



UPDATED: October 20, 2016

**VIRGINIA FEDERATION BOARD
IMPORTANT DATES (TENTATIVE)
2016-2017**

November 2016

November 15 Deadline for VFC Chapters with fiscal year July – June to file e-postcard
IRS form 990N with the IRS

December 2016

December 20 Deadline for submission of FY-2017 second quarter VFC Expense Vouchers to
VFC President (should cover the period September 15th thru December 15th)

December 23 Deadline for submission of proposed VFC Bylaw Amendments to VFC
Constitution & Bylaws Committee for consideration at the 2017 VFC Convention to
Helen Willis, Chair at kbwillis@verizon.net

December Cut-off date for January Board Meeting hotel reservations at new location

January 2017

January 1 Deadline for Chapters to file F-7 Report with NARFE HQ

January 4 Deadline for submission of FY-2017 second quarter VFC Notes articles
Area Vice Presidents & Electronic Committee to VFC 1st Vice President
VFC Program Chairs to VFC 2nd Vice President

January 6 Deadline for submission of FY-2017 second quarter VFC Notes articles
Executive Committee to VFC President

January 8-10 Winter VFC Board Meeting – new location

Doubletree by Hilton
50 Kingsmill Road
Williamsburg, VA 23185
757-220-2500

Sunday, January 8

4:00 – 5:30 pm

1st Vice President meeting with Area Vice Presidents

2nd Vice President meeting with VFC Program Chairs

7:00 – 9:00 pm

Executive Committee meeting

Monday, January 9

9:00 am – 5:00 pm

Full VFC Board meeting

Tuesday, January 10

8:30 am – 12:00 noon

Full VFC Board meeting

- January 9 Nominating Committee Report to VFC President and VFC Board
- January 17 Deadline for submission of Resolutions to VFC Secretary for consideration at the 2017 VFC Convention – sent to Betty Warren at blwarren12@verizon.net
- January 21 Deadline for VFC Secretary to present Annual Summary of Chapter Membership and listing of authorized votes for the VFC Convention
- January 27 Deadline for VFC Treasurer to send out invoices to Chapters for VFC Chapter dues
- January 27 Deadline for VFC Constitution & Bylaws Committee to submit recommendations on submitted comments and recommended revisions to Proposed VFC Bylaws Amendments to VFC President

February 2017

- February 10 Deadline for submission of nominations for Leadership Award to Review Committee appointed by the VFC President
- February 16 Deadline for VFC President to send out “Call to Convention”

March 2017

- March 12-15 NARFE Legislation Training Conference – Hilton Mark Center, Alexandria, VA
- March 20 Deadline for submission of FY-2017 third quarter VFC Expense Vouchers to VFC President (should cover the period December 15th thru March 15th)

April 2017

- April 2 Spring VFC Board Meeting
 Doubletree by Hilton
 50 Kingsmill Road
 Williamsburg, VA 23185
 757-220-2500
 2:30 – 3:30 pm VFC Executive Committee meeting
 3:30 – 4:30 pm Full VFC Board meeting
- April 2-5 63rd VFC Annual Convention
 Doubletree by Hilton
 Williamsburg, Virginia
- April 5 Full VFC Board Meeting (new Board)
 Doubletree by Hilton
 Williamsburg, Virginia
 12:00 noon – 1:00 pm