



VFN Officer Training

Leslie Ravenell, VFN Past President

March 2021

CHAPTER HISTORY

1921

1947

1985

2016

2021



NARFE HQ PUBLICATION F-10

PUBLISHED JANUARY 2018

**F-10 Chapter and Federation Officers
Manual. Currently Unavailable. (Update in
Progress)**

PRESIDENT AND VICE PRESIDENT



QUALIFICATIONS

- **CONDUCT A CHAPTER MEETING**
- **ABILITY TO SPEAK IN FRONT OF A GROUP**
- **LEADERSHIP SKILLS**
- **COMMUNICATION SKILLS**



PRESIDENT AND VICE PRESIDENT

- Support NARFE Mission
- Conduct Executive Board and Chapter Meetings
- Appoint other officers and committee members
- To serve as the liaison between the chapter and the Virginia Federation
- VP: Act in the absence of the President

Secretary

Secretary/Treasurer



SECRETARY

- History can only be recalled accurately if it is written down



CHAPTER HISTORY

SECRETARY

***Record Minutes
Then What??***

OTHER DUTIES

- When a vote is taken by ballot or by a show of hands, record results of vote
- Roberts Rules Order: Use Unfinished Business not old business



SECRETARY

Remember, without a President and a Secretary,
a Chapter cannot exist

Chapter Treasurer

- Qualifications
- IRS Form 990N
- EIN Number
- Chapter Budget



Questions?

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**STAY SAFE,
STAY WELL!**

**THANK YOU
FOR
ATTENDING!**

Ted Pasek, VFN Training Chairman
Arlene Arthur, Co-Chairperson

Constance T. Bails, Ph.D. – VFN President



FEDERAL BENEFITS EXPERTS

**VIRGINIA
FEDERATION**

