

## **Distinguished Members**

We have eighteen new distinguished members this year who have maintained their membership for twenty years. You may contact Ralph Sanders to receive a certificate and pin. Thank you for your continued membership!

Ray A.	Victoria K.	James S.
Thomas C.	Darryll M.	Carolyn T.
Judy C.	Bob M.	William T.
Linda C.	Sharon P.	Craig T.
David C.	Rick R.	James W.
D. D.	Debra S.	Charles W.

**If we overlooked you, please let us know!**

## **Nominations and Elections**

Our chapter officer positions are up for election in November; please consider running for a position or nominating someone. Below are the position descriptions as excerpted from NARFE publication F-10 *Chapter and Federation Officers Manual*.

### President

- Presides at the chapter and executive committee meetings and conducts business in an orderly, impartial manner;
- Ensures that at least a portion of chapter meetings focuses on NARFE's mission;
- Is familiar with NARFE's organizational structure, the National Bylaws (FH-4), the respective chapter and federation bylaws, policies and procedures at all levels and *Robert's Rules of Order Newly Revised*;
- Appoints standing and special committees as needed;
- In collaboration with the treasurer, ensures the IRS form 990-N (ePostcard) is filed on the IRS website annually by May 15;
- Ensures that each officer and committee member is provided with the appropriate information to fulfill the duties of each position and follows up to ensure they are operating effectively; and
- Ensures that all required reports are sent to the federation and NARFE National in a timely manner.

### Vice President

- Presides at chapter and executive committee meetings in the absence of the president;
- May be appointed or elected to oversee specific areas of responsibility, such as legislation or membership;
- Performs other duties specified in the bylaws or as assigned by the president; and
- Assists the president in promoting NARFE's mission.

### Secretary

- Records the minutes of chapter meetings;
- Maintains chapter files and preserves all permanent official documents, including the charter, bylaws and other organizational papers;

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- Maintains the roster of chapter officers and committee chairs;
- Electronically reports changes in officers and committee chairs no less than annually, by January 1;
- Prepares the chapter's general correspondence;
- Electronically orders necessary supplies and forms for the chapter with Requisition for Printed Supplies Form (F-18) found on the National website;

#### Treasurer

- Creates a budget for approval by the chapter executive committee;
- Disburses funds as directed by the president, executive committee or bylaws;
- Receives notification of ACH transfer of chapter dues;
- Deposits funds in a federally-insured financial institution and maintains an accurate, current account of all money collected and disbursed;
- In collaboration with the President, files the IRS form 990-N (ePostcard) annually no later than May 15 on the IRS website;
- Reports chapter finances at each regular meeting;
- Disburses special/dedicated funds such as Alzheimer's as soon as possible after collection;

#### Sergeant-at-Arms

Responsible for maintaining security and decorum during meetings.  
May assist with setup and breakdown of meeting space.

There is also an appointed position opening.

#### **Legislative Coordinator-National Legislation**

Serves as the liaison between chapter members, federation leaders and NARFE's Advocacy Department.

- Provides legislative updates to NARFE members at chapter meetings and through newsletters;
- Builds relationships with members of Congress and their staffs;
- Keeps up to date on legislation affecting the federal family;
- Keeps up to date on, and participates in, NARFE grassroots activities;
- Is familiar with NARFE's legislative priorities and positions on pending legislation;
- Plans grassroots activities in which NARFE members can participate; and,
- Works with the federation legislative coordinator and fellow chapter legislative coordinators in the district to plan joint events and invite chapter members to participate.

For more information about these positions please contact any member of the executive board listed on the back of the newsletter. Nominations will be accepted until the final call during the meeting on 13 November.