

## NARFE CHAPTER 1201 - ANNUAL OPERATING PLAN – 2019

**MISSION STATEMENT:** Promote our members' welfare by acting appropriately on pending legislation. Provide pertinent information to our members and provide opportunities for fellowship. Continue defending, protecting, and preserving our earned Federal benefits.

**VISION STATEMENT:** Chapter 1201 members are well informed and active about protecting and improving our Federal employee and retiree benefits.

### **OPERATIONAL POLICIES:**

1. Recite the Mission Statement at each Chapter meeting.
2. Monthly **Chapter Meetings** are held at 10:00 a.m. on the 2<sup>nd</sup> Mondays in January and February and on the 3<sup>rd</sup> Mondays in March thru December in Bluebonnet Room B at the Eunice Activity Center, 1000 Eunice St. in Arlington, Texas. (See attached Annual Calendar).
3. **Executive Board Meetings** for Chapter Officers, appointed officers and others are held (at the discretion of the President) at 1:30 p.m. in the Bluebonnet Hall B on the Monday preceding each monthly meeting. **Elected Chapter Officers** are President, 1<sup>st</sup> V.P (Membership), 2<sup>nd</sup> V.P. (Programs), Treasurer, and Secretary.
4. **Publications: Chapter Newsletters** are published 3 times a year (January, June, and October). Chapter members also receive the monthly **National NARFE Magazine** and the **TX Federation Register (TFR)** published four times a year (Feb., May, Aug., and Nov.). An **Annual Directory** (with an updated **Annual Operating Plan**) is updated and published each January and distributed at monthly meetings.
5. Monthly meetings: **Snacks** are provided at chapter meetings by members on a rotating basis. **“Brag” jars** are utilized to collect donations for Alzheimer's, Arlington Charities, Mission Arlington, and Chapter 1201.
6. Monthly Chapter Programs: Programs are timely, informative, educational and entertaining for members and guests. Themes for scheduled chapter programs are shown on the reverse side of this page. Traditional programs are Income Taxes in February, Picnic Luncheon in June, Health Insurance in November, and a Christmas Luncheon in December. Non-perishable food items donated by members are given to Arlington Charities monthly.

7. Ongoing efforts: Continual efforts are made to exhibit **successful chapter characteristics** of Communication, Coordination, Cooperation, and Concentration on Needed Changes, and Celebration. Exhibiting these chapter characteristics will result in motivated and involved members. Goals are identified, created, and defined using the SMART test: Specific, Measurable, Action-oriented, Realistic, and Timely (SMART).

### **CHAPTER 1201 INITIATIVES:**

1. Complete Chapter 1201 **Audit** in early 2019
2. Continue activities to **promote chapter meeting attendance** (publicize program topics and coordinate rides for members)
3. Complete and submit appropriate **chapter reports and forms** in a timely manner: Form F-7 (Chapter Officer Roster) in January, 2019 and IRS Form 990-N by May 1, 2019
4. Participate in local political town halls and other legislative actions.
5. Promote use of **NARFE tools** (Chapter 1201 website, the national NARFE websites, and NARFE magazine), by the membership
- 6 **Support chapter recruiting and retention efforts** utilizing Forms F-126, F-127, and F-100. Chapter 1201 members will meet with members of the Southwest Rural Letter Carriers on January 19-20 and participate in the Aging Well Expo February 21. The 2019 Goal is to recruit and enroll at least 4 new members. (reporting efforts and results at quarterly Chapter Executive Board Meetings)
7. Continue appropriate **celebrations** at Chapter meetings (January Memorial Service, June Picnic and December Christmas Luncheon)
8. Recognize longtime members with **Distinguished Service Awards** at monthly meetings
9. Continue use of the **Executive Board** to identify problems and propose solutions