

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

*Revised by the Board of Directors*

*January 2024*



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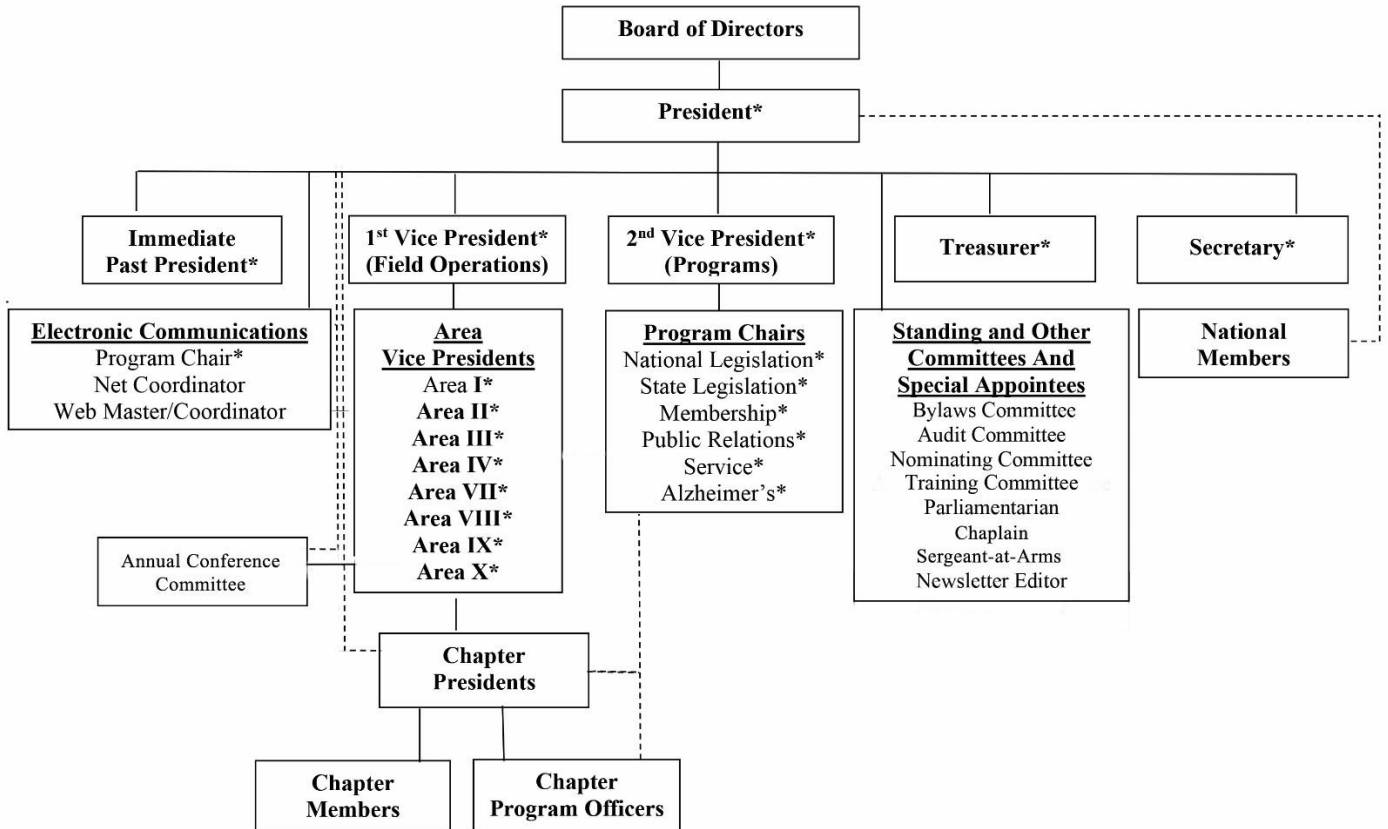
## **PREFACE**

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.

# NARFE Organization Chart



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

January 23, 2024

## 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 or separately following the annual meeting
  3. Program Chairs appointed by the President
    - a. Alzheimer's
    - b. Electronic Communications
    - c. Membership
    - d. National Legislation
    - e. Public Relations
    - f. Service
    - g. State Legislation
  4. Immediate Past President
  5. Committee Chairs and Special Appointees including the following voting members:
    - a. Bylaws Committee Chair
    - b. Newsletter Editor
    - c. Net Coordinator
    - d. Web Coordinator
  6. Other Committee Chairs and Special Appointees
    - a. Audit Committee Chair
    - b. Nominating Committee Chair
    - c. Parliamentarian
    - d. Chaplain
    - e. Sergeant-at-Arms
    - f. Training Committee Chair

The five elected officers, elected Area Vice Presidents, 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 and in accordance with Roberts Rules of Order newly revised. 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, the Audit Committee, and the Ballot and Teller 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 calendar 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 case of a vacancy or inability to serve.
  - 14. 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. 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.
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 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, chapter officers, and volunteers, as required.
  - 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 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. Coordinate the maintenance of 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 Electronic Communications Committee.
  12. Arrange for the 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 as 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 and file with the bank an authorizing signature card that shall contain the signature of the Treasurer, as well as other VFN officers (as approved by the Board), each of whom may sign checks. ATM cards may also be issued for the disbursement of VFN funds.
3. In early January each year, send bills for annual dues, subject to annual review and approval by the board, 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.
5. Recommend travel reimbursement guidelines for approval by the Board, taking into consideration the financial health of the Federation; current cost-of-living factors; applicable reimbursement policies established by NARFE and the U.S. General Services Administration; and IRS rules governing 501 organizations, if applicable. Announce the approved rates and ensure all vouchers comply before reimbursement.
6. Prepare a proposed annual budget, in consultation with the President, for presentation at the first meeting of the Board each fiscal year.
7. Close books at the end of the fiscal year and make them available for an annual review by the Audit Committee.
8. Notify the President, First Vice President, and involved AVPs when Chapters are delinquent in payment of dues.
9. Disburse approved budgeted funds and those approved by the President and the Executive Committee.
10. Prepare Reports on the State NARFE Political Action Committee (PAC) fund activities to the State Board of Elections (SBE) following the requirements and schedule established by the SBE.
11. Ensure that the PAC monies and accounts are never co-mingled with monies designated for operation of the Federation and are maintained in accordance with the SBE guidelines.
12. Prepare and file an Internal Revenue Form 990 Return of Organization Exempt from Income Tax, following IRS requirements for completing the return.
13. 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.
14. Assist in training Chapter Treasurers as required.

## **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 or separately, 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 authorized representative, in the AVP's 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: Six Program Chairs report to the Second Vice President for Field Operations – Alzheimer's, Membership, National Legislation, Public Relations, Service, and State Legislation – and one Program Chair reports to the President – Electronic Communications Committee Program. Each program consists of a Program Chair appointed by the President, assisted by AVP's, other volunteers in the program area, and a committee if required.

**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 Electronic Communications Committee Program Chair shall:
    - a. Support the President and all NARFE board members in electronic communications.
    - b. Coordinate activities between the Net Coordinator, Area Coordinators, and Web Coordinator.
    - c. Coordinate Database Management, Web Presence, and Social Media Platforms.
  4. The Membership Chair shall assist Chapters in recruitment and retention of members.
  5. 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. Provide 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. Provide 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.
  6. 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.
  7. 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 as recommended by the Board..
    - c. Organize and conduct workshops and seminars.
  8. 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, serves in an advisory capacity as requested by the President, and/or serves on or chairs special committees 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 sheet, income and expense statement, and list of investments, following the end of each fiscal year which ends on June 30 of each calendar year.
2. Results of the review shall be provided to the Board no later than 60 days before the annual meeting and approved by the Board before presentation at the Annual Meeting.
3. Prepare a report of the financial review for submission to the Federation membership for approval at the Annual Meeting.
4. After approval, work with Board to have summary 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 email, 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 or provide written report for Board's consideration.

#### 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. Ensure the safety of all participants in attendance at the meetings and that meetings run smoothly.
3. Welcome and introduce new members and help them get acclimated.
4. Assist in setting up meeting rooms, including preparing the meeting room, arranging chairs, tables, and other equipment.
5. Make announcements as needed to make participants aware of their surroundings.
6. Ensure civil decorum and protocol are demonstrated during all proceedings.

#### G. NEWSLETTER EDITOR

The Newsletter Editor prepares the VFN Newsletter, issued twice a year in the Fall and Spring at dates determined and announced by the Board, and the VFN Annual Report issued in late Summer. 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 contribution, developing layout, and keeping a digital backup of all original VFN newsletter published.

The editor has the following specific duties:

1. Attend VFN Board meetings as needed.
2. Coordinate and communicate with the Executive Committee the tenor, nature and content of the Annual report and each issue of the Newsletter.
3. Communicate and coordinate with Board of Directors on content of annual report and newsletter.
4. Appoint an official to proofread the newsletter.
5. Obtain approval from President/Secretary on the final editing of the newsletter.
6. Prepare a finished PDF copy-ready for posting on the VFN Website.
7. Submit Newsletter and Annual Report to Web Coordinator for posting on the Internet.
8. Maintain detailed instructions of the Newsletter Process as an Appendix to this handbook.

## H. NET COORDINATOR

The basic responsibility of the Net Coordinator is to work with the Electronic Communication Program (ECCP) Chair to coordinate with the President the effective distribution of official messages utilizing email and to:

1. Develop and present to the ECCP Chair 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. Work with the President to utilize NARFE e-mail systems for message distribution to VFN Chapter members as well as National Only members residing in Virginia.
4. Consult with and advise the Chair, Electronics Committee regarding innovative proposals and methods for improving the electronic telecommunications program.
5. 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 VFN website and:

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 ECCP Chair guidelines and procedures for effective website operation for approval by the Board.

4. Consult with and advise the ECCP Chair 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.
- J. Maintain an appropriate contract with an on-line electronic meeting firm (e.g., ZOOM), and serve as manager and trainer for such VFN meetings.

#### TRAINING COMMITTEE

The basic responsibility of the Training Committee is to provide training opportunities to the VFN members. Training includes various topics such as VFN and chapter positions, responsibilities of those positions, social media and electronic communication requirements and approaches, new initiatives, recruitment ideas, and National directives. Specific duties include but not limited to:

1. Solicit ideas for topics from Area VP's and Program Chairs and other VFN members.
2. Develop and present to VFN President and committee members ideas for topics.
3. Obtain speakers for topics selected.
4. Identify coordinator to invite and register attendees and administer meetings.
5. Prepare notice to members of intended topic and speaker.

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

1. The duties and responsibilities describing the various positions are subject to change as the Federation's goals and objectives might dictate.
2. 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 sixty days prior to the date of consideration by the Board of Directors.

\* \* \* \* \*

The Handbook, including all Appendices and any added Appendices created at a future time may be edited in the in accordance with Handbook Article IV.A.10 and Handbook Article X.

# VFN – 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 Electronic Communications Program Chair

The Electronic Communication Committee Program (ECCP) is divided into three components: Web Coordinator, Net Coordinator, and Area Coordinators. All are responsible for establishing relationships and communications for the electronic platforms utilized by all program officers and members of the VFN under the leadership of a designated Chairperson appointed by the President. The ECCP supports VFN Board and Chapter officers with a variety of technical and electronic applications. It also coordinates database management, web presence, and social media platforms. The specific duties include:

1. Establish and monitor policies for electronic communications and internet websites.
2. Provide digital communications policies that will drive awareness of the NARFE brand.
3. Coordinate the management of Social Media Platforms.
4. Establish and maintain website calendars to ensure activities are regularly updated and accurate.
5. Maintain and manage archival database for all official documents in Word and PDF formats and historical photographs.
6. Develop and maintain an organizational website using content management and pre-determined protocols.
7. Contribute to production of newsletters and social media posts,
8. Measure, track, and report on the effectiveness of digital communications campaigns across all platforms.
9. Train and provide front-line support for all digital products supported by the VFN.
10. Monitor and respond to incoming member requests that come in through digital platforms.
11. Assist AVP's in working with chapter presidents and officers in maintaining VFN approved systems and operations.
12. Maintain an appropriate contract with an on-line electronic meeting firm (e.g., Zoom) and serve as manager and trainer for such VFN meetings.
13. Other duties as assigned by the President.



### C. 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.

### D. 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 Legislation Program web page on the website.
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 Liaison (SLL) 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 Liaison (CDL) 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.

#### E. 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. Remain cognizant of changes in policy, program guidelines, NARFE oversight requirements, and public relations' innovations in the public and private sectors.
9. Provide for approval to President and forward reimbursement vouchers, as appropriate, for PR materials; and propose program funding for each upcoming budget.
10. Maintain to extent possible inventories of all PR materials and account for their distribution.
11. 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.
12. Work closely with Web Coordinator to maintain and update a Program webpage.

F. 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.

G. 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.

# VFN Annual Meeting Standing Rules

Rule 1. The Annual Meeting should be conducted in accordance with the current VFN Bylaws, these Annual Meeting Standing Rules, and Robert's Rules of Order Newly Revised. Should there be a conflict between these documents, the current VFN Bylaws shall have precedence. Should there be a conflict between the Annual Meeting Standing Rules and Roberts Rules of Order (12<sup>th</sup> Edition), the Annual Meeting Standing Rules shall have precedence.

Rule 2. To gain admittance to the Annual Meeting and Committee Meetings, the badge/name tag issued by the Registration Committee must be worn.

Rule 3. All VFN Members must register with the Registration Committee.

Rule 4. At the beginning of each Business Session, the Chair of the Registration Committee shall report on the attendance and registration of Annual Meeting attendees.

Rule 5. Designated time and location for committee meetings, caucuses, and any other Annual Meetings shall be listed in the meetings by the meetings by the BF in presiding officer year at the Annual Meeting business session.

Rule 6. Attendees at all Annual Meeting sessions are expected to be courteous and to promptly comply with instructions from the Chair with respect to seating, talking, electronic devices, etc. Failure to comply may result in removal from the Annual Meeting Session.

Rule 7. The Bylaws Committee shall review, report on, and make recommendations on all proposed Bylaw Amendments submitted in advance in accordance with the VFN Bylaws.

Rule 8. Upon recognition by the Chair at any session, a member shall state their full name, Chapter Number or National Only affiliation before addressing the assembly.

Rule 9. The President shall appoint a Ballot & Tellers Committee to supervise voting when a secret ballot is required. (More than one contestant at AVP caucuses)

Rule 10. Voting records shall be sealed after counting and retained by the VFN Secretary for not less than three months before destruction.

Rule 11. All alleged irregularities in voting shall be promptly considered and resolved by an Appeals Committee appointed by the VFN President. The Appeals Committee shall consist of three members from different Areas, none of whom is a member of the Ballot & Tellers Committee. The Appeals Committee shall report its findings to the Annual Meeting Assembly.

# VFN Annual Voting Procedures

In compliance with NARFE's Bylaw change to One Member One Vote (OMOV), each VFN election since 2019 has been open to all VFN members. Prior to this change elected officers and proposed bylaw changes were voted on during the Annual Meeting using predetermined numbers of delegates. Under the new OMOV, all members are entitled to vote, and the Ballot and Tellers Committee is now responsible for drafting ballots, sending copies of the ballots to all VFN members by mail or electronic mail, and facilitating the actual voting, counting, and tabulating the results..

## Ballot and Tellers Committee

The Ballot and Tellers Committee is a part of the Annual Meeting/Conference committee structure, and the members are approved by the Board. The Committee should consist of at least four members, plus one person who has access to the National Only membership records. It is recommended at least one member of the committee should have a working knowledge of electronic voting programs, in case the committee chooses to have electronic voting. These four members would be required to be ballot counters, and one of the members will be elected as chair. It is also recommended that the Web Master be an additional committee member because of the committee's reliance on the website for ballots and voting information, although the Web Master doesn't need to be a counter. An independent observer may also be appointed by the Region X Vice President.

Once the slate of candidates and any Bylaws change proposals are accepted during the Annual Meeting, the Ballot and Tellers Committee will be responsible for formatting ballots for distribution to the membership. The Ballot and Tellers Committee will also be responsible for setting up voting information on VFN's website. All candidates will be allowed a candidate statement of no more than 250 words describing their backgrounds and qualifications. The candidates will also be allowed to provide a personal photograph for the website.

The Committee will determine how and when ballots are to be distributed, the timeframe for return, and counting of the ballots. In accordance with the Bylaws, balloting of Bylaws Amendments and Elections shall take place within sixty (60) days after the Annual Meeting. If feasible, members will be offered the option of casting ballots electronically or by mail.

## Election Results

Before starting the count, all counters must sign a non-disclosure agreement to ensure the confidentiality of voter identity. After counting of the ballots, the candidate with the plurality of votes of qualified ballots will be deemed the winner. Proposed Bylaws changes will require two-thirds (2/3) votes of qualified ballots to be accepted.

The chair of the Ballot and Tellers Committee will give voting results directly to the VFN President who will be responsible for declaring winners for each position and outcome of Bylaw

proposals. Members of the committee will not provide any results of the voting until after the results are announced by the VFN President.

All ballots will be held by the Ballot and Tellers Committee chair for no less than 60 days following conclusion of counting of ballots.

Virginia Federation of NARFE

Handbook Revision Approved July 13, 2021

# Management Award Procedures

## PURPOSE

To recognize significant leadership and management activities and contributions of a member of the Virginia Federation of NARFE (VFN) as a VFN Board member and/or a VFN chapter member. The award will be presented each year at the VFN Annual Conference.

## NOMINATION CRITERIA

The Nominee must be a current voting member of a chapter in the VFN. The nomination must be submitted in writing using the criteria listed below. The submitted nomination must address at least four of the following criteria, highlighting activities in calendar years (as determined in the Annual Conference Bulletin #1) and with special emphasis placed on activities performed in calendar years (as determined in the Annual Conference Bulletin #1):

- Leadership in VFN meetings and sponsored activities;
- Service as an elected VFN officer;
- Service as an appointed chair or member of a VFN committee;
- Mentoring of potential future VFN leaders;
- Advocacy for the NARFE Mission;
- Significant contribution as a NARFE member;
- Involvement in his/her community

## NOMINATION SUBMISSION REQUIREMENTS

1. Nomination submission must be typed and no more than one 8.5” x 11” page
2. Details and specific examples listing how the nominee has met four or more items on the nomination criteria list
3. Information on the nominee:
  - a. Formal Name as it should appear on the award
  - b. Chapter Name and Number
  - c. Home address of the nominee
  - d. Email address
  - e. Telephone Number
4. Information on the nominator:
  - a. Name
  - b. VFN Board or Chapter Position (if applicable)
  - c. Chapter Name and Number
  - d. Email address
  - e. Telephone number

A nomination may be submitted by any NARFE member in good standing of a VFN chapter for a member of his/her own chapter or another VFN chapter. Nominations must be sent (U.S. Mail or E-Mail) to the current VFN President by the time and location as described in the Annual Conference Bulletin #1.



# Newsletter and Annual Report Guidelines

## I. VFN Newsletter Process:

- A. The Newsletter is a fall and spring publication, published at dates approved and announced annually by the board.
- B. At dates announced in the fall and spring, Board members will 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 (optional) and Region X-VP (optional) 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 at announced dates for the Fall Newsletter and Spring Newsletter
- C. Fall Issue generally includes: May through upcoming activities and events in October
- D. Spring Issue generally includes November through upcoming activities and events in April
- E. Content of each issue may include but is not limited to:
  - a. President's Message
  - b. Region X Vice President Message (Optional)
  - c. Past President (optional)
  - d. Editor's Message (optional)
  - e. Federation Directory: Board of Directors, Appointees, Chapter Presidents (Secretary)
  - f. Current Treasurer's report
  - g. Nomination Committee Chair Report (Optional)
  - h. Summary of Annual Conference/Meeting for Spring Issue (VFN 1<sup>st</sup> President)
  - i. Summary/highlight of Annual Conference/Meeting for Spring Issue (Secretary)
  - j. Dates and location of upcoming Annual Conference/Meeting for Fall Issue
  - k. VFN calendar of events or Important Dates from Public Relations
- F. Program Chairs: Content of each issue may include but not limited to:
  - a. Pictures with articles that relate to services provided (summarized)
  - b. Tables, charts or graphs, such as statistics for Alzheimer's and Membership
  - c. Recognition of new chapter members by name (optional)
  - d. Remembrance of recently deceased members by name
  - e. Advertisements (Optional)
- G. Field Operations – Area Vice Presidents: Content of each issue may include but is not limited to:
  - a. Pictures with articles that relate to chapters and area activities (summarized)
  - b. Articles from Chapters for each issue
  - c. Reprint of articles from Chapter Newsletters.

- d. Suggested articles for the newsletter may include:
  - i. Local upcoming events - Website developments, conventions, training/workshops, recruitment events, advertisements, chapter anniversaries; etc.
  - ii. Member profiles
  - iii. Annual VFN Conference: call for presentations, facilitators and support

## **II VFN Annual Report Process:**

- A. Publish Annual Report late summer 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:
  - a. Table of Contents
  - b. President's Report
  - c. Past President's Report (optional)
  - d. Region X Vice President (optional)
  - e. Treasurer's Annual report
  - f. Secretary's summary of previous Annual Meeting
  - g. Area Vice Presidents and Program Chairs reports – summary of accomplishments, may include pictures.