

DUTIES OF CHAPTER OFFICERS

Chapter President

- Should be familiar with NARFE's organizational structure, the National Bylaws (FH-4), the chapter constitution and bylaws, and NARFE policies at all levels.
- Presides at the chapter and executive committee meetings and conducts business in an orderly, impartial manner.
- Appoints standing and special committees as needed.
- Ensures that each officer and committee member is familiar with this manual and with his/her duties and follows up to be sure they are operating effectively.
- Ensures that the chapter secretary reports to National Headquarters on Form F-7, Chapter Officer Roster, the names and offices of all chapter officers and committee chairs, chapter dues, and meeting dates and places at least once a year, and more often if changes dictate.

Vice-President

- Presides at chapter and executive committee meetings in the absence of the president.
- Performs other duties specified in the chapter bylaws and as assigned by the president.
- Uses NARFE publications (NARFE magazine, Headquarters Highlights, Washington Letter, etc.) for information to give to chapter members during chapter meetings.

Secretary

- Records the minutes of chapter proceedings.
- Maintains chapter files and preserves all permanent official documents, including the charter, constitution, bylaws, and other organizational papers.
- Maintains roster of chapter members, officers, and committee chairs; reports changes in officers, committees' chairs, and chapter dues to National Headquarters Federation & Chapter Services section on Form F-7 no less than annually; reports chapter dues to National Headquarters & Chapter

Services section by January 1 of each year (National Headquarters needs at least 90 days advance notice for dues changes).

- Maintains a list of committees and a file of committee reports.
- Conducts the chapter's general correspondence (correspondence that is not a particular function of another officer).
- Orders necessary supplies and forms for the chapter; uses form F-18, Requisition for Printed Supplies, for letterhead, envelopes, etc.; uses the NARFE-Mart order form (or contacts the Marketing/Meeting Planning office at National Headquarters) for NARFE seals, officer pins and plaques.
- Maintains a file of Headquarters Highlights.
- Reports member's changes of address on Form F-31; and reports members' deaths on form F-9.

Treasurer

- Disburses funds as directed by the president, executive committee, or bylaws, obtains IRS federal income tax exemption letter from the National Treasurer (see page 11, Communications/Mailing Permit).
- Forwards to National Headquarters (attn. Budget & Finance) all national dues paid to the chapter and notifies National Headquarters of all chapter dues paid by members to update member records; (Uses Forms F-16 and F-16R Transmittal Sheets to send dues to National Headquarters. The instructions should be followed exactly.)
- If a chapter cashes a member's dues renewal checks, sends a check for the national dues only to National Headquarters and indicates that the chapter has retained its dues.
- Receives chapter dues, which are reimbursed to the chapter by the following month for the prior month's chapter dues.
- Adds chapter dues certification on Form DW-2 for members requesting dues withholding.
- Deposits funds in a federally insured institution and maintains an accurate, current account of all monies collected and disbursed.
- Reports chapter finances at each regular meeting (may use Form 38, page 35, in the Attachments section; no copy is required at NARFE National Headquarters).

- Reconciles, at regular intervals, membership records and chapter dues received from the National Treasurer with the chapter secretary and the membership chair or other officer assigned membership duties.
- Uses requisition Form F-18 to request Forms F-37 and F-38 (Treasurer's Monthly Report), pages 34 and 35 in the Attachments Section, from National Headquarters' supply section.
- Disburses special/dedicated (S/D) funds such as the NARFE-PAC fund, Alzheimer's fund, Woodruff Building Fund, and the
- NARFE scholarship and disaster (NARFE/FEEA) fund as soon as possible after collection; separately accounts for and disburses all S/D funds, no matter their source or purpose, collected in the name of a chapter or federation or under color of their chapters; Also records the receipt of all S/D fund monies in the general journal; deposits those funds consisting of checks made payable to a chapter or federation, but meant for one of the S/D funds, along with related cash, in the chapter or federation checking account; draws a check on the chapter or federation account in an identical amount that is payable to the entity for whom the S/D funds are intended and forwards to that entity, along with any contributors' checks made directly payable to that organization. (Form F-38 should be used to report the S/D fund activity on the "Miscellaneous (itemized)" lines under both the "Receipts" and "Disbursements" sections of the form ensuring that there are no carry-over balances in these accounts because the funds are disbursed soon after collection.)