

**VIRGINIA FEDERATION OF  
NATIONAL ACTIVE & RETIRED  
FEDERAL EMPLOYEES  
HANDBOOK**



*Revised by the Board of Directors*

*March 4, 2019*

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PREFACE.....</b>                                       | <b>3</b>  |
| <b>VFN ORGANIZATION CHART.....</b>                        | <b>4</b>  |
| <b>ARTICLE I: THE VFN ORGANIZATION.....</b>               | <b>5</b>  |
| <b>ARTICLE II: VFN PRESIDENT.....</b>                     | <b>6</b>  |
| <b>ARTICLE III: FIRST AND SECOND VICE PRESIDENTS.....</b> | <b>7</b>  |
| A. OVERVIEW.....  | 7         |
| B. FIRST VICE PRESIDENT (FIELD OPERATIONS).....           | 7         |
| C. SECOND VICE PRESIDENT (PROGRAMS).....                  | 8         |
| <b>ARTICLE IV: SECRETARY.....</b>                         | <b>8</b>  |
| <b>ARTICLE V: TREASURER.....</b>                          | <b>9</b>  |
| <b>ARTICLE VI: AREA VICE PRESIDENTS.....</b>              | <b>10</b> |
| <b>ARTICLE VII: PROGRAM CHAIRS.....</b>                   | <b>11</b> |
| D. OVERVIEW.....  | 11        |
| E. GENERAL DUTIES OF CHAIRS.....                          | 11        |
| <b>ARTICLE VIII: IMMEDIATE PAST PRESIDENT.....</b>        | <b>12</b> |
| <b>ARTICLE IX: COMMITTEES AND SPECIAL APPOINTEES.....</b> | <b>12</b> |
| A. AUDIT COMMITTEE.....                                   | 12        |
| B. BYLAWS COMMITTEE.....                                  | 12        |
| C. NOMINATING COMMITTEE.....                              | 12        |
| D. PARLIAMENTARIAN.....                                   | 13        |
| E. CHAPLAIN.....  | 13        |
| F. SERGEANT-AT-ARMS.....                                  | 13        |
| G. NEWSLETTER EDITOR.....                                 | 14        |
| H. NET COORDINATOR.....                                   | 14        |
| I. WEB COORDINATOR.....                                   | 15        |
| <b>ARTICLE X: CHANGES &amp; AMENDMENTS.....</b>           | <b>14</b> |
| <b>APPENDIX A – DUTIES OF PROGRAM CHAIRS.....</b>         | <b>16</b> |
| A. ALZHEIMER’S.....                                       | 16        |
| B. MEMBERSHIP.....  | 16        |
| C. NATIONAL LEGISLATION.....                              | 16        |
| D. PUBLIC RELATIONS.....                                  | 18        |
| E. SERVICE.....   | 19        |
| F. STATE LEGISLATION.....                                 | 19        |
| <b>APPENDIX B – ANNUAL MEETING STANDING RULES.....</b>    | <b>20</b> |
| <b>APPENDIX C – ANNUAL MEETING VOTING PROCEDURES.....</b> | <b>20</b> |
| <b>APPENDIX D – MANAGEMENT AWARD PROCEDURES.....</b>      | <b>20</b> |

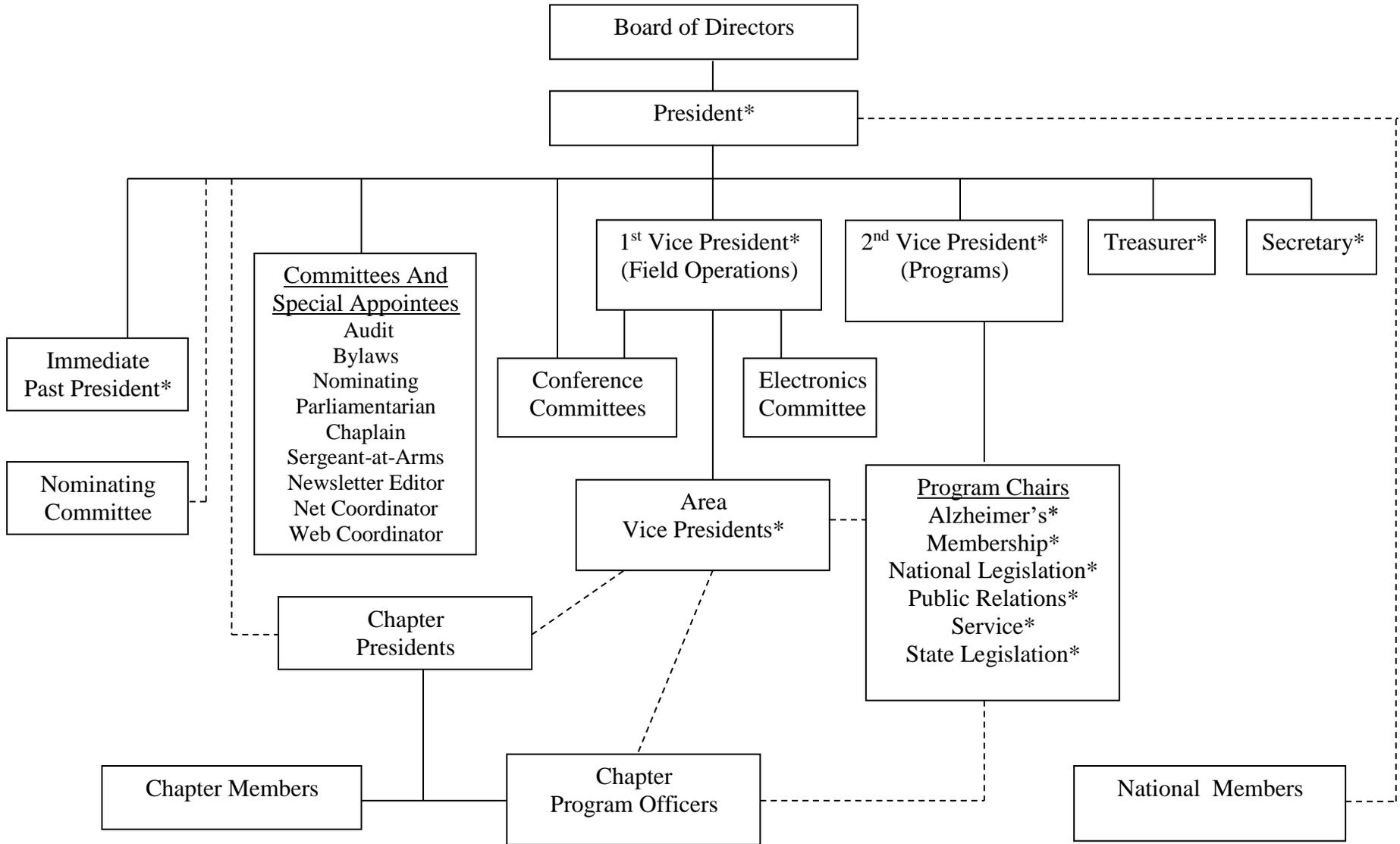
## **PREFACE**

The objectives of the Virginia Federation of the National Active and Retired Federal Employees Association (hereinafter VFN or the Federation), are consistent with those of its parent organization. Membership includes all NARFE members belonging to chapters chartered within the Commonwealth of Virginia and those national members residing in Virginia, who are in good standing with NARFE and have paid current dues in accordance with provisions of the VFN Bylaws and Handbook.

For the objectives to be accomplished, it is imperative that all Federation members make significant contributions in the form of input to the program and policy decision-making process.

The purpose of this Handbook is to outline the structure, duties and venues within which the various segments of the organization will operate to implement and enhance the grassroots level approach. It must be used in conjunction with the Bylaws and may be used with associated Handbooks relating to specific program areas.

# VFN Organization Chart



\*Voting members of the Board of Directors  
 Solid Lines = Line Authority / Dotted Lines = Functional Authority

March 2019

## **ARTICLE I: THE VFN ORGANIZATION**

A. A Board of Directors will oversee the operations of the Federation, as described in this Handbook, and will be comprised of:

1. An Executive Committee consisting of elected officers:
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Secretary
  - e. Treasurer
2. Area Vice Presidents, reporting to the 1<sup>st</sup> Vice President:
  - a. One from each geographical area of the Virginia Federation
  - b. Elected at an Area Caucus held at the VFN Annual Meeting
3. Program Chairs appointed by the President, reporting to the 2<sup>nd</sup> Vice President:
  - a. Alzheimer's
  - b. Membership
  - c. Public Relations
  - d. National Legislation
  - e. Service
  - f. State Legislation
4. Immediate Past President
5. Committee Chairs and Special Appointees including:
  - a. Audit Committee Chair
  - b. Bylaws Committee Chair
  - c. Nominating Committee Chair
  - d. Parliamentarian
  - e. Chaplain
  - f. Sergeant-at-Arms
  - g. Newsletter Editor
  - h. Net Coordinator
  - i. Web Coordinator

The five elected officers, elected Area Vice Presidents, six appointed Program Chairs, and the Immediate Past President comprise the voting members of the Board of Directors. In addition, there are various committee chairs and special appointees, appointed by the President, who are subject to and guided by the Bylaws and Handbook provisions and may be assigned additional duties by the President as needed. All elected officers and appointees should strive to carry out their responsibilities in an effective, efficient and timely fashion.

B. An Annual Meeting is held each year for the purpose of transacting essential business of the organization including, but not limited to, consideration of Bylaws changes, action on

proposed resolutions, and matters relating to the election of officers. Bylaws amendments must be received by the Secretary and Bylaws Committee Chair in accordance with the Bylaws. The Board of Directors has general supervision of affairs between Annual Meetings, meets periodically during the year as needed and approved by the Board, and holds special meetings that may be called by the President. All meetings may be conducted through electronic means, as determined by the Board. The Executive Committee has general supervision of affairs between meetings of the Board of Directors and meets at the call of the President.

- C. Grassroots level participation requires major emphasis on activities at the Area, Chapter and Program levels. Such activities necessitate that Area Vice-Presidents (AVPs) and Program Chairs play a major role, and each may have VFN members assisting them as needed.

## **ARTICLE II: VFN PRESIDENT**

### **A. Duties of the President:**

1. Coordinate and provide leadership to overall programs and activities.
2. Convene and preside at meetings of the Annual Meeting, Board of Directors, Executive Committee and such other meetings deemed necessary, providing an agenda and a minimum notice of 15 days.
3. Convene meetings of the Executive Committee as appropriate.
4. Serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee.
5. Propose an amount for per-capita dues for Chapter members in the upcoming year, obtain Board approval and advise Chapter Presidents and Treasurers of the amount before year end.
6. Authorize expenditure of funds within budget limitations and as approved by the Board in the Annual Budget.
7. Authorize purchase of awards for presentation at the Annual Meeting as needed and as authorized in the Annual Budget.
8. Ensure that a review of the Treasurer's records is performed annually by the Audit Committee, and a report is provided to the Board and all VFN members.
9. Appoint a Chaplain, Sergeant-at-Arms, and other appointees deemed necessary.
10. Appoint a Parliamentarian.
11. Appoint Chairs of Special Committees, with the exception of the Nominating Committee.
12. Appoint the members of the Bylaws Committee.
13. Appoint an officer in the case of a vacancy or inability to serve.
14. Train, or arrange for training of, VFN members and Chapter Officers as appropriate.
15. Appoint Congressional District Liaisons (CDLs) for each of the Congressional districts and two Senatorial Legislative Liaisons (SLLs) for Virginia. At the discretion of the President, some districts may require appointments of more than one CDL to provide chapter coverage across designated areas. Appointments will be for the 2-year session of

the Congress (beginning January 1 of the first year and ending December 31 of the second year). Appointees are expected to serve through the 2-year Congressional session.

16. Upon the death of any member or past member of the Board of Directors, Appointees, or their spouses, the President, or Vice President in the absence of the President, shall cause all members of the Board to be notified, making use of the Internet where possible. The President, or Vice Presidents in the absence of the President, shall determine other actions as appropriate, e.g., Chaplain for flowers or Treasurer for memorial gifts.

## **ARTICLE III: FIRST AND SECOND VICE PRESIDENTS**

### **A. Overview**

Certain operational and functional oversight responsibilities are assigned to the First Vice President (Area Vice Presidents) and the Second Vice President (Program Chairs).

### **B. First Vice President (Field Operations):**

1. Duties:
  - a. Assume duties of the President in absence of the President.
  - b. Serve as Chair of a committee when designated by the President.
  - c. Assist the President in the performance of duties.
  - d. Serve as Annual Meeting and Conference Coordinator under supervision of the President.
  - e. Coordinate communication with the membership to assure that the Federation's voting strength is fully utilized.
  - f. Chair the Electronics Committee, composed of the Net Coordinator, Web Coordinator, Secretary, Newsletter Editor, and others appointed by the President or First Vice President. The Committee is responsible for establishing and monitoring policies for the use of electronic communications, the Internet website, publishing the *Newsletter* and *Annual Report*, and the distribution of official email messages.
2. Oversight responsibilities include the following:
  - a. Serve as the Board's primary contact with Area Vice Presidents.
  - b. Provide guidance in the development of Area plans and programs. Assist AVPs in establishing and meeting their goals and objectives.
  - c. Provide direction and guidance to the AVPs for carrying out their duties as described in this Handbook. Significant irregularities will be brought to the attention of the President in writing via email and/or postal service with appropriate recommendations; however, in no case will the First Vice President assume the duties of any AVP.
  - d. Arrange for mandatory training of new AVPs.
  - e. Conduct, at Board of Directors meetings, reporting sessions of AVPs including content and timing, and give reports for absentees.

- f. Coordinate closely with the Second Vice President (Programs) in identifying field needs and requesting services to fill the requirements of the chapters.

### **C. Second Vice President (Programs)**

1. Duties:
  - a. Assume the duties of the President in the absence of the President and First Vice President.
  - b. Serve as Chair of a committee when designated by the President.
  - c. Assist the President in the performance of duties.
2. Oversight responsibilities include the following:
  - a. Serve as the Board's primary contact person with Program Chairs.
  - b. Provide guidance in the development of program plans. Assist the Chairs in establishing and meeting their goals and objectives and attend meetings to the extent possible.
  - c. Assure that Chairs are carrying out their duties as described in this Handbook. Significant irregularities will be brought to the attention of the President in writing with appropriate recommendations. However, in no case will the Second Vice President assume the duties of any Program Chair unless specifically assigned by the President.
  - d. Arrange for training for the Program Chairs.
  - e. Coordinate training of Chapter Officers and all volunteers.
  - f. Consult with Chairs prior to Board meetings, to determine need for and extent of reporting at each Board meeting.
  - g. Conduct, at Board of Directors meetings, reporting sessions of the Chairs including content and timing, and give report for any absentee.
  - h. Coordinate closely with the First Vice President (Field Operations) to determine chapter needs regarding programs and services.

## **ARTICLE IV: SECRETARY**

- A. Duties:
  1. Record and distribute minutes of the Board of Directors and Executive Committee.
  2. Maintain the Federation's archives, charter, and banner. Records management will be guided by the NARFE Chapter and Federation Officers Manual (F-10).
  3. Assist in preparing ballot forms following the Annual Meeting, as needed.
  4. Distribute resolutions to appropriate committee Chairs 30 days before Annual Meeting.
  5. Complete Form F-22, Federation Meeting Report, immediately after Annual Meeting and promptly send to National with appropriate attachments.
  6. Provide Headquarters with an up-to-date Form F-7A, Federation Officer Roster, whenever changes occur.
  7. In the absence of the Treasurer, secure bond as directed and issue checks.

8. Advise Chapter Presidents and Secretaries at the beginning of each calendar year of reports to be filed.
9. At each Annual Meeting, call a meeting of members elected to the Nominating Committee, for the purpose of choosing a chairperson.
10. At the direction of the Board, post proposed changes to Handbook or other standing rules on website for review and comment by Federation members.
11. Serve on the Electronics Committee.
12. Arrange for printing of Federation stationery and forms as needed.
13. Assist in training Chapter Secretaries as requested.

## **ARTICLE V: TREASURER**

### **A. Duties:**

1. Secure bond in amount determined by the Board of Directors and issue checks.
2. Utilize a financial institution approved by the Board and insured by the Federal Government. Obtain a signature card that shall contain the signature of the Treasurer and Secretary, either of whom may sign checks.
3. In early January each year, send bills for annual dues (Board set per-capita dues at \$1.75 for 2019, subject to annual review) to Chapter Treasurers, with a copy to Chapter Presidents; send notice of dues in arrears if not received by May 31<sup>st</sup>.
4. Receive and manage all VFN funds; keep accurate and current records of all funds received and paid out.
5. Prepare a proposed annual budget, in consultation with the President, for presentation at the first meeting of the Board each fiscal year.
6. Close books at end of the fiscal year and make them available for an annual review by the Audit Committee.
7. Notify the President, First Vice President, and involved AVPs when Chapters are delinquent in payment of dues.
8. Disburse approved budgeted funds and those approved by the President and the Executive Committee.
9. Prepare Reports on Political Fund activity to the State Board of Elections (SBE) following the requirements and schedule established by the SBE.
10. Insure that the Political Fund monies and accounts are never co-mingled with monies designated for operation of the Federation and are maintained in accordance with the SBE guidelines.
11. Prepare and file an Internal Revenue Form 990 Return of Organization Exempt from Income Tax, following IRS requirements for completing the return.
12. Make a memorial gift upon the death of an individual specified in Article II, Section A.16, as directed by the President or his or her designee.
13. Assist in training Chapter Treasurers as requested.

## ARTICLE VI: AREA VICE PRESIDENTS

- A. Area Vice Presidents (AVPs) are focal points of the organizational concept and play prominent roles in the operation of all chapters in their Area. AVPs (one in each designated geographic area in the state) are elected each year for a one-year term by members within their geographic area at a caucus of those attending the Annual Meeting, but shall not serve more than six consecutive terms. AVP's are voting members of the Board and, as such, represent their area membership at all Board meetings. Other duties and responsibilities of the AVP are divided into two categories: (1) those relating to specific program areas, and (2) those of a more general nature.
- B. Specific Program Area Duties and Responsibilities:
1. Conduct quarterly meetings, at their discretion, with appropriate Chapter Officers and involved VFN members, to facilitate supervising the development and evaluation of program objectives in each area.
  2. Assist chapters, when practicable, with implementing specific area programs.
  3. Report on the activities and evaluation of each area program at Board meetings.
  4. Prepare articles describing area program activities for inclusion in the *Newsletter*.
  5. Assist in developing, coordinating and conducting training for Chapter Officers and committee chairs, utilizing appointees and volunteers from the Area, as available.
  6. Review for approval and forward all reimbursement vouchers, as appropriate, from such appointees and volunteers.
- C. General Duties and Responsibilities:
1. Implement VFN and NARFE policy at the area level, assisted by appointees and volunteers as available, and monitor progress in meeting policy goals.
  2. Act as liaison between the Federation and Chapters in their areas.
  3. Visit chapter and caucus meetings when feasible and/or appropriate.
  4. Assist chapters with programs for meetings when appropriate.
  5. Receive comments from Chapter Presidents on proposed changes to the Handbook and other standing orders two weeks before the Board meeting at which they will be considered, and forward them expeditiously to the Secretary.
  6. Survey potential sites and assist with establishing new chapters.
  7. Be familiar with the Chapter and Federation Officers Manual (NARFE Publication F-10) and assist with implementation at the chapter level.
  8. Pursue legislative objectives on the National, State, and Local Levels.
  9. Appoint a temporary replacement to serve as your authorized representative, in your absence, at a Board meeting with voice and vote; said substitute shall have the same rights and privileges as the Area Vice President. Notify the President and First Vice President of the name of the replacement.

## **ARTICLE VII: PROGRAM CHAIRS**

- A. Overview: There are six Programs relating to Alzheimer's, Membership, National Legislation, Public Relations, Service, and State Legislation. Each Program consists of a Program Chair appointed by the President, assisted by AVPs, all other volunteers in the program area, and a committee if desired.
- B. General Duties of the Program Chairs:
  - 1. Each Program Chair shall:
    - a. Develop a statewide plan that is a composite of member, chapter, area, VFN and national goals and objectives.
    - b. Evaluate progress towards accomplishment of statewide program goals.
    - c. Provide training for Chapter Program Officers and all members.
    - d. Carry out specific duties of the Program Chairs given in Appendix A.
  - 2. The Alzheimer's Chair shall:
    - a. Support the NARFE Alzheimer's Research Program.
    - b. Coordinate and enhance Alzheimer's fund-raising efforts.
    - c. Encourage participation in appropriate educational programs of Alzheimer's Association chapters in Virginia.
  - 3. The Membership Chair shall assist Chapters in recruitment and retention of members.
  - 4. The National Legislation Chair shall:
    - a. Support the NARFE Legislative program.
    - b. Inform Chapter Presidents and AVPs of actions necessary to generate appropriate response on National Legislation.
    - c. Oversight of the Senatorial Legislative Liaisons (SLLs) (appointed by the President) who shall represent the President, Program Chair and Federation with the U.S. Senators from Virginia.
    - d. Oversight of the Congressional District Liaisons (CDLs) (appointed by the President) who shall represent the President, Program Chair and members in their respective Congressional districts (often coordinating across areas and chapters) in establishing and maintaining contact and liaison with the members of the U.S. House of Representatives.
  - 5. The Public Relations Chair shall:
    - a. Support membership goals via VFN and NARFE activities at community, county, and federal government events, via matching funds, NARFE materials, and volunteers' recruitment efforts.
    - b. Participate in training activities and speak at Chapter, Regional, and VFN meetings to inform and guide members on public relations strategies, policies, procedures, and media tools.
    - c. Lead public relations program development and innovation, and support NARFE initiatives in partnership with VFN Board members, appointees, and Chapter Public Relations Chairs.

6. The Service Chair shall:
  - a. Provide guidance to Chapter Service Officers by the use of NARFE publications and other resources.
  - b. Assist in establishing NARFE Service Centers.
  - c. Organize and conduct workshops and seminars.
7. The State Legislation Chair shall:
  - a. Develop a State Legislation Plan to be presented to the Board for approval.
  - b. Communicate the Plan to all VFN members.
  - c. Oversee the State Legislative Representative(s).
  - d. Ensure that all program participants are sensitive to the political climate on all issues before the General Assembly involving NARFE members and senior citizens in general to ensure the best efforts indicated are taken to enhance the Federation's objectives.

## **ARTICLE VIII: IMMEDIATE PAST PRESIDENT**

- A. The Immediate Past President (IPP) is a voting member of the Board and serves in an advisory capacity as requested by the President.

## **ARTICLE IX: COMMITTEES AND SPECIAL APPOINTEES**

### **A. AUDIT COMMITTEE**

The Audit Committee has the following duties:

1. Conduct an annual financial review of the receipts, disbursements, assets and liabilities, including the balance sheets and list of investments.
2. Prepare a report of the financial review for submission to the Federation membership for approval.
3. After approval, work with Board to have report posted on the VFN website.

### **B. BYLAWS COMMITTEE**

The Bylaws Committee has the following duties:

1. Review the VFN Bylaws and proposed amendments to ensure conformity with the National Articles of Incorporation, National Bylaws and relevant government laws and regulations.
2. Conduct review via e-mail, telephone, conference calls or meetings, as necessary.
3. Send a report to the President at least 60 days before the Annual Meeting indicating whether or not the Committee has Bylaw amendments for inclusion in the Call to Conference.
4. Present proposed Bylaw amendment(s) at the Annual Meeting with the Committee's recommendations.

## C. NOMINATING COMMITTEE

The Nominating Committee has the following duties:

1. Coordinate with primary and alternate Committee members at Annual Meeting following their selection.
2. Send out notice to incumbent officers in August regarding their intentions to run.
3. Send out Call for Nominations to all Committee members in September including a brief description of duties for each position, and follow up in November.
4. Working with the President, send out Call for Nominations to all VFN members in the September-October timeframe.
5. Review the resumes of all potential candidates, who must submit a resume to either the Committee Chair or the AVP from his/her Area by the committee's deadline.
6. Interview potential candidates, as necessary.
7. Nominate at least one candidate for each of the elected offices of President, First Vice President, Second Vice President, Secretary and Treasurer. More than one nominee may be submitted for each of the above offices.
8. Send a final report of the nominees to the President at least 60 days before the annual meeting for inclusion in the Call to Conference.
9. Chair will attend January Board meeting to present Committee's interim report.

## D. PARLIAMENTARIAN

The Parliamentarian has the following duties:

1. To advise the meeting Chair, as requested, that the rules contained in the current edition of Robert's Rules of Order, Newly Revised will govern the meeting in all cases when applicable and not inconsistent with VFN Bylaws or any special rules the organization may adopt.
2. Attend Board meetings and other special meetings at the request of the President.
3. Serve as the Parliamentarian at the Annual Meeting, all Board meetings, and such other meetings as requested by the President.

## E. CHAPLAIN

The Chaplain has the following duties:

1. Attend Board meetings, at the request of the President, and give non-denominational invocations.
2. Attend Annual Meeting and conduct a memorial service.
3. Send a card or flowers upon the death of an individual specified in Article II, section A.16, as directed by the President or his or her designee.

## F. SERGEANT-AT-ARMS

The Sergeant-at-Arms has the following duties:

1. Attend Annual Meeting and maintain security for conducting business and voting.
2. Carry out floor vote counts at the Annual Meeting, as required.

## G. NEWSLETTER EDITOR

The Newsletter Editor prepares the VFN *Newsletter*, issued twice a year in January and July, and the VFN *Annual Report* issued at the direction of the President in consultation with the Board. The editor has the following specific duties:

1. Attend meetings of the Board, at the request of the President.
2. Invite all officers to submit articles and photographs.
3. Include material from other sources as appropriate.
4. Prepare a finished PDF copy ready for posting on the Internet.
5. Provide *Newsletter* and *Annual Report* to Web Coordinator for posting on website.

## H. NET COORDINATOR

The basic responsibility of the NARFE Net Coordinator is to coordinate the effective distribution of official messages utilizing e-mail and to:

1. Develop and present to the Chair, Electronics Committee draft guidelines and procedures for effective operation of the network for approval by the Board.
2. Develop plans for continuous improvements of the communications network.
3. Utilize NARFE reports of member e-mail addresses for message distribution via the NARFE Network.
4. Consult with and advise the Chair, Electronics Committee regarding innovative proposals and methods for improving the electronic telecommunications program.
5. Distribute all official messages, as approved by the President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President. Official messages include requests from the Executive Committee, Program Chairs, AVPs (for distribution within their respective areas), and Chapter Presidents (for distribution within their chapter membership).
6. Assist the AVPs in working with chapter presidents in defining the duties of the Chapter Net Coordinators.

## I. WEB COORDINATOR

The basic responsibility of the Web Coordinator is to maintain the website, [www.vanarfe.org](http://www.vanarfe.org), and to:

1. Establish and coordinate input for the Federation and Chapter web pages from the various elements of the organization.
2. Develop plans for continuous improvements of the website.
3. Develop, and present to the Chair, Electronics Committee, guidelines and procedures for effective website operation for approval by the Board.
4. Consult with and advise the Chair, Electronics Committee, regarding innovative proposals and methods for improving the website.
5. Assist the AVPs in working with chapter presidents in defining the duties of the Chapter Web Coordinators.
6. Maintain an appropriate contract with an on-line electronic meeting firm (e.g., Go-To-Meeting), and serve as manager and trainer for such VFN meetings.

## **ARTICLE X: CHANGES AND AMENDMENTS**

- A. The duties and responsibilities describing the various positions are subject to change as the Federation's goals and objectives might dictate.
- B. The Handbook may be amended by a two-thirds vote of the Board, noting that proposed amendments will be posted on the website for review and comment by all Federation members.

## **APPENDIX A – DUTIES OF PROGRAM CHAIRS**

### **A. Duties of the Alzheimer's Chair:**

1. Act as central point and leader of Alzheimer's activity within the Federation, including the use of a committee if desired.
2. Collect and forward contributions to NARFE Alzheimer's Research. Maintain and circulate appropriate collection records.
3. Conduct training for Area Vice Presidents, Chapter Officers and all volunteers. Update training manuals as needed.
4. Chair Alzheimer's session at Annual Meeting and report results to all attendees.
5. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.
6. Inform AVPs when requesting participation of event coordinators and volunteers from their Area in program activities.
7. Work closely with Web Coordinator to maintain and update a Program webpage.

### **B. Duties of the Membership Chair:**

1. Act as central point and provide leadership, with major input from AVPs and members, in developing, implementing, and evaluating the membership program, including the use of a committee if desired.
2. Provide membership training for new Area Vice Presidents, Chapter Officers and all volunteers, updating materials as needed.
3. Analyze membership reports with regard to membership growth and changes in types and/or make-up of the membership.
4. Work with AVPs, chapter membership officers and other volunteer assistants, advising the Board of the results of such activity.
5. Chair Membership session at Annual Meeting and report results to all attendees.
6. Coordinate the membership awards program as approved each year by the Board.
7. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.
8. Keep current with NARFE membership programs through the *NARFE* magazine, NARFE website, letters, publications and other communications.
9. Inform AVPs when using Area volunteers in program activities.
10. Work closely with Web Coordinator to maintain and update a Program webpage.

### **C. Duties of the National Legislation Chair:**

1. Act as the central point and leader of National Legislation activity within the Federation, to include oversight of Senatorial Legislative Liaisons (SLLs) and Congressional District Liaisons (CDLs) activities, and including the use of a committee if desired.
2. Make personal contacts, when possible, with all Virginia Senators and Representatives, and their staffs.

3. Attend each NARFE biennial National Legislative Conference and coordinate legislative visits of participating VFN members.
4. Serve as point of contact with NARFE National Legislative Director, and ensure the Federation's program is in consonance with the NARFE National Legislative program.
5. Develop and coordinate the National Legislative program, with input from AVPs, SLLs and CDLs.
6. Provide training and guidance for AVPs, SLLs, CDLs, and Chapter Officers, and update training manuals as needed.
7. Act as NARFE-PAC coordinator for Virginia:
  - a. Provide information to NARFE Headquarters to aid in determining contributions to Virginia Senators and Representatives.
  - b. Using information provided by NARFE National staff, keep the Board informed of the breakdown of NARFE-PAC contributions to Virginia Senators and Representatives, and from Federation members.
  - c. Attend NARFE-PAC events and determine attendance by others within the VFN in coordination with the President.
  - d. Educate members on the importance of the PAC, encourage and solicit contributions, and share disbursement information with chapters.
8. Chair National Legislation session at Annual Meeting and report results to all attendees.
9. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.
10. Update, as applicable, the National Legislative Program web page on the website, [www.vanarfe.org](http://www.vanarfe.org).
11. Send out periodic email updates/status reports on National Legislative issues via the NARFE network, the VFN *Newsletter* and the website.
12. Senatorial Legislative Liaisons (SLLs) will assist the Chair as follows:
  - a. Works under the direct oversight of the President and the National Legislation Chair to solicit and gauge the collective will of the VFN membership to the Federation's elected leaders and appointed officials across Virginia. Appointees will be selected by the President for each 2-year session (beginning January 1 of first year and ending December 31 of second year) and are expected to serve the full session.
  - b. Arranges for periodic meetings with the US Senator and/or staff to ensure awareness of NARFE issues and gain sponsorship or co-sponsorship of supporting legislation, providing feedback to VFN members.
  - c. Attends NARFE-PAC events, as determined by the Chair.
  - d. Attends the NARFE Biennial National Legislative Conference and other training specific to National Legislation. The Board will make every effort to fund, at least partially, these training opportunities.
  - e. Provides follow-up report on events and activities to Chair.
  - f. Provides applicable information for reimbursable expenses to the Chair.
13. Congressional District Liaisons (CDLs) will assist the Chair as follows:

- a. Works under the direct oversight of the National Legislation Chair to solicit and gauge the collective will of the VFN membership to the Federation's elected leaders and appointed officials within ONE respective congressional district (in cases where two CDLs represent the district, the Chair will determine coverage.) Appointees will be selected by the President for each 2-year session (beginning January 1 of first year and ending December 31 of second year) and are expected to serve the full session.
- b. Resides and is a registered voter in the congressional district to which appointed as CDL.
- c. Arranges for periodic meetings with the US Representative and/or staff to ensure awareness of NARFE issues and to gain sponsorship or co-sponsorship of supporting legislation, providing feedback to VFN members.
- d. Attends NARFE-PAC events, as determined by the Chair.
- e. Notifies Federation members (per paragraph a. above) of meetings with or events sponsored by the US Representative via the best means available, such as email via the VANARFE network, telephone tree, or US mail.
- f. Attends the NARFE Biennial National Legislative Conference and other training specific to National Legislation. The Board will make every effort to fund, at least partially, these training opportunities.
- g. Provides follow-up report on events and activities to Chair.
- h. Provides applicable information for reimbursable expenses to Chair.

#### D. Duties of the Public Relations Chair:

- 1. Act as central point and leader for Public Relations within the Federation, including the use of a committee if desired.
- 2. Assist in coordinating, providing guidance, and participating in outreach programs to recruit members, increase revenues, and encourage Chapter involvement, e.g., federal government events, conventions, community fairs, health fairs, etc.
- 3. Coordinate issuance of press releases, informational articles, and announcements of events throughout the state via all forms of media available to active and retired members and prospective members.
- 4. Exchange information with other Federations' Public Relations Chairs.
- 5. Provide guidance to Chapter Public Relations designees and Area volunteers to support timely and consistent contact with the media on Federation policy.
- 6. Chair Public Relations session at Annual Meeting and report results to attendees.
- 7. Develop training programs and materials for VFN officials, AVPs, and Chapter Public Relations officers, designees and volunteers
- 8. Ensure that the Chair is cognizant of changes in policy, program guidelines, NARFE oversight requirements, and public relations' innovations in the public and private sectors.
- 9. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.

10. Maintain communications and contacts with AVPs to ensure that activities are planned and volunteers are requested and notified in sufficient time to effectively meet identified goals.
11. Work closely with Web Coordinator to maintain and update a Program webpage.

E. Duties of the Service Chair:

1. Act as central point and leader for Service activities within the Federation, including the use of a committee if desired.
2. Serve as the major source of service officer knowledge in the state and maintain a flow of such knowledge to the Area service volunteers and/or AVPs, for their use in assisting Chapter Service Officers.
3. Encourage chapter participation in service related outreach activities in local communities.
4. Conduct training for AVPs, Chapter Officers and other volunteers. Update training manuals as needed.
5. Promote awareness and provide general oversight of service centers.
6. Chair Service session at Annual Meeting and report results to all attendees.
7. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.
8. Inform AVPs when seeking participation of Area members in program activities.
9. Work closely with Web Coordinator to maintain and update a Program webpage.

F. Duties of the State Legislation Chair:

1. Act as central point and leader of State Legislation activity within the Federation, including the use of a committee if desired.
2. Provide leadership in developing a “VFN State Legislative Plan” each year for guidance of members’ efforts throughout the state. The Plan is approved by the Board, provided to all chapters and posted on the VFN website.
3. Serve as a major source of information on state legislation by keeping informed of issues affecting all Virginia NARFE members that may be, or have been, presented to the General Assembly, with emphasis upon bills that have special significance to federal employees, annuitants and their survivors.
4. Encourage members to meet and establish relationships with their State Legislators.
5. Assure that Federation input is obtained and used when important issues are being considered by the General Assembly.
6. Conduct training for Area Vice Presidents, State Legislative Representatives, Chapter Officers, and all volunteers, updating materials as needed. Training should be mandatory, provided annually and include:
  - a. Identify state legislators and their committee assignments.
  - b. The conduct of business within the General Assembly.
  - c. Useful approaches and techniques when discussing issues with legislators.
  - d. Keeping abreast of current state legislative activities.

- e. Meeting the duties and responsibilities in their position description.
- 7. Chair State Legislative session at Annual Meeting and report results to attendees.
- 8. In coordination with chapters, recommend to the Executive Committee appropriate contributions to Virginia State Legislative candidates from the VA State Political Fund.
- 9. Review for approval and forward reimbursement vouchers, as appropriate, and propose program funding for each upcoming budget.
- 10. Coordinate with and keep AVPs informed regarding participation of Area volunteers in program activities.
- 11. Work closely with Web Coordinator to maintain and update a Program webpage.
- 12. State Legislative Representative(s) duties include:
  - a. Serves as major advisor to the State Legislation Chair.
  - b. Assists in the development of the State Legislative Plan.
  - c. Assists Chair in keeping track of legislation of interest to VFN members.
  - d. Represent the Federation at the Virginia State Legislature.
  - e. Call on legislators and attend committee meetings as needed to keep abreast of legislative activities and present the Plan's position.

\* \* \* \* \*

**NOTE: One or more of the following Appendices may be added to the Handbook following the Conference and Annual Meeting, based on experiences in dealing with the new National Bylaws, VFN Bylaws and VFN Handbook, as well as the many other changes from the format of past Conventions:**

**APPENDIX B – ANNUAL MEETING STANDING RULES**

**APPENDIX C – ANNUAL MEETING VOTING PROCEDURES**

**APPENDIX D – MANAGEMENT AWARD PROCEDURES**