

**Division of Responsibilities between
The UC Davis Retirees' Association
and the UC Davis Retiree Center**

(Revised July 2015)

Introduction

The UC Davis Retirees' Association (UCDRA) was formed to provide advocacy and support for retired UC Davis staff or retirees from other UC campuses living in the Davis area. The UC Davis Retiree Center (Center) was created in 2006 to provide programs and services for all retired faculty and staff and to provide administrative support to the UCDRA and the UC Davis Emeriti Association (UCDEA).

UCDRA Mission Statement

The UC Davis Retirees' Association (UCDRA) is an advocacy and service organization that takes action to engage and involve retirees through fellowship with each other and the university for our mutual benefit.

UCDRA Services and Programs

The UCDRA welcomes the participation of retirees from the Davis and Sacramento campuses in a variety of activities. The association partners closely with the UCDEA to protect and enhance retiree benefits such as free campus parking and reduced fees at various campus venues. The association provides the following services and programs for its members:

- **Communicates** updates on retiree benefits such as health and welfare plan changes, cost-of-living adjustments and more
- **Awards** educational scholarships annually to UC Davis and health system staff
- **Collaborates** with the staff of the UC Davis Retiree Center, established in 2006 through the efforts of the UCDRA and the UCDEA
- **Offers** enlightenment and fun by planning a variety of social and educational programs
- **Represents** retirees at the Council of UC Retiree Associations (CUCRA), which includes all ten UC campuses and laboratories
- **Fosters** a strong working relationship with the UC Office of the President and UC Davis as an officially recognized campus affiliate

Division of Responsibilities

“Brainfood Talk” Luncheon Program

These educational talks are held each month during the academic year from October to May, except for the months when membership meetings are held. The program is coordinated by a Program Committee with representation from the UCDEA and the UCDRA. The Program Committee sets the dates, identifies speakers, extends the invitation to speakers and follows up with speakers to get information for publicity and facility set-up purposes.

The Center reserves space, arranges for any A/V equipment needs and coordinates refreshments. The Center also publicizes the talks via email, U.S. mail, the UC Davis calendar and other media. The Center pays for space rental, rental of A/V equipment (if necessary) and publicity. The UCDEA pays for refreshments.

UCDRA Membership Meetings

The UCDRA holds three membership meetings each academic year, in the fall, winter and spring quarters. The fall general meeting traditionally is held jointly with the UCDEA and is usually the largest meeting of the year. The winter meeting has been held at the MIND Institute in Sacramento. The annual business meeting, including elections of officers for the following year, occurs at the spring meeting.

The Program Committee plans for speakers at each of these meetings. The UCDEA president determines the agenda for the business meeting.

The Center reserves meeting space, arranges A/V equipment, coordinates refreshments and publicizes the meetings. The Center pays for space rental, A/V equipment (if necessary) and publicity. The UCDEA pays for the refreshments (shared with the UCDRA for the joint meetings).

Special Functions and Projects

- Various cultural and social events, including travel
- Participation in special campus projects
- Participation in campus events
- Representation on campus and Staff Assembly committees
- Scholarship awards to UC Davis staff
- Development of volunteer opportunities on campus from retirees

The UCDRA may occasionally conduct or participate in special functions or projects such as those listed above. The planning, organization, and costs associated with these functions and projects are the responsibility of the UCDRA. The Center may facilitate these functions or projects by making the logistical arrangements, providing consultation to UCDRA planners and suggesting ideas.

Publicity and Communications

The UCDRA Communications Committee oversees the distribution of information to members and outreach to non-members. The Center assists with design and coordination of communication pieces.

UCDRA Brochure

The UCDRA brochure is distributed to all new retirees, displayed at outreach events and made available at the Center and on the UCDRA website. The UCDRA provides the text for the brochure and pays for all costs associated with its printing and/or distribution. The Center coordinates design, printing and distribution.

UCDRA Website

The UCDRA website provides information about the organization, including its history, leadership, activities, awards and video records project. The UCDRA provides direction to the Center for the site's design and text. The Center maintains and updates the basic information such as upcoming activities. The UCDRA may designate a "webmaster" to coordinate additional or enhanced updates to the site.

Participation in CUCRA

CUCRA, the Council of University of California Retiree Associations, meets each fall and spring quarter at one of the UC campuses, rotating between the northern and southern California campuses. The UCDRA normally sends a representative and an alternate representative to the meeting. The Center pays for the transportation and lodging costs of the representative and the UCDRA pays for the costs of the alternate representative.

Approximately every four years UC Davis hosts the CUCRA meeting, which is held jointly with the Council of University of California Emeriti Associations (CUCEA). Participants pay a registration fee to attend the meeting and the Center pays for any costs that exceed the registration revenue.

Advocacy on Behalf of Retirees

All advocacy efforts are the responsibility of the UCDRA.

Membership

The UCDRA Membership Committee coordinates efforts for recruitment of members. The Center maintains the membership database including life members, annual dues-paying members and associate members (spouses/partners of deceased emeriti). The Center sends dues notices to the annual dues-paying members and provides a record of payments to the UCDRA treasurer. The UCDRA pays for the costs associated with membership recruitment.

Finance

The UCDRA sets membership dues and keeps all records of expenditures of UCDRA funds in accord with the priorities stated in the annual budget.