



Regional Vice Presidents' Handbook

A Guide for NARFE Regional Vice Presidents

TABLE OF CONTENTS

| | |
|---|---|
| Foreword | 1 |
| Section 1. Region Geographical Areas | 2 |
| Section 2. Confidentiality | 2 |
| Section 3. Duties and Responsibilities | 3 |
| Section 4. Nominations for Regional Positions | 3 |
| a. Alzheimer’s Coordinator | 3 |
| b. Configuration Advisory Board (CAB) | 3 |
| c. Committee Assignments | 3 |
| Section 5. Monthly Schedule | 4 |
| Section 6. Official NARFE Email Account..... | 4 |
| Section 7. Mandatory Meetings | 4 |
| Section 8. Reimbursable Expenses | 5 |
| a. Corporate Credit Card | 5 |
| b. Authorized Expenses | 5 |
| c. Travel Reimbursement | 5 |
| d. General Expenses | 6 |
| Section 9. Salaries and Payroll..... | 7 |
| a. Hours of Work | 7 |
| b. Payday | 7 |
| c. Timekeeping..... | 7 |
| Section 10. Reference Materials | 8 |

Foreword

This handbook is intended to furnish some basic information for a Regional Vice President (RVP) and a member of the National Executive Board (Board of Directors) of the National Active and Retired Federal Employees Association.

This is not a policy making handbook. The National Bylaws and the NARFE Policy Manual supersede any information that may conflict with this handbook.



Ken Thomas
National President

SECTION 1. REGION GEOGRAPHICAL AREAS

REGION I

States: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont

REGION II

States: Delaware, District of Columbia, Maryland, New Jersey and Pennsylvania

REGION III

States: Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina and Virgin Islands

REGION IV

States: Illinois, Indiana, Michigan, Ohio and Wisconsin

REGION V

States: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota and South Dakota

REGION VI

States: Arkansas, Louisiana, Oklahoma, Republic of Panama and Texas

REGION VII

States: Arizona, Colorado, New Mexico, Utah and Wyoming

REGION VIII

States: California, Hawaii, Nevada and Republic of Philippines

REGION IX

States: Alaska, Idaho, Montana, Oregon and Washington

REGION X

States: Kentucky, North Carolina, Tennessee, Virginia and West Virginia

SECTION 2. CONFIDENTIALITY

RVPs are required to sign a Board Confidentiality Agreement. In connection with his or her carrying out the duties of a member of the National Executive Board of NARFE (the “Board”), the RVP/Director will acquire information that the Association/Corporation wishes to protect from further disclosure.

SECTION 3. DUTIES AND RESPONSIBILITIES

The National Bylaws and/or Standing Rules delineate the general duties and responsibilities of RVPs, but each works in the environment in which he or she is most comfortable. Some RVPs travel more than others, some publish newsletters, some have regional meetings or seminars. You are free to function in the manner that is most effective for you to support and accomplish NARFE's goals and objectives as long as you remain within your budget.

As a Regional Vice President, you are the main spokesperson and liaison between the national office and field activities. You must be informed on the policies, procedures, goals and agenda of the Association. As RVP, you will receive requests for help with problems on annuities, insurance, new laws passed (interpretation), etc. Clear and effective communication is essential. Personal contact is also helpful. Cases beyond your capability should be referred to the proper office at HQ. To the extent possible, attendance at federation conventions/conferences/annual meetings is mandatory.

As a member of the National Executive Board (Board of Directors), you are responsible for and to the region to which you were elected. As the regional representative on the NEB, you should express the predominant positions of the majority of federation presidents and executive boards, chapters and members insofar as can be determined. If any member has a strong position and presents it to you in writing, you should consider presenting it to the NEB for consideration, whether or not you agree with it, and even though you would vote against it. (Note: Individual regional items that are localized that would not be of interest or affect other regions should be discussed directly with Headquarters and not put on the agenda.) While each RVP is obligated to support the positions of their region, the overriding responsibility of all NEB members is to consider and support the needs of all NARFE members and the success of the Association.

SECTION 4. NOMINATIONS FOR REGIONAL POSITIONS

- a. *Alzheimer's Regional Coordinator* This individual will serve as a member of the NARFE Alzheimer's National Committee. The person serving in this capacity will be nominated by the RVP and approved by the National President. These appointments will terminate on December 31 following the biennial national conference. Information on our national Alzheimer's program may be obtained from the National President's office.
- a. *Configuration Advisory Board (CAB)* The CAB shall be comprised of a member who represents his or her Region in information technology issues concerning NARFE. The members will be recommended by each of the Regional VPs and approved by the NARFE National President.
- a. *Committee Assignments* The National President will call for nominations for various committees (standing and otherwise) that will require you to canvas your regional members for interest.

SECTION 5. MONTHLY SCHEDULE

You are to email your projected schedule to the office of the Manager, Executive Office and Governance Operations prior to the 1st of the month. You need to include all NARFE activities and any unavailable time (do not need to include the reason on unavailable times, just note unavailable.) Please include a phone number where you can be reached or your cell phone number.

SECTION 6. OFFICIAL NARFE RVP EMAIL ACCOUNT

The National IT office will assign you an email address appropriate to your region, ie. RVP1@narfe.org, utilizing Microsoft Office 365 Outlook.

This email is monitored by the IT staff at National Office. If the prior RVP has not “cleaned” out the email, you will see past messages also. You may also elect to use another email platform of your choosing.

SECTION 7. MANDATORY MEETINGS

You are expected to attend National Executive Board Meetings, National Conferences, Legislative Conferences, Federation Conventions/ Conferences/Annual Meetings, and any committee meetings or other meetings authorized by the National President. Spouses or significant others are welcome and are encouraged to participate.

The National Executive Board meets three or four times a year at a location determined by the National President. You will receive advance notification of the time and place of each Board meeting and hotel arrangements. An agenda for the meeting will be provided to you prior to the meeting. You are encouraged to submit suggested agenda items that would be of interest to all NEB members and for the good of NARFE to the National President. (Note: Individual regional items that are localized and that would not be of interest or affect other regions should be discussed directly with Headquarters and not put on the agenda.)

The NEB also meets immediately prior to and/or after National Conferences (held on even years), the Federation Presidents/NEB Joint meeting (held on odd years usually at the location for the upcoming National Conference), and prior to the Legislative Conference.

Attendance at the Federation Conventions Conferences/Annual Meetings in your region, is expected, and strongly suggested. Some Federations have Conference/Conventions annually, some are biennially.

There are certain social activities related to NEB meetings that are both productive and enjoyable. NARFE activities require that we establish relationships with private industry. We have contracts with commercial companies, and their representatives occasionally invite the Board to a luncheon, dinner, or other special event. Spouses and significant others may be invited by the host to attend these functions.

We also have occasional, non-mandatory, NEB dinners at various locations to which spouses and significant others will be invited. Expenses for spouses and significant others are not reimbursable.

SECTION 8. REIMBURSABLE EXPENSES

- a. **CORPORATE CREDIT CARD** You are entitled to a NARFE corporate credit card for your official expenses. The National Secretary/Treasurer will issue and be accountable for such cards. Personal expenses may not be charged to the NARFE corporate credit card. NEB members are solely responsible for all business-related charges made to the NARFE corporate credit card issued to them. Copies of all receipts must be submitted to the budget and finance department within five days of the expenditure.
- a. **AUTHORIZED EXPENSES** You are authorized travel and office expenses. These amounts vary, depending on the size and requirements of the individual regions, and are fixed by the National Executive Board (NEB) at the annual budget review meeting. You may decide that you require additional or fewer budgeted expenses, depending on how you function within your region. Approval by the National Secretary/Treasurer and concurrence by the NEB is required to increase your total amount once the budget is adopted. However, you may adjust miscellaneous office and travel expense line items, but you may not adjust the salary or fringe benefit lines. Travel expenses are expected to be reasonable.

To account for your official monthly expenses, you must complete and submit to the Budget and Finance department, by the 10th of the following month, an official NARFE electronically prepared Expense Report with the original receipts* of more than \$25.00 and credit card charge slips for your expenses. *(required by Auditors).

You must receive, in advance, written approval from the National President for travel outside of your region in order to receive expense reimbursement, with the exception of National Conferences, NEB Meetings, Legislative Training Conference and the Federation/NEB Joint Meeting. As a courtesy, you are expected to notify the RVP in that region of any NARFE functions you are attending.

- a. **TRAVEL REIMBURSEMENT** You will be reimbursed for, lodging, meals, incidental expenses and travel to and from National Executive Board Meetings, National Conferences, Legislative Conferences, Federation Conventions/Conferences/Annual Meetings, and any committee meetings or other meetings authorized by the National President.

Expenses of \$25 or less do not require receipts unless charged on a corporate credit card. Travel vouchers and receipts shall be submitted within 30 days.

There is no set policy regarding the mode of transportation to be used by Board members, nor which airline or car rental agency to use, when traveling to and from meetings. If you choose to travel by common carrier, you will be reimbursed for your actual receipted transportation expenses (airline, train, bus tickets, taxi fares, etc.).

(Note: If an RVP elects to drive vs. common carrier, their travel expenses [(POV, hotel, tolls, etc.)] reimbursement will not normally exceed the price for an airline ticket, including transportation costs to/from airports.) No travel expense is authorized for an accompanying spouse or significant other.

If you choose to travel by automobile rather than by air, the reimbursement will be based on the less expensive option. The mileage rate for official travel is \$0.45 per mile.

All normal transportation, room and meal expenses for NARFE business will be reimbursed. Airfare charges or reimbursements should not normally exceed the cost of the lowest class air coach fare. Should you choose not to use the designated hotel, you are free to arrange for your own hotel accommodations, but you will be reimbursed only up to the rate of the designated hotel. Spouse's or significant other's meal expenses are not reimbursable.

Luggage Fees, Check-In Fees and other incidental fees charged by common carriers or incurred are also reimbursable.

Travel insurance will be authorized, in limited cases, with prior approval of the National Secretary/Treasurer. Maximum reimbursement for gratuities is as follows:

- 1.Meals – 20%
- 2.Porter/Bellman - \$2.00 per bag
- 3.Housekeeping - \$2.00 daily
- 4.Taxis/Vans – 15%

Note: Mileage rate and gratuities are from the 2021 Policy manual. Double check with it for the current rates.

- a. **GENERAL EXPENSE** You will be furnished official business cards, an identification badge. Letterhead stationery and official envelopes are available upon request at no charge to your office expense allowance and a letterhead template is available on the NARFE Website.

You are expected to purchase your own office supplies (e.g., pencils, pads, paper clips, printer cartridges, etc.), and authorized equipment (laptop and all-in-one printer when budgeted), which are chargeable to your office account. Laptop and/or printers

purchased with expense funds are the property of NARFE and must be returned upon exiting the RVP office.

SECTION 9. SALARIES AND PAYROLL

Ballot vote by the membership is required for the election of national officers and RVPs, changes to national dues, or changes in compensation of the national officers or RVPs. A two-thirds vote shall be required for approval of any changes in the compensation of the Regional Vice Presidents.

NARFE RVPs are currently part time, nonexempt employees. RVPs are paid on a salary basis as voted by the NARFE membership. Because RVP compensation is based on a membership vote, is it not to be adjusted. Nonexempt employees must be paid at least applicable minimum wage for all hours worked and any applicable overtime pay. NARFE will comply with all applicable federal, state, and local laws.

- a. **HOURS OF WORK** NARFE's workweek is Sunday at 12:00 am through Saturday at 11:59 pm. Each RVP may set their own work schedule; however, it is the RVP's obligation to plan duties so that all duties are performed within the hour limit set out by the National President. As nonexempt employees, RVPs are required to record all hours worked. All nonexempt employees, including RVPs must have written permission from the National President before working overtime.
- a. **PAYDAY** RVPs are paid bi-weekly. NARFE requires direct deposit of your salary. Each paycheck will include earnings for all work performed through the end of the current payroll period. The workweek for payroll purposes begins on Sunday and ends on Saturday and a pay period consists of two (2) work weeks. Paydays will be the Thursday following the end of a pay period. Employees enrolled in direct deposit will have their pay deposited in their designated account on payday. For all other employees, pay checks will be mailed to the employee's home address on file. RVPs should review their pay checks and wage statements/paystubs for errors and to ensure all hours worked have been paid. An RVP who finds a possible error is expected to report it to the human resource department immediately. NARFE will correct any errors, including any under or overpayment, as soon as possible.
- a. **TIMEKEEPING** Employees must record their time at the conclusion of each pay period by using the online Ascentis Employee Self Service System. The recording is to be done no later than close of business at NARFE Headquarters (5 p.m. Eastern Time) on the last Friday of each pay period.

SECTION 10. REFERENCE MATERIALS

Listed below are several NARFE handbooks, manuals and other documents that will help in the performance of your responsibilities as Regional Vice President. You can order hard copies of the documents from NARFE HQ via the NARFE Requisition for Printed Supplies Form (F-18). NARFE Items marked with an asterisk are available online as are all the numbered items at <https://www.narfe.org/officer-resources/all-forms-by-form-number/>.

FH-4 NARFE National Bylaws
F-10 Chapter and Federation Officer Manual
F-22 Federation Convention Report.
F-118 NARFE -FEEA Fund (Scholarship and Disaster)
FH-12 NARFE National Alzheimer's Research Program
H-134 Headquarters Directory

*NARFE organizational chart
NARFE annual budget (available from Budget & Finance)
NARFE-PAC Charter (available from Legislation)
*NARFE Policies and Procedures
*NEB Minutes
Current Operating Plan
Current Strategic Plan
Previous Year's Audit
Configuration Advisory Board (CAB) Charter

Subscription to the following email services also provides you with information:

My Federal Retirement
Federal News Network



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