

# **VFN NEWSLETTER GUIDELINES**



**FEDERAL BENEFITS EXPERTS**



**VIRGINIA  
FEDERATION**

*Newsletter Editor  
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*VFN President  
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VIRGINIA CHANGING FOR THE FUTURE

## **I. Newsletter Editor:**

The Newsletter Editor prepares the VFN Newsletter, issued twice a year in the Fall (November) and Spring (April), and the VFN Annual Report issued in August. The Newsletter Editor handles the creation of a consistent and appealing format for presenting information; improving grammar, word choice, sentence structure, and summarization of the content. Duties of the editor include soliciting items (articles and photographs) for publication, editing contributions, developing layout, and keeping a digital backup of all original VFN newsletters published and pass them on to the successor.

The editor has the following specific duties:

1. Attend VFN Board meetings as needed.
  - Communicate and coordinate with the Executive Committee the tenor, nature and content of the Annual report and each issue of the Newsletter.
  - Communicate and coordinate with Board of Directors on content of annual report and newsletter.
  - Appoint PR Chair or designee to proofread the newsletter.
  - Obtain approval from President/Secretary on the final editing of the newsletter.
2. Prepare a finished PDF copy ready for posting on the Internet.
3. Submit Newsletter and Annual Report to Web Coordinator for posting on website
4. Webmaster: Post Newsletter and Annual Report to VFN web site; notify the VFN Board Members it is available, via a link to its location; keep a complete file of past VFN Newsletters for three years.

## **II. VFN Newsletter Process:**

- A. The Newsletter is a fall and spring publication, published November and April each year.
- B. Beginning October 1st and April 1st board members submit via email, information for the newsletter.
  - a. Area Vice Presidents submissions to the 1<sup>st</sup> VP for approval
  - b. Program Chairs submission to the 2<sup>nd</sup> VP for approval

- c. 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Secretary, Treasurer, Past President and Region X-VP submissions to VFN President for approval
  - d. VFN President, 1<sup>st</sup> VP and 2<sup>nd</sup> VP submit all approved documents to Newsletter Editor NLT October 31 for Fall Newsletter and April 30 for Spring Newsletter
- C. Fall Issue includes: May through upcoming activities and events in October
- D. Spring Issue includes November through upcoming activities and events in April
- E. Content of each issue may include but is not limited to:
- President's Message
  - Region X Vice President Message (Optional)
  - Past President (optional)
  - Editor's Message (optional)
  - Federation Directory: Board of Directors, Appointees, Chapter Presidents (Secretary)
  - Current Treasurer's report
  - Nominations Committee Chair Report (Optional)
  - Summary of Annual Conference/Meeting for Spring Issue (VFN 1<sup>st</sup> President)
  - Summary/highlight of Annual Conference/Meeting for Spring Issue (Secretary)
  - Dates and location of upcoming Annual Conference/Meeting for Fall Issue
  - VFN calendar of events or Important Dates from Public Relations
- F. Program Chairs (PC): Content of each issue may include but is not limited to:
- Pictures with articles that relate to services provided (summarized)
  - Use tables, charts or graphs (Alzheimer's, Membership, i.e.)
  - Recognition of new chapter members by name
  - Remembrance of recently deceased members by name
  - Advertisements (Optional)
- G. Field Operations – Area Vice Presidents: Content of each issue may include but is not limited to:

- Pictures with articles that relate to chapters and area activities (summarized)
- Articles from Chapters for each issue
- Reprint of articles from Chapter Newsletters.
- Suggested articles for the newsletter may include:
  1. Local upcoming events - Website developments, conventions, training/workshops, recruitment events, advertisements, chapter anniversaries; etc.
  2. Member profiles
  3. Annual VFN Conference: call for presentations, facilitators and support

### **III. VFN Annual Report Process:**

- A. Publish Annual Report August each year.
- B. The report includes the period from July 1 – June 30
- C. Beginning July 1<sup>st</sup> - board members submit via email, information for the annual report using procedures stated in (II B a-d).
- D. Content of each report include but not limited to:
  - Table of Contents
  - President's Report
  - Past President's Report (optional)
  - Region X Vice President (optional)
  - Treasurer's Annual report
  - Secretary's summary of previous Annual Meeting
  - Area Vice Presidents and Program Chairs reports – summary of accomplishments, may include pictures.