retire from OAMR, retain a mailing list in conjunction with the Membership Committee.
- B. Encourage retirees to maintain membership.
- C. Encourage retirees to remain active in OAMR, to serve on committees and to serve as mentors.
- D. Provide information to retirees about upcoming events.
- E. Plan annual retiree event.
- F. Coordinate annual recognition for retirees. (see attached Retiree Recognition Policy)
- G. Maintain list of retirees willing to assist municipalities in an interim recorder/clerk position, as needed.

OAMR RETIREE RECOGNITION POLICY

1. A retiree shall be an active voting or associate member of OAMR at the time of retirement.
2. A retiree with at least ten (10) years of service as a city recorder, city clerk, or deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition.
3. Retirees with fewer than ten (10) years of services as a city recorder, city clerk, or deputy or assistant city recorder or city clerk, or other position recognized as a voting or associate member of OAMR shall receive a certificate of recognition upon approval of the Board of Directors.
4. Names of retirees meeting the criteria set out by OAMR, shall be submitted by July 1st, to the Retired Clerks Committee by the Region Director along with a notation as to whether or not the retiree is expected to attend the annual conference to receive their certificate of recognition. In the event a retiree will be unable to attend the annual conference, the certification of recognition will be sent by the OAMR President to the Region Director for presentation at a region meeting or a retiree's reception given by his/her city.
5. Names of all eligible retirees shall be read at the annual OAMR conferences and those attending will receive their certificates at that time.

Committee Membership List

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