

VFN Officer Training

Leslie Ravenell, VFN Past President

March 2021

CHAPTER HISTORY

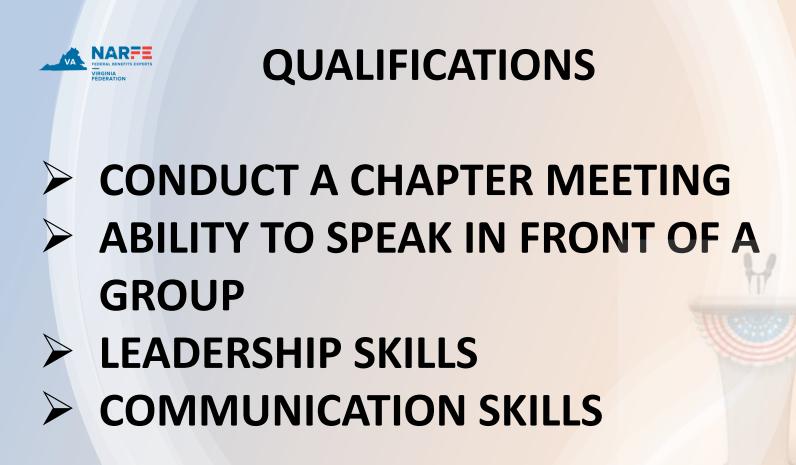


NARFE HQ PUBLICATION F-10

PUBLISHED JANUARY 2018

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

PRESIDENT AND VICE PRESIDENT



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 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

