



POSITION DESCRIPTION – RETIREE VICE PRESIDENT

The individual serves as the primary advocate for retirees and retirement issues of members, supports congressional advocacy and media outreach, assists individual members in their dealings with agency management, recruits and informs retiree members, and acts as an officer of the Association.

The retiree Vice President is elected by the retired members or appointed in the event of a mid-term vacancy.

The officer reports to the Governing Board and is ultimately accountable to the association's membership.

Primary Advocate for Retirees – the retiree Vice President is responsible for determining the priorities of retiree members; formulating positions for presentation to agency management; and responding to agency proposals in coordination with the Associations' elected retiree representatives. The retiree vice president consults and obtains the approval of the Executive Committee/Governing Board for policy positions as appropriate; and communicates with constituency membership via AFSA communication tools.

Individual Member Assistance – the Retiree Vice President may directly assist members regarding their individual issues with agency management and ensure that members receive quality assistance from AFSA professional staff.

Retiree Member Recruitment & Outreach – the Retiree Vice President helps recruit retired Foreign Service members; represents the retiree constituency in written, telephonic, and in-person communication with Congress for retiree-specific issues; coordinates congressional and member outreach with the President and other vice presidents on cross-cutting issues.

Foreign Service Journal – the Retiree Vice President writes regular columns for the *Foreign Service Journal* and contributes to the "Retiree Corner" in the AFSAnews section of the *Foreign Service Journal* to ensure quality coverage of retiree activities in support of the Foreign Service.

Officer of the Association – the retiree Vice President serves as a voting member of the Governing Board and Executive Committee; chair of the Retiree Committee; and member of other AFSA standing and ad hoc committees. The officer has a fiduciary duty to membership. The officer may be asked to serve in an acting capacity for other association officers as needed. The officer is expected to fulfill the general responsibilities of a board member as articulated in the document approved by the Governing Board on April 1, 2015.

