

ORGANIZATIONAL HANDBOOK

VIRGINIA FEDERATION OF CHAPTERS



Approved by the Board of Directors

January 22, 2007

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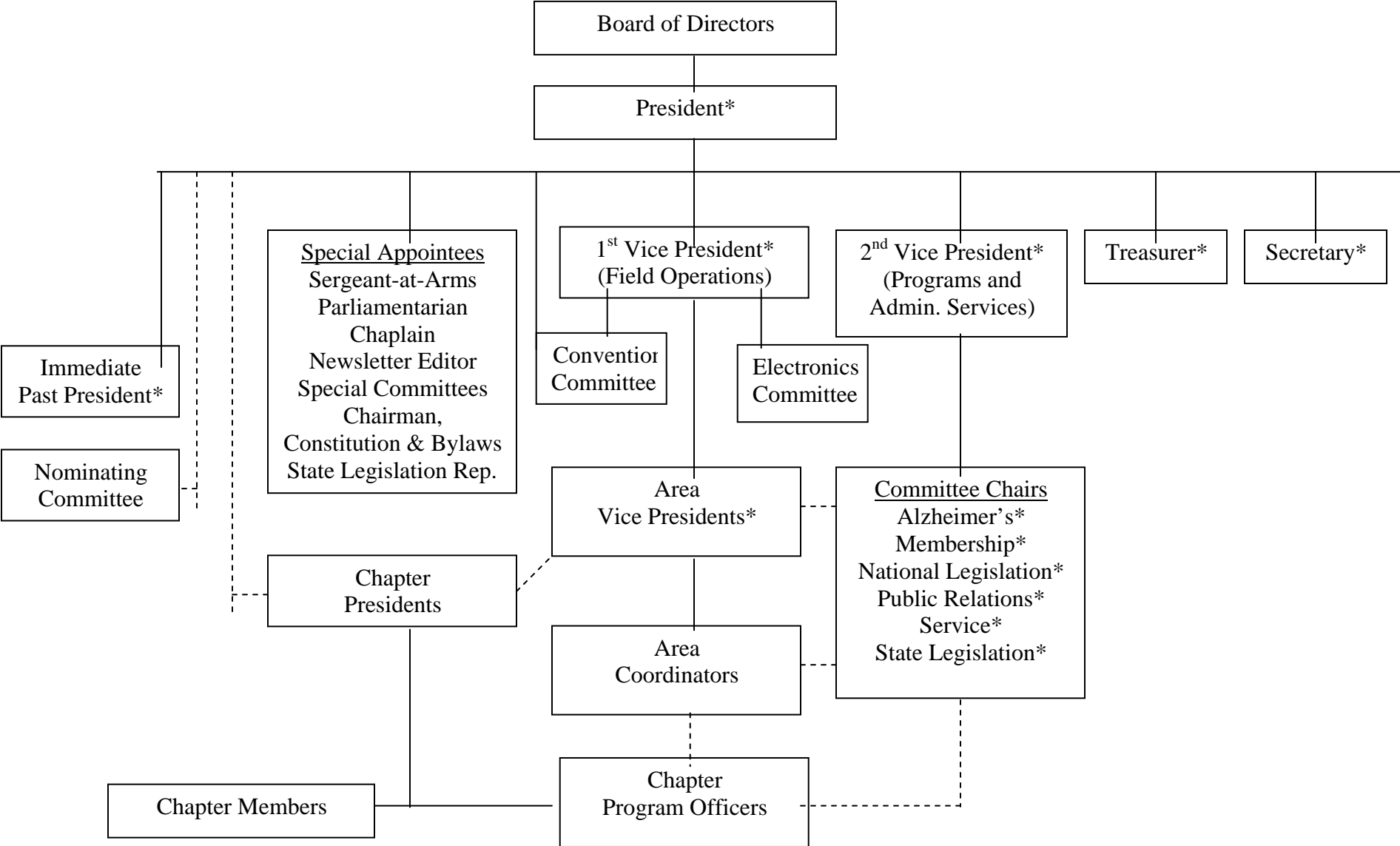
PREFACE

The objectives of the Virginia Federation of Chapters, hereinafter referred to as VFC, of the National Active and Retired Federal Employees Association, hereinafter referred to as NARFE, are outlined in Article II of the VFC Constitution and are consistent with those of its parent organization --NARFE. Membership in the VFC includes all chapters within the State of Virginia that are in good standing with NARFE and whose current dues have been paid in accordance with provisions of the VFC Bylaws.

For the VFC objectives to be accomplished, it is imperative that the member chapters make significant contributions, in the form of input from their membership, to the program and policy decision-making process.

The purpose of this VFC Organizational Handbook is to outline the basic framework within which the various segments of the VFC will operate to accommodate and enhance the grassroots level approach, and it should be used in conjunction with the VFC Constitution and Bylaws.

VFC Organization Chart



*Voting members of the Board of Directors

Solid Lines = Line Authority / Dotted Lines = Functional Authority

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ARTICLE I: THE VFC ORGANIZATION

- A. The duties of the elected VFC officers (President, First Vice President, Second Vice President, Secretary, and Treasurer) are included in this handbook. These elected officers comprise the VFC Executive Committee. The VFC Bylaws refer also to the duties of Standing Committees, whose Chairs are appointed by the VFC President. The elected Area Vice Presidents are an integral part of the VFC organization and their duties are described in the VFC Bylaws and later in this publication. The five elected VFC officers, six appointed Chairs of VFC Standing Committees on Alzheimer's, Membership, National Legislation, Public Relations, Service and State Legislation, ten elected Area Vice Presidents, and the Immediate Past President comprise the twenty-two-member VFC Board of Directors. The duties of the VFC Executive Committee and Board of Directors are outlined in general terms in the VFC Bylaws.

- B. A VFC Convention is held each year for the purpose of transacting essential business of the organization including, but not limited to, adoption of changes to the Constitution and Bylaws, action regarding various resolutions submitted by the membership and election of officers. The VFC Board of Directors has general supervision of the affairs of the VFC between conventions, meets at least three times a year and holds special meetings that may be called by the President. The Executive Committee has general supervision of the affairs of the VFC between meetings of the Board of Directors and meets at the call of the President.

- C. And while the chart does not reflect the fact with dotted lines (there would be confusion with so many), it is nonetheless intended that there be complete freedom of communication between all VFC elected officers and VFC Standing Committee Chairs.

- D. Grassroots level participation requires major emphasis on activities at the Area and Chapter levels. Such activities necessitate that Area Vice-Presidents (AVP) play a major role. Each Area Vice-President may have a staff of Area Coordinators representing the six VFC program areas; namely, Membership, National Legislation, State Legislation, Service, Public Relations, and Alzheimer's. The duties and responsibilities of each VFC Standing Committee Chair and Area Coordinator position are described in some detail later in this publication.

ARTICLE II: VFC PRESIDENT

- A. Duties of the VFC President:
1. Coordinate and provide leadership to overall VFC programs and activities.
 2. Preside at meetings of Conventions, Board of Directors and the Executive Committee.
 3. Convene Board of Directors at least three times a year, provide Board members with an agenda, and give a minimum notice of 15 days.
 4. Convene meetings of the Executive Committee as appropriate.
 5. Serve as ex-officio member of all committees except the Nominating Committee and the Auditing Committee.
 6. Authorize expenditure of funds within budget limitations.
 7. Authorize purchase of awards for presentation at Convention as needed.
 8. Ensure that a review of the VFC treasurer records is performed annually by a commercial accounting/audit firm or Certified Public Accountant and a report provided to the VFC Board.
 9. Appoint a Chaplain, Sergeant-at- Arms, and other officers deemed necessary.
 10. Appoint a Parliamentarian.
 11. Appoint Chairs of committees, with the exception of the Nominating committee.
 12. Appoint the members of the Constitution and Bylaws committee.
 13. Appoint an Area Vice President in the case of a vacancy.
 14. Train, or arrange for training of, Chapter Officers as appropriate.
 15. Appoint Congressional District Liaisons (CDLs) for each of the Congressional districts in Virginia. At the discretion of the VFC President, some districts may require appointments of more than one CDL to provide chapter coverage across VFC 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 the 2-year Congressional session.
 16. Upon the death of any member of the VFC Board of Directors, VFC Appointees, their spouses, or past VFC Presidents, the President, or Vice Presidents in the absence of the President, shall cause all members of the Board to be notified, making use of the Internet where possible. The VFC President, or Vice Presidents in the absence of the President, shall determine other actions as appropriate; i.e. Chaplain for flowers or Treasurer for memorial gifts.

ARTICLE III: VFC FIRST AND SECOND VICE PRESIDENTS

A. Background

Certain operational and functional oversight responsibilities are assigned to the VFC First Vice President (Area Vice Presidents) and the VFC Second Vice President (VFC Committee Chairs), as depicted in the foregoing VFC organizational chart.

B. VFC 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 Convention Coordinator under supervision of the President.
 - e. Coordinate the assignment of proxies to the National Convention to assure that the Chapters and Federation voting strength is fully utilized.
 - f. Chair the Electronics Committee, composed of the NARFE-Net Coordinator, VFC Web Coordinator, VFC Secretary, VFC Newsletter Editor, and others appointed by the President or First Vice President. The Committee is responsible for establishing and monitoring policies for VFC use of electronic communications and the Internet website.

2. The First Vice President's oversight responsibilities include the following:
 - a. Become the VFC's primary contact with Area Vice Presidents.
 - b. Provide guidance in the development of Area plans and programs. Assist Area Vice Presidents in establishing and meeting their goals and objectives.
 - c. Provide direction and guidance to the Area Vice Presidents for carrying out their duties as described in this handbook. Significant irregularities will be brought to the attention of the VFC President in writing with appropriate recommendations. However, in no case will the First Vice President assume the duties of any Area Vice President.
 - d. Arrange for appropriate training for Area Vice Presidents.
 - e. Conduct, at Board of Directors meetings, reporting sessions of Area Vice Presidents including content and timing.
 - f. Coordinate closely with the VFC Second Vice President (Programs and Administrative Services) in identifying field needs and requesting services to fill the requirements of the chapters.

C. VFC Second Vice President (Programs and Administrative Services)

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. The Second Vice President's oversight responsibilities include the following:
 - a. Become the VFC's primary contact person with VFC Committee Chairs.
 - b. Provide guidance in the development of committee plans and programs. Assist Committee Chairs in establishing and meeting their goals and objectives. Attend committee meetings to the extent possible.
 - c. Assure that Chairs and their committees are carrying out their duties as described in this handbook. Significant irregularities will be brought to the attention of the VFC President in writing with appropriate

recommendations. However, in no case will the Second Vice President assume the duties of any Committee Chair unless specifically assigned by the VFC President.

- d. Arrange for appropriate training for the VFC Standing Committee Chairs.
- e. Coordinate training of Chapter Program Officers and Area Coordinators.
- f. Consult with VFC Committee 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 Committee Chairs including content and timing.
- h. Report at Board of Directors meetings on matters that fall into committee areas when the Committee Chair is unable to attend the Board meeting.
- i. Coordinate closely with the VFC First Vice President (Field Operations) to determine chapter needs for VFC programs and services.

ARTICLE IV: VFC SECRETARY

A. Duties:

1. Record and distribute minutes of the Board of Directors and the Executive Committee.
2. Maintain the VFC archives, charter, and banner.
3. Prepare credential forms and ballots for convention.
4. Distribute resolutions to appropriate committee Chairs 30 days before Convention.
5. Submit post-convention reports to National Headquarters.
6. Arrange for printing of VFC stationery and forms.
7. Secure bond, when directed to do so by the Board of Directors, in an amount to be determined by the Board of Directors and issue checks in the absence of the Treasurer.
8. Maintain a current Directory of VFC Chapter Officers and Chapter Committee Chairs, and distribute copies to the Board of Directors, the Chapter Presidents and Chapter Secretaries. This duty can be delegated to a Data Base Coordinator in charge of computer data if the President appoints one.
9. Compile and distribute, as required, the Annual Summary Chapter Membership Report to the Board of Directors and chapter presidents.
10. Advise Chapter Presidents and Chapter Secretaries at the beginning of each calendar year of reports to be filed.
11. At each Annual Convention, call a meeting of members elected to the Nominating Committee, for the purpose of choosing their Chair.
12. Send proposed changes in the *VFC Organizational Handbook* to the Chapter Presidents at least 60 days before the next meeting of the Board of Directors, and compile their comments received through the Area Vice Presidents for presentation to the Board meeting.
13. Serve on the Electronics Committee.
14. Assist in training Chapter Secretaries as requested.

ARTICLE V: VFC 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 Secretary and Treasurer, either of whom may sign checks.
 3. Administer the following three basic fee schedules for the payment of VFC dues:
 - a. Normal VFC dues (\$2.00) will be charged for any chapter member who is a regular paying chapter member, and
 - b. Chapters will pay VFC dues of \$1.00 per year for any member who is paying reduced dues under a national incentive for current employees. The \$1.00 rate will apply for each year they are paying/renewing under the (reduced) National incentive program.
 - c. VFC dues will not be charged for national honorary members who do not pay chapter dues.
 4. Be custodian of all funds.
 5. Insure that the Political Fund monies and accounts are never co-mingled with monies designated for operation of the VFC NARFE and are maintained in accordance with the State Board of Elections (SBE) guidelines.
 6. Notify the VFC President, Area Vice Presidents, and the VFC First Vice President, when Chapters in their areas are delinquent in payment of dues.
 7. Disburse approved budgeted funds and those approved by the VFC President / Executive Committee.
 8. Prepare Reports on Political Fund activity to the SBE following the requirements and schedule established by the SBE.
 9. Close books at end of the fiscal year and arrange for an annual review.
 10. Prepare a proposed annual budget, in consultation with the President, for presentation at the first meeting of the Board.
 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: VFC IMMEDIATE PAST PRESIDENT

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

ARTICLE VII: VFC PARLIAMENTARIAN

- A. The Parliamentarian has the following duties:
1. To advise the VFC Chair, as requested, that the rules contained in the current edition of Robert's Rules of Order (Newly Revised) will govern the VFC in all cases when applicable and when they are not inconsistent with the VFC Bylaws or any special Rules of Order the VFC may adopt.
 2. Attend VFC Board of Directors meetings, and other special meetings at the

- request of the President.
3. Serve as the Parliamentarian at the annual VFC convention.

ARTICLE VIII: CHAPLAIN

- A. The Chaplain has the following duties:
1. Attend Board of Directors meetings, at the request of the VFC President, and give non-denominational invocations.
 2. Attend Convention 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.

ARTICLE IX: VFC STANDING COMMITTEES

- A. There are six VFC Standing Committees representing Membership, National Legislation, State Legislation, Public Relations, Service, and Alzheimer's. Each VFC Standing Committee consists of a VFC Committee Chair appointed by the VFC President, and respective Area Coordinators. In those areas where the Area Vice President has not appointed an Area Coordinator, the Area Vice President may appoint a member to the VFC standing committee or serve on it him/her self.
- B. General Duties of Standing Committees:
- Each VFC Standing Committee shall meet as deemed appropriate each year to:
1. Develop a statewide plan that is a composite of chapter, area, VFC and national goals and objectives;
 2. Evaluate progress towards accomplishment of statewide program goals; provide needed training for Area Coordinators and Chapter Program Officers.
- C. Specific Duties of Standing Committees:
1. The duties of the Constitution and Bylaws Committee include:
 - a. Insure that the Federation Constitution and Bylaws are in conformity with National Bylaws and the National Articles of Incorporation.
 - b. Submit all proposed Constitution and Bylaws amendments to the President at least 70 days prior to Convention for inclusion in the Call to Convention.
 - c. Present proposed Constitution and Bylaw amendment(s) at the Annual Convention with Committee's recommendations.
 2. The duties of the Membership Standing Committee shall be to assist Chapters in recruitment and retention of members.
 3. The duties of the National Legislation Standing Committee include:
 - a. Support the NARFE Legislation program.
 - b. Inform Chapter Presidents and Area Vice Presidents of actions necessary to generate appropriate response on National Legislation.

- c. Oversight of the Senatorial Legislation Liaisons (SLL's) (appointed by the VFC President) who shall represent the VFC President and the National Legislation Committee Chair with the U. S. Senators from Virginia.
 - d. Oversight of the Congressional District Liaisons (CDL's)(appointed by the VFC President) who shall represent the NARFE members in their respective Congressional districts (often coordinating across VFC areas and chapters) in establishing and maintaining contact and liaison with the members of the U.S. House of Representatives.
4. The Public Relations Standing Committee shall develop, publish and support communications in news media with objective of presenting a factual and realistic image of Federal employees and annuitants.
 5. The State Legislation Standing Committee shall include the State Legislative Representative(s). This committee shall develop a state legislation program to be presented to the Board of Directors for approval, and then communicated to all VFC Chapters. Committee members will be 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 objectives of NARFE.
 6. The Service Standing Committee 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 Alzheimer's Standing Committee shall:
 - a. Support the NARFE Alzheimer's Research Program.
 - b. Coordinate and enhance Alzheimer's fund-raising efforts.
 - c. Encourage participation in the appropriate educational programs of the Alzheimer's Association chapters in Virginia.

D. Duties of the Chair/VFC Membership Committee

1. Provide leadership, with major input from Area Coordinators/membership, in developing, implementing, and evaluating the VFC membership program.
2. Call and conduct meetings of the VFC Membership Committee as needed -- provide minutes or a summary of such meetings to the VFC Board of Directors when appropriate.
3. Provide membership training for new Area Vice-Presidents, Area Coordinators and Chapter Program Officers. Update membership training materials as needed.
4. Analyze membership reports with regard to membership growth and changes in types and/or make-up of VFC membership.
5. Work with Area Coordinators for Membership and other Membership Standing Committee members.
6. Chair the VFC Convention Membership Committee and report Committee recommendations to the Convention delegates.
7. Coordinate the membership awards program as approved each year by the Board of Directors.

8. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators
9. Keep current with NARFE membership programs through *NARFE Magazine*, GEMS, NARFE website, letters, publications and other communications.
10. Inform Area Vice Presidents when requesting participation of Area Coordinators in program activities.

E. Duties of the Chair/VFC National Legislation Committee

1. Act as the central point of national legislation activity within the VFC, to include oversight of the activities of the Senatorial Legislation Liaisons (SLL's) and Congressional District Liaisons (CDL's).
2. Make personal contacts, when possible, with all Virginia Representatives and Senators and their staffs.
3. Attend each NARFE biennial National Legislative Conference and coordinate legislative visits of VFC members.
4. Serve as point of contact between the VFC and the NARFE National Legislation Director, and ensure that the VFC National Legislation program is in consonance with the NARFE National Legislation program.
5. Develop and coordinate the VFC's National Legislative program, with input from Area Vice Presidents, SLL's and CDL's.
6. Provide National Legislative training for Area Vice Presidents, SLL's, CDL's, and Chapter Program Officers, and update National Legislation training manuals as needed.
7. Provide guidance to Area Vice Presidents, where appropriate, in developing National Legislative plans, goals, and budgets.
8. Act as NARFE-PAC coordinator for Virginia:
 - a. Provide information to NARFE Headquarters to aid in determining contributions to Virginia Representatives and Senators;
 - b. Using information provided by NARFE National staff, keep VFC Board of Directors informed of the breakdown of NARFE-PAC contributions to Virginia Representatives and Senators, together with the progress of contributions to NARFE-PAC by Virginia NARFE members.
 - c. Attend NARFE-PAC events and determine attendance by others within the VFC in coordination with the VFC President.
9. Serve as Chair of the VFC Convention National Legislation Committee and report Committee recommendations to the Convention delegates.
10. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators and CDL's.
11. Update, as applicable, the VFC National Legislation Program web page on the VFC website, www.vanarfe.org.
12. Send out periodic email updates/status reports on National Legislation issues via the VANARFEVFC network and the VFC newsletter, *VFC Notes*.
13. Duties of the Senatorial Legislation Liaisons (SLL's)
 - a. Works under the direct oversight of the VFC President and the VFC National Legislation Chair to solicit and gauge the collective will of the NARFE membership to NARFE elected leaders and appointed officials in chapters across Virginia. Appointments will be made by the VFC President 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 the 2-year Congressional session.

- b. Arranges for periodic meetings with the US Senator and/or staff to raise the awareness of NARFE issues, to gain sponsorship or co-sponsorship, and to provide feedback from the Senator and/or staff to NARFE members.
 - c. Attends NARFE-PAC events, as determined by the VFC National Legislation Chair.
 - d. Attends the NARFE Biennial National Legislative Conference and other training specific to National Legislation. VFC will make every effort to fund, at least partially, these training opportunities.
 - e. Provides a follow up report on the periodic meetings/events/training to the VFC National Legislation Chair.
 - f. Provides applicable information for reimbursable expenses to the VFC National Legislation Chair.
14. Duties of the Congressional District Liaisons (CDL's)
- a. Works under the direct oversight of the VFC National Legislation Chair to solicit and gauge the collective will of the NARFE membership to NARFE elected leaders and appointed officials in chapters within ONE respective congressional district (in those cases where two CDL's represent the district, the VFC National Legislation Chair will determine membership coverage.) Appointments will be made by the VFC President 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 the 2-year Congressional 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 raise the awareness of NARFE issues, to gain sponsorship or co-sponsorship, and to provide feedback from the US Representative and/or staff to NARFE members.
 - d. Attends NARFE-PAC events, as determined by the VFC National Legislation Chair.
 - e. Notifies NARFE members identified IAW the first paragraph above of periodic meetings with or events sponsored by the US Representative via the best means available for the circumstances, such as email via the VANARFEVFC network, telephone tree, or US mail.
 - f. Attends the NARFE Biennial National Legislative Conference and other training specific to National Legislation. VFC will make every effort to fund, at least partially, these training opportunities.
 - g. Provides a follow up report on the periodic meetings/events/training to the VFC National Legislation Chair.
 - h. Provides applicable information for reimbursable expenses to the VFC National Legislation Chair.

F. Duties of the Chair/VFC State Legislation Committee

1. Act as central point of State Legislation activity within the VFC.
2. Provide leadership to the State Legislation Committee in developing a “VFC Package of State Legislation” each year for guidance and emphasis of members’ efforts throughout the state. The program is approved by the Board of Directors and communicated to all the VFC chapters.
3. Serve as a major source of information on state legislation by keeping informed of issues affecting older Virginians that may be, or have been, presented to the General Assembly, with emphasis upon bills that have special significance to federal annuitants and their survivors.
4. Encourage VFC members to meet and establish relationships with State Legislators as appropriate.
5. Assure that member input is obtained and used when important issues are being considered by the General Assembly
6. Conduct training for Area Vice Presidents, Area Coordinators, and Chapter Program Officers. Update training materials as needed. Training should include: identifying state legislators and their committee assignments; the conduct of business within the General Assembly; useful approaches and techniques when discussing issues with your legislators; keeping abreast of current state legislative activities; and meeting the duties and responsibilities in their position description.
7. Chair the VFC Convention State Legislative Committee and report Committee recommendations to the Convention delegates.
8. In coordination with chapters, recommend to the VFC Executive Committee appropriate contributions to the Virginia State Legislators from the VA State Political Fund.
9. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators.
10. Inform Area Vice Presidents when requesting participation of Area Coordinators in program activities.
11. State Legislation Representative(s) Duties include:
 - a. Represent the VFC at the Virginia State Legislature.
 - b. Call on legislators and attend committee meetings as needed to keep abreast of activities of the legislature, and to present the position of the VFC.
 - c. Serves as a member of the State Legislation Committee.
 - d. Assists in the development of the State Legislation Plan.
 - e. Assists the State Legislation Chair in keeping tract of legislation of interest to VFC NARFE members.

G. Duties of the Chair/VFC Public Relations Committee

1. Act as central point of Public Relations within the VFC.
2. Participate in outreach programs to recruit members and encourage chapter involvement, i.e., TRIAD, postal conventions, state and county fairs, etc.
3. Issue press releases to newspapers and TV/radio stations throughout the state concerning national and state issues that impact on federal retirees.

4. Exchange information with other Federations' public relations Chairs through the VFC newsletter and correspondence.
5. Request Area Coordinators for Public Relations and Chapter Public Relations Officers to maintain contacts with the media in similar fashion to those of the Chair/VFC Public Relations Committee.
6. Chair the VFC Convention PR Committee and report Committee recommendations to the Convention delegates.
7. Conduct training for Area Vice Presidents, Area Coordinators, and Chapter Program Officers. Update the Public Relations training materials as needed.
8. Keep current with NARFE programs through *NARFE Magazine*, VFC Notes, etc.
9. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators
10. Inform Area Vice Presidents when requesting participation of Area Coordinators in program activities.

H. Duties of the Chair/VFC Service Committee

1. Act as central point of Service activity within the VFC.
2. Serve as the major source of service officer knowledge in the state and maintain a flow of such knowledge to the Area Coordinators for Service (where appointed) and / or Area Vice Presidents (where there is no Area Coordinator appointed), for their use in assisting Chapter Service Officers.
3. Encourage chapter participation in service related outreach activities in local communities.
4. Conduct training for Area Vice Presidents, Area Coordinators, and Chapter Program Officers. Update the service training manuals as needed.
5. Exercise general oversight over service centers.
6. Chair the VFC Convention Service Committee and report Committee recommendations to the Convention delegates.
7. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators.
8. Inform Area Vice Presidents when requesting participation of Area Coordinators in program activities.

I. Duties of the Chair/VFC Alzheimer's Committee

1. Act as central point of Alzheimer's activity within the VFC.
2. Collect and forward contributions to NARFE Alzheimer's Research. Maintain and circulate appropriate collection records.
3. Conduct training for Area Vice Presidents, Area Coordinators, and Chapter Program Officers. Update the Alzheimer's training manuals as needed.
4. Chair the VFC Convention Alzheimer's Committee and report Committee recommendations to the Convention delegates.
5. Review for approval and forward reimbursement vouchers, as appropriate, from Area Coordinators.
6. Inform Area Vice Presidents when requesting participation of Area Coordinators in program activities.

ARTICLE X: AREA VICE PRESIDENTS (AVP)

- A. Area Vice Presidents are focal points of the VFC organizational concept and play prominent roles in VFC efforts at the area level. Each AVP (one in each of ten designated geographic VFC areas in the state) is elected each year at a caucus of area delegates in attendance at the VFC State Convention. AVP's are voting members of the VFC Board of Directors 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; i.e., Membership, National Legislation, State Legislation, Public Relations, Service, Alzheimer's, and (2) those of a more general nature.
- B. Specific Program Area Duties and Responsibilities:
1. Appoint Area Coordinators (optional) representing the specific program areas from the membership of chapters within the area.
 2. Conduct quarterly meetings, at their discretion, with Area Coordinators and/or appropriate chapter officers, to facilitate supervising the development and evaluation of area programs in each program area.
 3. Assist, when practicable, with implementing specific area programs.
 4. Report on the activities and evaluation of each area program at VFC Board of Directors meetings.
 5. Prepare articles describing area program activities for inclusion in the VFC Newsletter.
 6. Develop and conduct area training for chapter program officers and committee Chairs, utilizing Area Coordinators (if appointed).
 7. Review for approval and forward all reimbursement vouchers, as appropriate, from Area Coordinators.
- C. General Duties and Responsibilities:
1. Implement VFC and/or NARFE policy at the area level with assistance of Area coordinators (if appointed) and periodically check on progress towards meeting policy goals.
 2. Act as liaison between the VFC and Chapters in their areas.
 3. Visit chapter and executive committee 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 *VFC Organizational Handbook* two weeks before the Board of Directors meeting at which they will be considered, and forward them expeditiously to the VFC Secretary.
 6. Survey potential sites and assist with establishing new chapters.
 7. Be familiar with the Field 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. In their absence, appoint a temporary replacement to serve as an authorized representative 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.

D. AREA COORDINATORS (AC)

1. The Area Vice Presidents, at their discretion, may appoint Area Coordinators for the five program areas; Membership, State Legislation, Service, Public Relations and Alzheimer's.
2. The duties and responsibilities of the Area Coordinators (if assigned) are described below:
 - a. Act as focal point of knowledge and activity within their respective program area.
 - b. Work under the direction of the Area Vice President and with the VFC Standing Committee Chair.
 - c. Keep the Area Vice President informed of his/her activities with chapters. Identifies problem areas and suggests solutions.
 - d. Meet with respective Chapter Program Officers on a regular basis (quarterly, semi-annual, or annually)
 - e. Assist local chapters with meetings, projects, and activities in their program areas.
 - f. Assist, as requested, in training chapter program officers.
 - g. Assist in recruitment and retention.
 - h. Notify Area Vice President of any request for assistance initiated from the VFC Standing Committee Chairs.
 - i. Attend meetings called by Area Vice Presidents and VFC Standing Committee Chairs.
 - j. Keep current on VFC/NARFE issues and policies through such means as: *NARFE Magazine*, VFC Notes, Fedweek, Newspapers, NARFE GEMS and Hotline, Radio, TV, Legislative Newsletters, etc. (as appropriate)
 - k. Attend VFC/NARFE training in their respective program areas.
 - l. Submit all expense vouchers through Area Vice Presidents or VFC Standing Committee Chairs, as appropriate.
 - m. If requested, assist VFC Committee Chairs at the VFC Conventions.
 - n. Assist, as practicable, in all other duties and requests by the Area Vice Presidents and/or VFC Committee Chairs in their respective areas.
 - o. Assist, as practicable, in all requests from chapter program officers in their respective areas.

ARTICLE XI: VFC NARFE-NET COORDINATOR

- A. As a member of the VFC Electronics Committee, the basic responsibility of the VFC 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 the effective operation of the network for subsequent approval by the VFC 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 VFC 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 VFC messages, as approved by the VFC President, 1st Vice President, or Second Vice President. Official messages include requests from the VFC Executive Committee, Program Chairs, AVPs (for distribution within their respective areas), and Chapter Presidents (for distribution within their respective chapter membership).
6. Assist the VFC AVPs in working with chapter presidents in defining the duties of the Chapter Net Coordinators.

ARTICLE XII: VFC WEB COORDINATOR

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- A. As a member of the VFC Electronics Committee, the basic responsibility of the VFC Web Coordinator is to maintain the VFC NARFE web site, www.vanarfe.org, and to:
1. Establish and coordinate input for the VFC and Chapter web pages from the various elements of the VFC organization.
 2. Develop plans for continuous improvements of the web site.
 3. Develop, and present to the Chair, Electronics Committee, draft guidelines and procedures for the effective operation of the web site for subsequent approval by the VFC Board.
 4. Consult with and advise the Chair, Electronics Committee regarding innovative proposals and methods for improving the web site.
 5. Assist the VFC AVPs in working with chapter presidents in defining the duties of the Chapter Web Coordinators.
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ARTICLE XIII: VFC NOMINATING COMMITTEE

- A. The Nominating Committee has the following duties:
1. Review the resumes of all potential candidates via e-mail, telephone, conference calls, or meetings, as necessary. All potential candidates must submit a resume to either the Nominating Committee Chair or the member from his/her Area for consideration by the deadline identified by the committee.
 2. Interview potential candidates, as necessary.
 3. 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.

4. Send a report of the nominees to the VFC President at least 60 days before the Convention for inclusion in the Call to Convention.
5. The Chair will provide a report at the Convention.

ARTICLE XIV: CONSTITUTION AND BYLAWS COMMITTEE

- A. The Constitution and Bylaws has the following duties:
 1. Review the VFC Constitution and Bylaws for 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 VFC President at least 60 days before the Convention indicating whether or not the Committee has Bylaw amendments for inclusion in the Call to Convention.

ARTICLE XV: SERGEANT-AT-ARMS

- A. The Sergeant-at-Arms has the following duties:
 1. Attend Convention and maintain security for balloting and ballot votes.
 2. Conduct floor vote counts at the Convention, as required.

ARTICLE XVI: NEWSLETTER EDITOR

- A. As a member of the VFC Electronics Committee, the newsletter editor is responsible for preparing and mailing *VFC Notes*, the federation's newsletter, issued four times a year. The editor has the following specific duties:
 1. Attend meetings of the Board of Directors, at the request of the VFC President, and issue *VFC Notes* as soon as possible after each meeting.
 2. Invite all VFC officers to submit articles and photographs.
 3. Include material from other sources as appropriate.
 4. Prepare camera-ready copy and arrange for printing.
 5. Mail newsletter, as directed by the President, with bulk mailing permit, to all Board members, Region X NFVP and Federation Presidents, all Virginia chapter officers and chapter chairs, and others as requested by the VFC President.
 6. Provide copy of *VFC Notes* to the VFC Web Coordinator for posting on the VFC web site.

ARTICLE XVII: FINAL COMMENTS

- A. The duties and responsibilities describing the various areas and positions are subject to change as the VFC goals and objectives might dictate. With the organizational concept outlined here, changes of this kind will be primarily an outgrowth of participation by members at the Chapter and Area levels.

- B. Members filling the positions described must have a comprehensive understanding of their duties and responsibilities and must work together as a team. This requires continued support for an effective VFC training program.