

Regional Vice Presidents' Handbook



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FOREWORD

This handbook is intended to furnish some basic information to you as a Regional Vice President (RVP) and a member of the National Executive Board of the National Active and Retired Federal Employees Association.

You are required to pass this handbook over to your successor, along with other Association books, papers and property that may come into your possession while in office as Regional Vice President.

National President

NATIONAL HEADQUARTERS BUILDING

NARFE's National Headquarters (HQ) provides office space for the two elected National Officers (President and Secretary/Treasurer) and approximately 50 employees. Departments within NARFE are: Legislation, Membership, Budget and Finance, Federal Benefits Services, Marketing, Communications, IT and Support Services.

NARFE OFFICER SALARIES

When formed, a National Convention Salary Committee reviews officer salaries and submits its recommendations to membership vote for approval. The salaries of all NARFE national elected officers are approved by the membership vote.

You are authorized travel and office expenses. These amounts vary, depending on the size and requirements of the individual regions, and are fixed by the National Executive Board (NEB) at the annual budget review meeting. You may decide that you require additional or fewer budgeted expenses, depending on how you function within your region. Approval by the National Secretary/Treasurer and concurrence by the NEB is required to increase your total amount once the budget is adopted. However, you may make adjustments to miscellaneous office and travel expense line items, but you may not adjust the salary or fringe benefit lines. Travel expenses are expected to be reasonable.

NARFE elected officers are eligible to participate in the Association's staff 401(k) retirement plan without matching funds by NARFE.

GENERAL EXPENSE INFORMATION

You are entitled to a NARFE corporate credit card for your official expenses. To account for your official monthly expenses, you must complete and submit to the Budget and Finance department, by the 10th of the following month, an official NARFE electronically prepared Expense Report with the original receipts* of more than \$25.00 and credit card charge slips for your expenses. *(required by Auditors)

You will be furnished official business cards, an identification badge and letterhead stationery, and/or a letterhead template, and official envelopes at no charge to your office expense allowance. You are expected to purchase your own office supplies (e.g., pencils, pads, paper clips, printer cartridges, etc.), and authorized equipment (all-in-one printer when budgeted), which are chargeable to your office account.

NATIONAL EXECUTIVE BOARD MEETINGS

The NEB meets three or four times a year at a location determined by the National President. You will receive advance notification of the time and place of each Board meeting and hotel arrangements. An agenda for the meeting will be provided to you prior to the meeting. You are encouraged to submit suggested agenda items that would be of interest to all NEB members and for the good of NARFE to the National Secretary/Treasurer. (Note: Individual regional items that are localized and that would not be of interest or affect other regions should be discussed directly with Headquarters and not put on the agenda.)

There is no set policy regarding the mode of transportation to be used by Board members when traveling to and from NEB meetings. If you choose to travel by common carrier, you will be reimbursed for your actual receipted transportation expenses (airline tickets, taxi fares, etc.). If you choose to travel via privately owned vehicle (POV), you will be reimbursed by the standard mileage rate used by the Internal Revenue Service, unless adjusted by the NEB. (Note: If an NEB member elects to drive vs. fly, their travel expenses (POV, hotel, tolls, etc.) reimbursement will not normally exceed the price for an airline ticket, including transportation costs to/from airports.) No travel expense is authorized for an accompanying spouse.

All of your normal transportation, room and meal expenses for NARFE business will be reimbursed. Airfare charges or reimbursements should not normally exceed the cost of the lowest class air coach fare. Should you choose not to use the designated hotel, you are free to arrange for your own hotel accommodations, but you will be reimbursed only up to the rate of the designated hotel. Spouse's meal expenses are not reimbursable.

There are certain social activities related to NEB meetings that are both productive and enjoyable. NARFE activities require that we establish relationships with private industry. We have contracts with commercial companies, and their representatives occasionally invite the Board to a luncheon, dinner or other special event. Spouses may be invited by the host to attend these functions.

Spouses or significant others are welcome and are encouraged to participate in social activities associated with official NARFE functions. We also have occasional, non-mandatory, NEB dinners at various locations to which spouses will be invited.

DUTIES AND RESPONSIBILITIES

The National Bylaws and/or Standing Rules delineate the general duties and responsibilities of RVPs, but each works in the environment in which he or she is most comfortable. Some RVPs travel more than others, some publish newsletters, some have regional meetings or seminars. You are free to function in the manner that is most effective for you to support and accomplish NARFE's goals and objectives as long as you remain within your budget.

You are responsible for and to the region to which you were elected. As the regional representative on the NEB, you should express the predominant positions of the majority of federation presidents and executive boards, chapters and members insofar as can be determined. If any member has a strong position and presents it to you in writing, you should consider presenting it to the NEB for consideration, whether or not you agree with it, and

even though you would vote against it. (Note: Individual regional items that are localized and that would not be of interest or affect other regions should be discussed directly with Headquarters and not put on the agenda.) While each RVP is obligated to support the positions of their region, the overriding responsibility of all NEB members is to consider and support the needs of all NARFE members and the success of the Association.

You are the main spokesperson and liaison between the national office and field activities. You must be informed on the policies, procedures, goals and agenda of the Association. As RVP, you will receive requests for help with problems on annuities, insurance, new laws passed (interpretation), etc. Clear and effective communication is essential. Personal contact is also helpful. Cases beyond your capability should be referred to the proper office at HQ. You will be requested to attend various chapter and federation functions and your attendance must be evaluated and constrained within your budget. Normally, chapter visits are left to the Federation President. Note: If a Chapter has a special event (anniversary, political event, special activity, etc.) that you determine requires your presence, and if your budget permits, then you may attend that function. To the extent possible, attendance at federation conventions is mandatory.

You must receive, in advance, written approval from the National President for travel outside of your region in order to receive expense reimbursement. It is also expected you will obtain approval from the RVP in that region.

NOMINATIONS FOR VARIOUS POSITIONS IN YOUR REGION

Alzheimer's Regional Coordinator: This individual will serve as a member of the NARFE Alzheimer's National Committee. The person serving in this capacity will be nominated by the RVP. Nominations should be submitted by the RVP no later than October 15th. Appointments will normally be made by the National President before November 1st of the national convention year. These appointments will terminate on October 31 following the biennial national convention. Information on our national Alzheimer's program may be obtained from the National President's office.

NARFE-FEEA Scholarship Program Regional Coordinator: The person serving in this capacity will be nominated by the RVP, normally on or before November 1st following the national convention, for a term not to exceed two years, and will be responsible for coordinating the dissemination and judging of their region's scholarship applications with FEEA Headquarters in Lakewood, CO. Appointments will be made by the National President. These appointments will terminate on October 31 following the biennial national convention. Information on this program may be obtained from the National Secretary/Treasurer's office.

MONTHLY TRAVEL SCHEDULE

As you schedule travel in your region, we ask that you e-mail your projected travel plans to the office of the National President Executive Assistant at (tfranklin@narfe.org) prior to the 1st of the month. Please include a phone number where you can be reached or your cell phone number. This will enable NARFE HQ to contact you if there is a need.

HELPFUL MATERIALS

There are a number of NARFE handbooks, manuals and other documents that will help in the performance of your responsibilities as Regional Vice President. Most, if not all, should be turned over to you by that person preceding you as Regional Vice President. Others you will want to order from NARFE HQ via the Requisition for Printed Supplies Form (F-18). As a reminder, we list a sample of these documents. Items marked with an asterisk are available online.

- *National Articles of Incorporation and Bylaws, FH-4**
- *Chapter and Federation Officers Manual, F-10**
- *State Federation Convention Report, F-22**
- *NARFE-FEEA Scholarship Program, F-105**
- *NARFE-FEEA Disaster Fund, F-130**
- *Alzheimer's Research Program, FH-12**
- *Directory of Headquarters Personnel, H-134**
- *NARFE organizational chart**
- NARFE annual budget (available from Budget & Finance)**
- NARFE-PAC Charter (available from Legislation)**
- *NARFE Policies and Procedures**

Many forms are now available to members online, including the F-18