



Retired

ONGOING DEDICATION TO PUBLIC EDUCATION

12 MONTHS

Building a Stronger Chapter

DEAR ISTA-RETIRED CHAPTER PRESIDENT,

This calendar is designed to help your chapter plan and carry out your responsibilities as elected leaders of your local chapter. It contains information, helpful suggestions and advice, resources and a month-by-month listing of activities of which you should be aware.

GETTING THE YEAR STARTED

Plan your calendar for the year using the monthly suggestions, some of which include:

- ☐ Schedule meetings for your chapter members.
- ☐ Attend District Council meetings.
- ☐ Host local chapter executive board meetings.
- ☐ Send delegates to the ISTA Representative Assembly.
- ☐ Participate in ISTA Statehouse Days of Action.

With your officers, plan your chapter meeting dates, programs and activities using this calendar as a template.

Provide monthly email updates to all members so they feel connected to the chapter.

Set aside time to follow up on member issues and concerns.

Encourage chapter members to register for and explore the ISTA and NEA websites frequently to take advantage of numerous member benefits.

Sincerely,

A handwritten signature in black ink, reading "Rod Ellcessor". The signature is fluid and cursive, with the first name "Rod" and last name "Ellcessor" clearly distinguishable.

Rod Ellcessor
ISTA-Retired State Council Chair

BUILDING CHAPTER RECRUITMENT

READINESS TO RESPOND

Face-to-face communication is best. However, you must do your homework, because the reason you joined ISTA-Retired may not be the reason a potential member may join or a current member remains active in the chapter. Ask questions and listen for clues that will help you understand the motivations of potential and active members.

ESTABLISHING RAPPORT

As a chapter leader, you are in an advantageous position to set the tone for a good working climate and should do so as soon as possible. ISTA's pre-retired membership gives you an advantage of member recognition and possible contacts. Current members are your best recruiters. If you have an active and engaged retired chapter, your members will sell your chapter and bring in new members.

BROCHURES ARE A TOOL, NOT A CONVERSATION REPLACEMENT

The following timetable is meant to help your chapter increase visibility and build effective communications that engage your members and build a stronger chapter. Your chapter leadership team may want to meet and discuss which of the following suggestions will work best for your chapter.



**BUILDING STRONG RETIRED CHAPTERS IS
VITAL TO THE HEALTH AND STRENGTH OF
THE ASSOCIATION AND ITS ABILITY TO
MEET THE NEEDS OF OUR MEMBERS.**

We aim to build strong retired chapters that prospective members want to join and actively engage current members. Recruiting and maintaining members occurs year-round. Included in this booklet are ideas for building and growing your retired chapter.

GETTING STARTED



Internal

- ☐ Meet with chapter officers and reflect on what worked and what did not work this past year.
- ☐ Begin seeking volunteers for chapter standing committees.



Member Engagement

- ☐ Promote pre-retired membership to active members at District Council meetings and ISTA events.



ISTA Events

- ☐ Review next year's calendar of ISTA events and begin scheduling meetings and programming for your chapter.



MEMBER ENGAGEMENT

Promote pre-retired membership to active members at District Council meetings and ISTA events.

SEPTEMBER



Internal

- ☐ Elect retired chapter member(s) to attend the District Council(s) in your chapter area. The goal is to inform District Council members of retired chapter activities and encourage pre-retired life memberships in the local associations.
- ☐ Determine if there are any retired members who are interested in political action or the Indiana Political Action Committee for Education (I-PACE). Set up a chapter legislative information committee.
- ☐ Email upcoming meetings, programs and events to chapter members.
- ☐ Submit Chalkboard newsletter articles by Oct. 1.
- ☐ Hold chapter meeting and program – invite the local UniServ Director to attend.



Local Presence & Membership

- ☐ Ask the District Council president or UniServ Director to include the retired representative on the meeting agenda.
- ☐ Challenge District Council members to become ISTA life members with Easy Pay.
- ☐ Work with local presidents on membership drives.



Member Engagement

- ☐ Send welcome letters to new retirees as you become aware of them.
- ☐ Sponsor a newly retired member meeting “To Hell with the Bell” party.
- ☐ Develop a list of retired teachers and their content area who are willing to tutor students or help in classrooms.



ISTA Events

- ☐ Officers should attend ISTA-Retired Zone meeting when scheduled.
- ☐ Retired committee members should attend the ISTA All Committee Meeting.
- ☐ Attend the ISTA Leadership Conference.
- ☐ Confirm volunteers to assist with ISTA-Retired booth(s) at the Good Teaching Conference.

OCTOBER



Internal

- ☐ Hold chapter meeting and program – invite UniServ Director to attend.
- ☐ Arrange to have a meeting at the local library to discuss member benefits.
- ☐ Add information to the chapter website to keep it current.
- ☐ Contact retired chapter members who did not come to the first chapter meeting. Let them know they were missed. Invite them to the next meeting.
- ☐ Send list of chapter members to ISTA-Retired staff assistant by Oct. 15.



Local Presence & Membership

- ☐ Invite school board (or local) candidates to attend a chapter meeting.
- ☐ Reach out to District Council members. Let them know about your chapter.
- ☐ Send representative to Statewide Retired District Council meeting.
- ☐ Provide donuts and cider to the local association's general meeting or executive meeting.



Member Engagement

- ☐ Collect bags of supplies for ISTA Aspiring Educators — turn in at retired District Council meeting.
- ☐ Contact the local president for political recommendations or endorsements. Inform members.
- ☐ If an election year, provide members with a list of public education friendly candidates in their districts and encourage members to vote.
- ☐ Hold a TGIF social.



ISTA Events

- ☐ Officers should attend ISTA-Retired Zone meeting, when scheduled.
- ☐ Retired Executive Board meeting and State Council meets.
- ☐ Prepare for American Education Week — coordinate a local service project or a thank you to educators.

NOVEMBER



Internal

- ☐ Hold a chapter meeting to discuss saving money using member benefits.
- ☐ Make plans to hold a social holiday meeting/dinner. Invite non-members to attend.
- ☐ Request membership data for your chapter area from the MRC or from your local UniServ office. Compare with your records.



Local Presence & Membership

- ☐ Send email to local association leaders to encourage NEA/ISTA life pre-retired memberships.
- ☐ Write thank you notes/cards to bus drivers, custodians, nurses, food workers and paraeducators for Education Support Professionals Day in November.



Member Engagement

- ☐ If an election year, send results of national/state/local elections. Send thank-you notes to those who were politically active.
- ☐ Collect hats, gloves or toys for charity donation in December.
- ☐ Contact all ISTA annual members who have not renewed membership.



ISTA Events

- ☐ Attend Good Teaching Conference or send volunteers to host a booth.
- ☐ Celebrate American Education Week.

ISTA EVENTS

Celebrate American Education Week.

DECEMBER



Internal

- ☐ Hold your chapter holiday meeting/event.
- ☐ Email local association presidents to send names of mid-year retirees.
- ☐ Email holiday greetings to chapter email list.
- ☐ Update your chapter's website.
- ☐ Send in articles for the Chalkboard by Jan. 1.



Local Presence & Membership

- ☐ Representative(s) should attend District Council(s) meeting and report on chapter activities.



Member Engagement

- ☐ Collect books for a local hospital or elementary school.
- ☐ Send out holiday greeting card to chapter members.



ISTA Events

- ☐ Send representative to Statewide Retired Executive Council meeting.
- ☐ Save the date for the Northern and Southern Advocacy Conferences. Visit **ista-in.org/events** for more information.



MEMBER ENGAGEMENT

Collect books for a local hospital or elementary school.

JANUARY



Internal

- ☐ Send email reminder of next chapter meeting to members.
- ☐ Host a Dr. Martin Luther King, Jr. event with local association(s).
- ☐ Beat the winter blahs. Hold a TGIF meeting as an extra, instead of a regular meeting as many members are snowbirds.
- ☐ ISTA-Retired election materials will be sent. Keep members informed about deadlines to vote.
- ☐ Organize committee for political action and attend the ISTA Statehouse Days of Action.



Local Presence & Membership

- ☐ Check with local association presidents regarding mid-year retirees.



Member Engagement

- ☐ Send out legislative action updates to members.
- ☐ ISTA-Retired election materials will be sent to all ISTA members. Encourage retired members to vote and mail ballots.
- ☐ Organize chapter members to attend ISTA Statehouse Days of Action lobbying events.



ISTA Events

- ☐ Attend the ISTA Statehouse Days of Action. Visit **ista-in.org/our-advocacy** for more information.

MEMBER ENGAGEMENT

Organize chapter members to attend ISTA Statehouse Days of Action lobbying events.

FEBRUARY



Internal

- ☐ Make personal contacts with new mid-year retirees. Send membership forms.
- ☐ Email chapter members regarding ISTA/NEA member benefits sites for spring break travel, car rental, lodging, etc.
- ☐ Send representatives to Northern and Southern Advocacy Conferences.
- ☐ Submit a candidate for the David Hanna Golden Touch Award at **ista-in.org/scholarships-awards** – deadline March 1.
- ☐ Update members on proposed education-related legislation. Encourage members to sign up for legislative updates at **ista-in.org/takeaction**.
- ☐ Make plans for a Read Across America event in your area.



Local Presence & Membership

- ☐ Arrange with local association to have a breakfast or lunch meeting of legislators and members.



Member Engagement

- ☐ Inform members of the April 1 deadline for ISTA Foundation Retired District Scholarships for kids and grandkids of ISTA members.
- ☐ Encourage chapter members to sign up for ISTA's legislative updates at **ista-in.org/takeaction**.
- ☐ Send a reminder to ISTA-Retired members to submit nominations or applications at **ista-in.org/scholarships-awards** for the David Hanna Golden Touch award. Nominations due March 1.



ISTA Events

- ☐ Attend the Northern and Southern Advocacy Conferences.
- ☐ Attend ISTA Statehouse Days of Action.
- ☐ Attend Statewide Retired Executive Council meeting.

MEMBER ENGAGEMENT

Encourage members to nominate a colleague for the David Hanna Golden Touch Award.

MARCH



Internal

- ☐ Hold membership meeting and program.
- ☐ Send legislative updates to retired members. Urge members to lobby legislature on education bills.
- ☐ Send representative to District Council meeting and report on chapter activities.
- ☐ Send articles for the Chalkboard newsletter by April 1.
- ☐ Check your local constitution and bylaws for holding local elections.



Local Presence & Membership

- ☐ Volunteer to assist with end-of-year retirement plans for local association(s).
- ☐ Help local association(s) with Read Across America event.



Member Engagement

- ☐ Inform members of donations needed for Outreach to Teach in April.
- ☐ Share information with members about the NEA-Retired Conference.
- ☐ Coordinate volunteer opportunities for members to participate in Read Across America.



ISTA Events

- ☐ Celebrate Read Across America.
- ☐ Attend ISTA-Retired Executive Committee and State Council meeting.
- ☐ Attend NEA-Retired Organizing Conference.

MEMBER ENGAGEMENT

Promote literacy by hosting a Read Across America event.

APRIL



Internal

- ☐ Hold chapter meeting and program.
- ☐ Consider attending the NEA-Retired Annual Meeting. Information can be found on the NEA website.
- ☐ Plan chapter membership drive for retiring members.
- ☐ Attend District Council meeting and report on benefits of being a life member.
- ☐ Inform members of actions from the ISTA Representative Assembly.
- ☐ Meet with officers to plan chapter elections and budget for the next year.
- ☐ Connect with UniServ Directors in your area to host retirement workshops for active ISTA members.



Local Presence & Membership

- ☐ Coordinate an Earth Day, April 22, activity with your local association.
- ☐ Write thank you notes to school secretaries for Administrative Professionals Day.
- ☐ Ask local presidents if they need help with Teacher Appreciation Week in May.



Member Engagement

- ☐ Encourage volunteers for Outreach to Teach. For more information, visit **ista-in.org/o2t**.



ISTA Events

- ☐ Send delegates to the ISTA Representative Assembly.
- ☐ Attend the ISTA-Retired Statewide Council Meeting.
- ☐ Attend ISTA-Retired Statewide Retired Executive Council meeting.
- ☐ Volunteer or donate for Outreach to Teach.

MAY



Internal

- ☐ Hold chapter membership meeting and program.
- ☐ Email members with information on your next chapter meeting.
- ☐ Mail a congratulations letter to retiring teachers and invite them to attend your next chapter meeting.
- ☐ Hold elections in accordance with your constitution.
- ☐ Set chapter goals for the year – what, when, where and how.
- ☐ Share information and actions from the ISTA Representative Assembly with members.
- ☐ Make changes to local checking account if needed – two signatures.



Local Presence & Membership

- ☐ Ask District Council presidents to send retiring teacher names to you and the UniServ Director.
- ☐ Volunteer to help plan a retirement event for the local association(s).
- ☐ Celebrate National School Nurse Day.



Member Engagement

- ☐ Ask chapter members to send notes to active teachers for Teacher Appreciation Week.
- ☐ Ask retired members for volunteers to help close new retirees classrooms.

JUNE



Internal

- ☐ Hold membership meeting or a pitch-in lunch for retired members.
- ☐ Elect officers and appoint committee chairs to standing committees.
- ☐ After local chapter elections, make changes on your chapter checking account.
- ☐ Do an internal audit of the checking account or have a former treasurer perform the audit.
- ☐ Submit Chalkboard newsletter articles by July 1.



Local Presence & Membership

- ☐ Identify the local associations in your chapter area or District Council.
- ☐ Contact local association president(s) for list of officers and emails. This information may be available through the UniServ office in your area.
- ☐ Ask local president(s) to give you names of retiring members. Send letter with chapter meeting dates and programs and a membership form to new retirees. Follow up with a phone call.
- ☐ Attend local association retirement luncheons. Invite retirees to join chapter.



Member Engagement

- ☐ Send thank you notes to those who served in any capacity this year.
- ☐ Plan a social event — picnic, ice cream social, etc., for members.



ISTA Events

- ☐ Refine chapter goals and initiatives to incorporate conference ideas and new programs.
- ☐ Attend the NEA-Retired Annual Meeting.

ISTA-RETIRED CHAPTER MAP

Visit ista-in.org/retired-map to view chapters across the state.

JULY



Internal

- ☐ Send name of the chapter representative and alternate to the Retired District Council and the ISTA-Retired staff assistant by July 15.
- ☐ Finalize the chapter's calendar, programs and events for the next year.
- ☐ Develop new goals and strategies to increase communication with chapter members and local association presidents.
- ☐ Discuss standing committee charges/goals to accomplish this year.



Local Presence & Membership

- ☐ Develop a list of retired members willing to help set up classrooms for active teachers in the fall.
- ☐ Send communication to all life and annual members in your chapter area to inform them of upcoming events and programs and include a membership form if an annual member. Contact the Member Resource Center (MRC) or UniServ office for printed labels.



Member Engagement

- ☐ Plan a social event to meet with local association(s) presidents.



ISTA Events

- ☐ Attend the Statewide Retired District Council meeting.
- ☐ Save the date for the ISTA Leadership Conference. Visit ista-in.org/events for more information.



MEMBER ENGAGEMENT

Plan a social event to meet with local association(s) presidents.

AUGUST



Internal

- ☐ Hold executive board meeting with officers and committee chairs to plan the next chapter meeting agenda.
- ☐ Hold a social event for local association officers, if not done in July.
- ☐ Develop a back-to-school letter for current teaching actives in your area informing them of the benefits of pre-retired membership.
- ☐ Ask local president(s) if you can greet actives at the back-to-school membership meeting or at the association representative meeting.
- ☐ Update your chapter website with meeting dates and programs.



Local Presence & Membership

- ☐ Contact local associations for names of member retirees and invite them to come to your next meeting. Check with MRC representative and/or UniServ office for mailing labels. Mail or call members with chapter information.
- ☐ Work with local presidents on membership drives.



Member Engagement

- ☐ Mail chapter information to all life and annual members in your chapter area. Call anyone who hasn't been active or attended a meeting in the last year. Target date for completion of calls by mid-August.
- ☐ Hold a new retiree luncheon or breakfast.
- ☐ Send email meeting reminder of your next chapter event or meeting.



ISTA Events

- ☐ Save the date for the Good Teaching Conference. Visit **ista-in.org/events** for more information.



LOCAL PRESENCE & MEMBERSHIP

Celebrate Teacher Appreciation Week.

ISTA-Retired promotes
quality public education,
advocates for retired
educators and offers
dignity in retirement.

Our kids. Our schools. Our future.

ISTA-Retired

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