

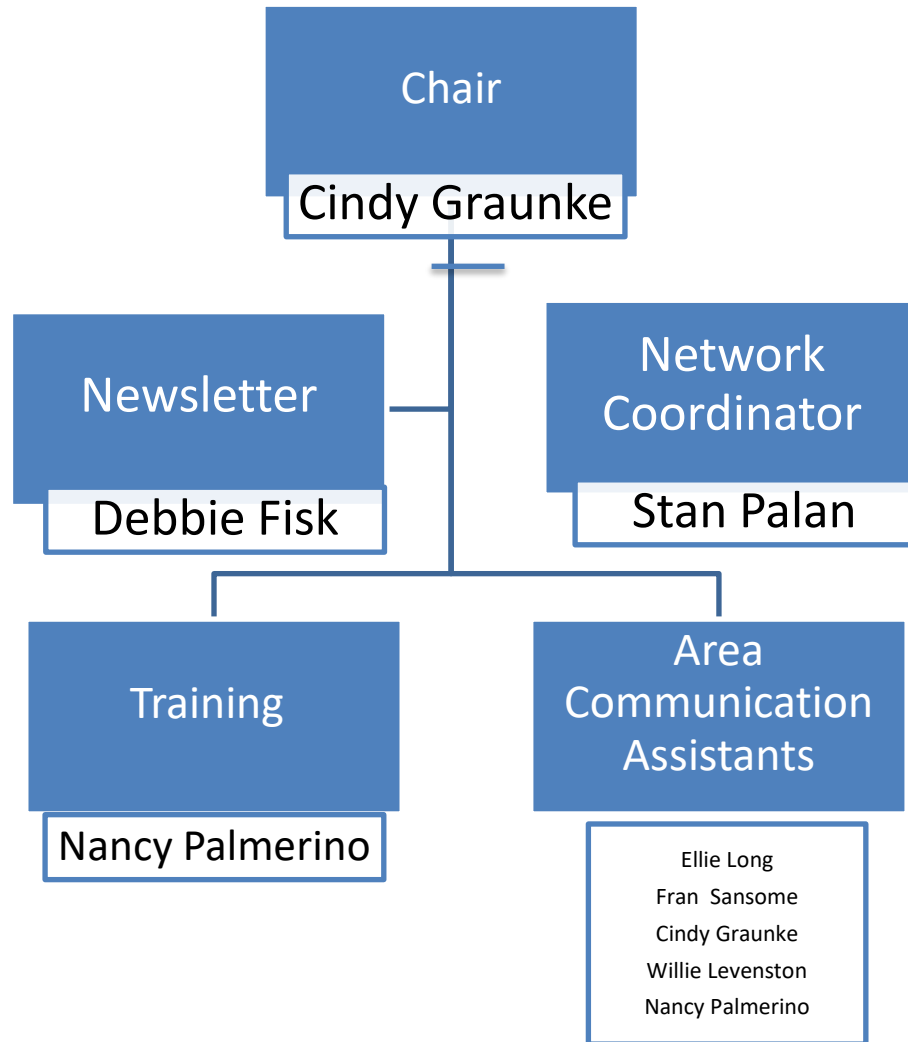


# Communications Committee

Roles & Responsibilities  
Virginia Federation

**DECEMBER 2025**

## Communications Committee

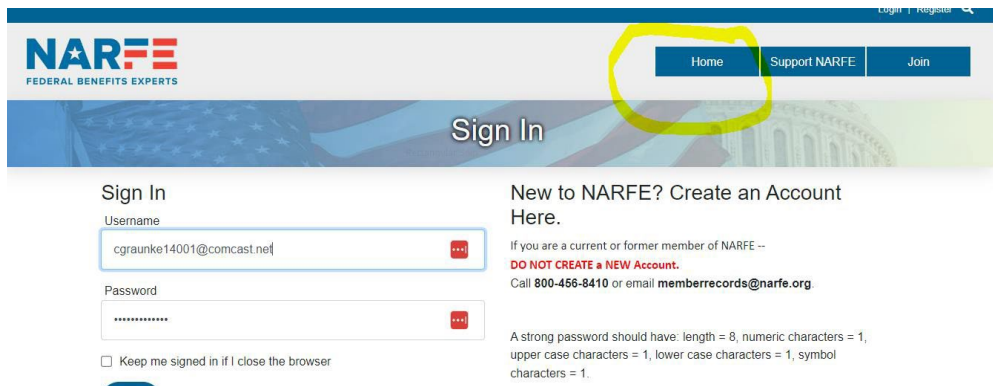


## Area CC Representatives Roles & Responsibilities

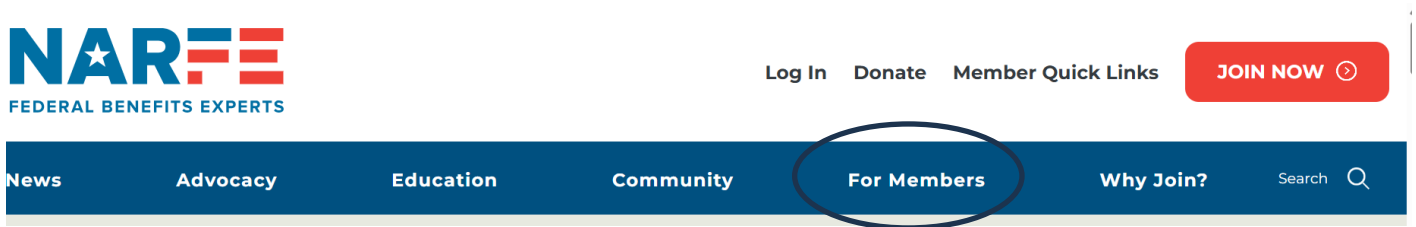
- **Verbally verify and report to CC** - contact Chapter presidents to verify their Chapter officers and corresponding codes.
  - If incorrect, export chapter officers list from the NARFE website to an Excel spreadsheet. Highlight what should be added, deleted, or corrected.
  - Send the spreadsheet with the changes annotated. Send to Karen Cheatwood (the Federation Secretary).
  - Similar process with membership lists in the future.
  
- **F-7 Report** -- Communicate with Chapter presidents to update their online F-7 Report at least annually. The F-7 Report can also be completed on a fillable PDF form and mailed or emailed to NARFE HQ.
  
- **Calendar** -- Add, delete, or make changes to the Federation calendar for Chapter events.
  
- **Social Media** – Monitor FEDHub; Facebook & Instagram.
  
- **Communicate with Area VP** – Any reports to the CC should also copy the area VP.
  
- **Technical Assistance**-- Assist Chapters as needed.
  
- **CC Meetings** -- Attend scheduled meetings.

## F-7 Report (Chapter Officers)

### 1. Log on to NARFE.org



### 2. Go to “Members” box



### 3. Officer Portal



Scroll down on Member Quick links to:



### Officer Resources

- Officer Portal

Scroll down to the Chapter.

#### 4. Chapter Officers

As of 6-22-2023


		Current Chapter Members Breakdown			
Total Current Chapter Members	<b>196</b>	1 Year	<b>57</b>	Dues Withhold	<b>101</b>
Total National Members in Chapter Area	<b>118</b>	2 Year	<b>13</b>	Life Members	<b>6</b>
Total Chapter plus National Members	<b>314</b>	3 Year	<b>19</b>	Honorary/Other	<b>0</b>

Chapter information last updated on 12/11/2022


CHAPTER DASHBOARD
CHAPTER OFFICER LIST
CHAPTER MEMBER LIST
CHAPTER REPORTS LIST

NARFE Webhosting

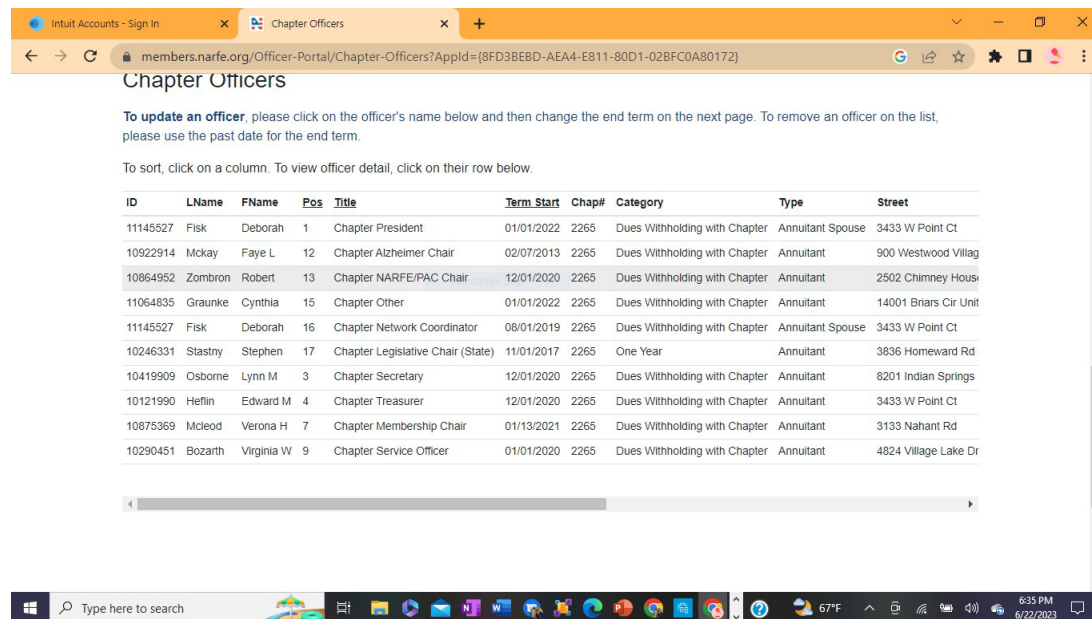
Current Chapter Members



National Members in the Chapter Area



#### 5. Chapter Officer List Box



**Chapter Officers**

To update an officer, please click on the officer's name below and then change the end term on the next page. To remove an officer on the list, please use the past date for the end term.

To sort, click on a column. To view officer detail, click on their row below.

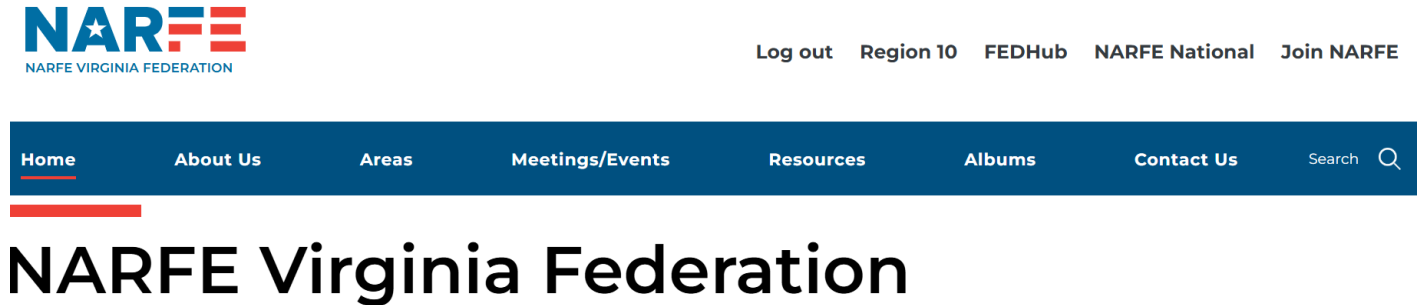
ID	LName	FName	Pos	Title	Term Start	Chap#	Category	Type	Street
11145527	Fisk	Deborah	1	Chapter President	01/01/2022	2265	Dues Withholding with Chapter	Annuitant Spouse	3433 W Point Ct
10922914	Mckay	Faye L	12	Chapter Alzheimer Chair	02/07/2013	2265	Dues Withholding with Chapter	Annuitant	900 Westwood Villag
10864952	Zombron	Robert	13	Chapter NARFE/PAC Chair	12/01/2020	2265	Dues Withholding with Chapter	Annuitant	2502 Chimney Hous
11064835	Graunke	Cynthia	15	Chapter Other	01/01/2022	2265	Dues Withholding with Chapter	Annuitant	14001 Briars Cir Unit
11145527	Fisk	Deborah	16	Chapter Network Coordinator	08/01/2019	2265	Dues Withholding with Chapter	Annuitant Spouse	3433 W Point Ct
10246331	Stastny	Stephen	17	Chapter Legislative Chair (State)	11/01/2017	2265	One Year	Annuitant	3836 Homeward Rd
10419909	Osborne	Lynn M	3	Chapter Secretary	12/01/2020	2265	Dues Withholding with Chapter	Annuitant	8201 Indian Springs
10121990	Heflin	Edward M	4	Chapter Treasurer	12/01/2020	2265	Dues Withholding with Chapter	Annuitant	3433 W Point Ct
10875369	Mcleod	Verona H	7	Chapter Membership Chair	01/13/2021	2265	Dues Withholding with Chapter	Annuitant	3133 Nahant Rd
10290451	Bozarth	Virginia W	9	Chapter Service Officer	01/01/2020	2265	Dues Withholding with Chapter	Annuitant	4824 Village Lake Dr

**TIP –** When you click on “add a new officer” just enter the last name of the individual and click the search button. If you fill in all three pieces of information, nothing happens.

Individuals can edit their own information. If a third party modifies then NARFE approves it before showing up on the website.

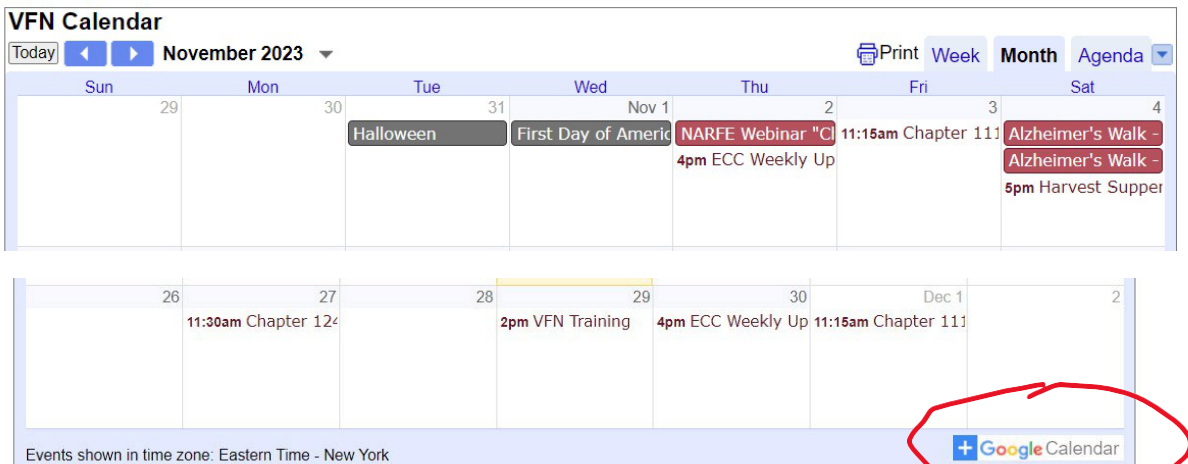
## Calendar

1. Log on Virginia Federation (narfe.org/va/)

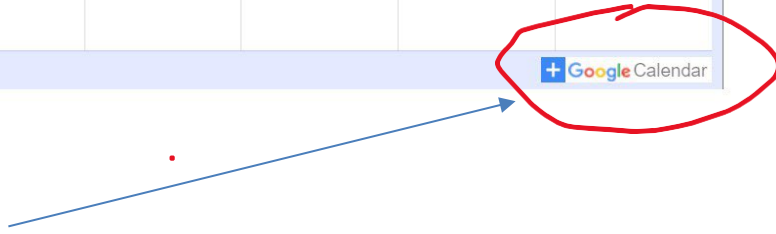


2. Scroll down after the news portion and you will come to the VA NARFE Calendar

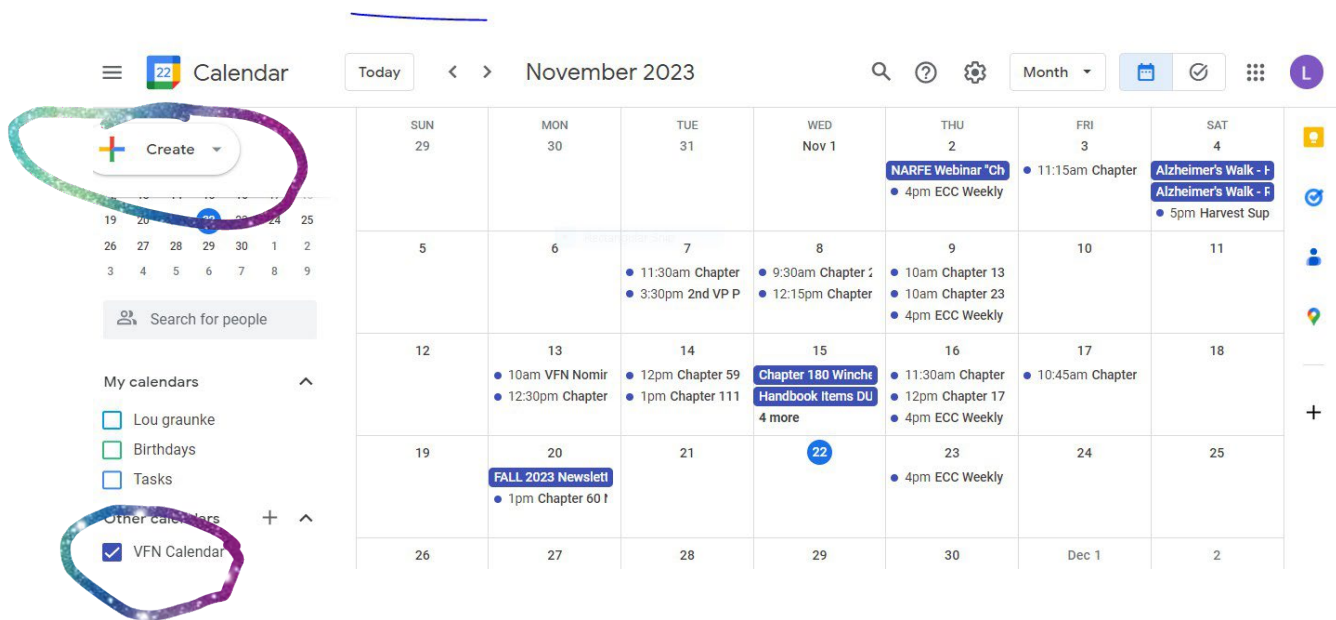
## CALENDAR



3. Click bottom of Calendar.



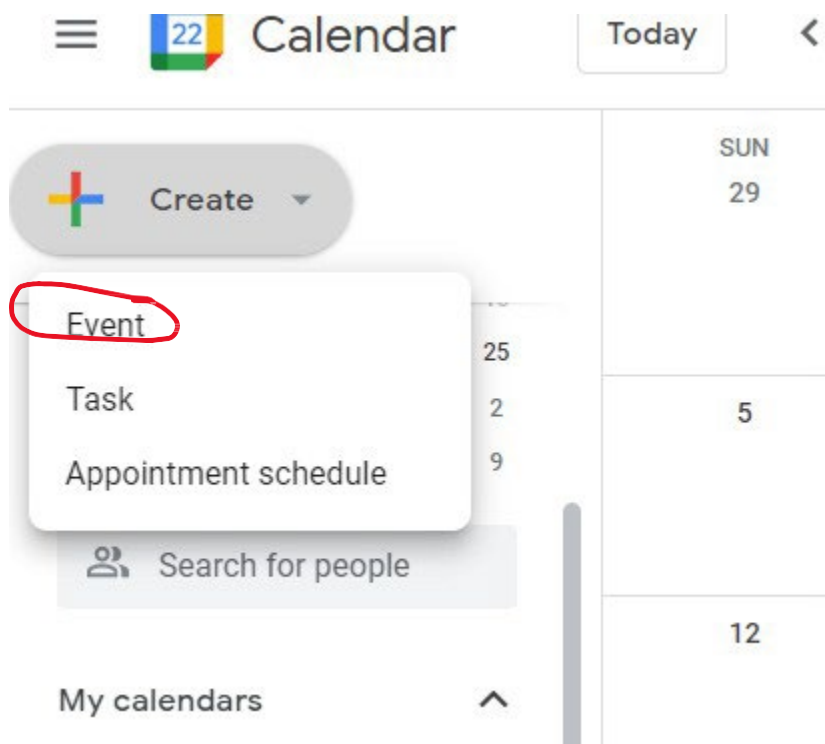
#### 4. You are now in Google Calendar.



**TIP** - Only the VFN calendar should be checked, otherwise you will be posting to another calendar and think that it is going on the VFN website, but it is not.

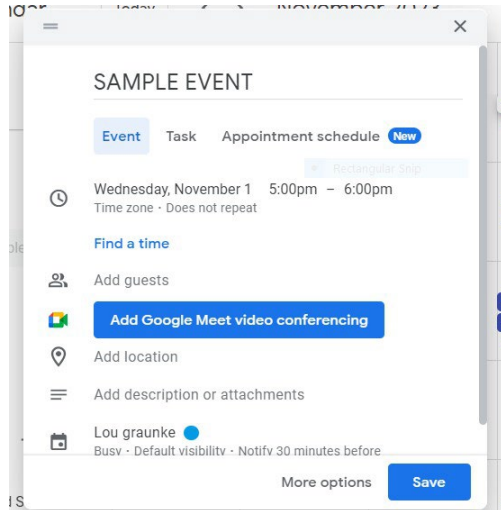
#### 5. If you want to create an event, click “Create” (see above).

You will get a choice of Event, Task or Appointment Schedule. We are only doing Events.



**TIP** – For recurring events click event; then specify the time: daily, weekly, monthly, annually or custom. The event will automatically appear on the calendar. Most NARFE chapter meetings will have a recurring date, usually monthly the xx (day of the week). For example, monthly the third Tuesday.

6. Create Event by filling in Time, Location, and add any description. Don't forget to Save it! Include a contact with telephone number for more information.



**TIP:** When putting Chapter meetings on the calendar they should conform to the following format: Chapter # (do not include the word "**chapter**") and then the location of the meeting.

For example:  
2265-Midlothian - (then include any other information)

Under "Add description or attachments" include **Contact:** xxxxx, (telephone number and/or email address). The contact should be someone from the chapter or group convening the event.

## Communications Committee

### **NARFE and VFN Websites**



<https://www.narfe.org/>

Dedicated to the general welfare of all federal workers and retirees, NARFE delivers guidance, resources and powerful advocacy.



[www.narfe.org/va/](http://www.narfe.org/va/)

Virginia Federation of NARFE goals mirror those of NARFE to protect the earned entitlements, rights and benefits of the federal retirees, employees and survivors.

### **NARFE and VFN Social Media Platforms**



<https://www.fedhub.narfe.org>

**FEDHub** is NARFE's online community for members to connect to share advice, discuss concerns and solve challenges.



### **Facebook**

*(National, Virginia Federation of NARFE (VFN), VFN National Legislation and VFN Virginia Legislation)*

<https://www.facebook.com/NARFEHQ/>

<https://www.facebook.com/vanarfe>

<https://www.facebook.com/vfnnatleg>



(formerly known as Twitter)

<https://twitter.com/NARFEHQ>

[https://twitter.com/narfe\\_vfn](https://twitter.com/narfe_vfn)

## Instagram

<https://www.instagram.com/vanarfe/>

---

*The role of CC representatives is to read, like, comment or share. The more 'hits' a post has, the more it will come up for those searching. It can also rouse an interest in the various issues.*