

Distinguished Members

We have twelve new distinguished members this year who have maintained their membership for twenty years. You may contact Bea Bull at tbkbull@gmail.com or leave a voicemail at 360 286 7798 to receive a certificate and pin. Thank you for your continued membership!

Lee W.	Elizabeth A.	James R.
Richard L.	David	Robert M.
Clifford L.	Douglas G.	Carol J.
Laura M.	Sally Ann	Claire L.

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. Term is two years. Below are the position descriptions as, in part, excerpted from NARFE publication F-10 *Chapter and Federation Officers Manual*.

President - elected

- ❖ Preside at the chapter and executive committee meetings and conducts business in an orderly, impartial manner.
- ❖ Ensure 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*.
- ❖ Appoint standing and special committees as needed.
- ❖ In collaboration with the Treasurer, ensure the IRS form 990N (e-Postcard) is filed on the IRS website annually by May 15.
- ❖ Ensure that each officer and committee member is provided with the appropriate information to fulfill the duties of each position and follow up to ensure they are operating effectively.
- ❖ Ensure all required reports are sent to the respective federation and NARFE Headquarters in a timely manner.

Vice President - elected

- ❖ Preside 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.
- ❖ Perform other duties specified in the bylaws or as assigned by the president.
- ❖ Assist the president in promoting NARFE's mission.

Secretary -elected

- ❖ Record the minutes of chapter meetings.
- ❖ Maintain chapter files and preserve all permanent official documents, including the charter, bylaws and other organizational papers.
- ❖ Maintain the roster of chapter members, officers and committee chairs.
- ❖ Report changes in officers and committee chairs to National using the online Form F-7 no less than annually, by January 1.
- ❖ Maintain a list of committees.
- ❖ Prepare the chapter's general correspondence.
- ❖ Order necessary supplies and forms for the chapter using online Form F-18.
- ❖ Report member changes of address and deaths to National Headquarters.

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Treasurer - elected

- ❖ Create a budget for approval by the chapter executive committee.
- ❖ Disburse funds as directed by the president, executive committee or bylaws.
- ❖ Receive email notification of ACH transfer of chapter dues.
- ❖ Deposit funds in a federally-insured financial institution and maintain an accurate, current account of all money collected and disbursed.
- ❖ In collaboration with the President, file the IRS form 990-N (ePostcard) annually no later than May 15 on the IRS website (requires Login.gov or ID.me account).
- ❖ Report chapter finances at each regular meeting.
- ❖ Disburse special/dedicated funds such as Alzheimer's as soon as possible after collection.

Sergeant-at-Arms - elected

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

Executive Board Member – elected

There are four executive board members. Two alternating positions are elected each year.

- ❖ Attend executive board meetings, provide input for and vote on motions.

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 10 November.

There is also an appointed position opening.

Legislative Coordinator-National Legislation

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

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

Many hands make lighter work! Do you have great ideas for programs and have contacts within the community? Volunteer to be the **Program Coordinator**. Passionate about Alzheimer's research and would feel comfortable reporting at meetings, forwarding donations to the Alzheimer's Association and staffing a table at the Silverdale Walk to End Alzheimer's? Volunteer to be the **Alzheimer's Coordinator**!

Help Wanted – PSNS FEHB Plan Health Fair Staffers

Are you outgoing, friendly and ready to enthusiastically share why someone should join NARFE? Volunteer to help staff the chapter table at the 5 November 2025 PSNS health fair! We work in teams; each team works for about two hours depending on how many teams we have. Location is the Kitsap Conference Center at 100 Washington Ave, Bremerton. Parking fee will be reimbursed. The first team will arrive by 7:00AM and the last team, which will include Bea, will break down and depart around 5:00PM. Bea will happily train volunteers.