

INTRODUCTION

The policies in this book provide supplemental guidance for the Illinois NARFE Federation (hereafter referred to as Federation) By-Laws and address areas not detailed in the By-Laws. These policies have the approval of the Federation Board and may be changed or waived by a majority of the Board.

1.0. FEDERATION BOARD

The Federation Board includes the executive board which is comprised of all elected officers and the full board which includes the elected officers plus the appointed officers. The number of elected and appointed officers can vary as determined by the number of officers needed to operate the Federation. Current officers to serve on the executive board: President, 1st Vice President (Legislative), 2nd Vice President (Membership), Recording Secretary (records attendance at meetings and minutes of meeting), Corresponding Secretary (Correspondence to membership, policy book, By-laws, Directory, and other items to maintain the Federation records), Treasurer (Maintains official accounting of Federation funds and ensures compliance with requirements to maintain our not for profit status), and 5 District Vice Presidents (who communicate with chapters to keep them informed and carry their issues forward to the Federation). The appointed officers are Alzheimer Chairperson (collects Federation donations for Alzheimers research and maintains records by chapter), State Legislative Chair (reports on actions taking place at the state level that affect Federation members), Service officer (assists members with issues with OPM, insurance, etc., as described in the service officer manual), Communitations chair (maintains the Federation website), National Member representative (represents the voice of National Only members to the board), and Convention Chair (plans and handles items for the annual business meeting, convention, or other conferences in conjunction with the corresponding secretary). If there is a vacancy in any of these positions, the Federation President will, with the approval of the board, appoint a replacement or assign the duties to another officer of the board so duties are fulfilled. The Regional Vice President and Alzheimer's Coordinator are ex-official members of the board.

0200 - DISTRICT MANAGEMENT

0201 CONVENTION REPORTS

Each **District Vice President** shall include the Chapters he/she represents in his/her report to the Convention.

0202 CHAPTER VISITS

Each **District Vice President** will visit each chapter in his/her district at least once in each fiscal year (This is a Bylaws requirement: Article III, Section 3). The principal focus of these visits will be on NARFE business...to evaluate the effectiveness of chapter operations in carrying out NARFE programs and in meeting NARFE objectives...to identify areas where assistance from the Federation may be needed...and to assure that needed assistance is provided.

0203 DISTRICT MEETINGS

Each **District Vice President** will host a District meeting in his/her district at least once each fiscal year and will coordinate with the Secretary and the President in scheduling such meetings to avoid conflicts. The intent of this policy is that chapter presidents (and others) from each chapter will come together with their District VP to: coordinate NARFE business activities in the District; exchange information about the status of NARFE programs and activities; evaluate the health of NARFE in the District; discuss common problems and develop approaches for solution; and support managerial development of chapter officers and potential officers. A chapter is entitled to reimbursement for expenses incurred in attending these meetings up to a maximum of \$75.00 per meeting. As deemed appropriate by the President, District Vice Presidents may invite other Federation Board Members to make presentations at District Meetings.

0204 ATTENDANCE

When a **District Vice President** is unable to attend a Federation Board meeting or similar function, he/she shall designate a chapter president or other appropriate individual from his/her district to attend such that the District is adequately represented.

ILLINOIS FEDERATION OF CHAPTERS

DUTIES AND RESPONSIBILITIES OF APPOINTED OFFICERS

IMMEDIATE PAST PRESIDENT

Responsible for serving as a member of the Federation Executive Board as mandated by Article I, Section 1 of the Federation By-Laws.

ALZHEIMER'S COORDINATOR

Responsible for encouraging Illinois NARFE members to make contributions to the NARFE Alzheimer's Research Fund and coordinating with the Region IV and National Association

Alzheimer's coordinators.

COMMUNICATION COORDINATOR

Responsible for maintaining a Federation web page, maintaining a database of Illinois NARFE members who are on line, forwarding messages that concern NARFE programs and activities and coordinating with the National HQ GEMS.

FEEA/NARFE FUNDS COORDINATOR

Responsible for encouraging Illinois NARFE members to make contributions to the FEEA/NARFE Disaster Assistance and Scholarship Funds and, if directed, helping select recipients of FEEA/NARFE Scholarships.

ILLINOIS COALITION ON AGING REPRESENTATIVE

Responsible for serving as NARFE's delegate to ICOA, keeping Federation officers and Federation Chapters aware of the ICOA legislative agenda, seeking ways for the Federation to work with the ICOA on areas of mutual interest, and coordinating with the Federation State Legislative Representative.

NARFE-PAC COORDINATOR

Responsible for encouraging Illinois NARFE members to make contributions to the NARFE-PAC Fund and helping select the recipients of NARFE-PAC monies.

NEWSLETTER EDITOR

Responsible for editing and publishing a quarterly Federation Newsletter providing information about NARFE programs and activities to Federation Chapters and their members.

PUBLIC RELATIONS COORDINATOR

Responsible for developing and carrying out a program to obtain beneficial publicity for NARFE in Illinois and assisting Federation Chapters with public relations projects in their market areas.

SERVICE OFFICER

Responsible for overseeing operations of NARFE Service Centers, training and advising the service officers of chapters, and helping individual NARFE members resolve difficult problems.

STATE LEGISLATIVE REPRESENTATIVE

Responsible for developing and maintaining a NARFE presence with State legislators in Springfield, identifying proposed legislation

14.0. FEDERATION COMMITTEES/SPECIAL APPOINTEES

14.2. Membership Committee

14.2.1. Membership Committee: Responsible for developing and carrying out Federation membership recruitment and retention programs in concert with National Association programs. The 2nd Vice President serves as the Membership chairperson and determines if a committee is needed to carry out the functions for increasing membership. If a committee is required, in addition to the 2nd Vice President, the membership committee will consist of each District Vice President.

14.2.2. Membership Campaign. The Membership Chairperson, in conjunction with the committee, and with the approval of the Executive Board, shall institute and administer a membership campaign for each fiscal year. This plan shall be reported to the Executive committee at the first board meeting after election, or in the event of a non-election year, at the first board meeting following the convention. The Membership Chairman shall prepare data and brief the Executive Board on the status of Federation membership and membership campaigns at each Executive Board meeting.

14.2.3. Chapter Responsibilities. The Membership Chairperson shall periodically, preferably quarterly, disseminate information concerning Federation membership and membership campaigns to Chapter Presidents. The Membership Chairman shall aid Chapter Presidents and Chapters as requested.

14.2.4. Duties. The Membership Chairperson shall prepare a budget and membership objectives for each fiscal year. He/she shall attend membership conferences and seminars and submit a report to the Executive Board.

14.2.5. Events. The Membership Chairperson shall coordinate with chapters and organizations that allow representation at health fairs and other events to publicize NARFE and recruit new members.