



**VIRGINIA FEDERATION LEADERSHIP AND OFFICERS TRAINING**  
**Wednesday October 24<sup>th</sup> 9:00 a.m. – 2:00 p.m.**  
**Double Tree by Hilton, 990 Hilton Heights Rd.,**  
**Charlottesville Virginia, 22901**

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|---------------------|--|---|
| I.                  | Welcome  | Leslie Ravenell<br>State President              |
| II.                 | Training Overview  | Constance Bails<br>1st Vice President Acting    |
| III.                | Leadership Development Module  | Constance Bails<br>1st Vice President Acting    |
| <b><u>LUNCH</u></b> |  |   |
| IV.                 | NARFE Organization.....<br>(structure duties & responsibilities of leadership) | William Shackelford<br>Region 10 Vice President |
| V.                  | Chapter Officers Duties and Responsibilities                                   | Coordination Constance Bails                    |
|                     | Presidents, Secretary, Treasurer .....   | President Ravenell                              |
|                     | Public Relations .....   | Deanna Shepard, VF PR Chair                     |
|                     | Membership.....  | B.J. McMullin, Membership Chair                 |
|                     | National Legislation .....   | Gaston Gianni, National Legislative Chair       |
|                     | State Legislation  |   |
|                     | Service .....  | Arlene & Johnny Arthur, Co-Chairs               |
| VI.                 | Evaluations and Feedback.....  | All Participants                                |

*Virginia Leading the Way!*