



***Handbook***  
*for*  
***District Vice Presidents***

**Washington Federation of Chapters  
National Active and Retired Federal Employees**

March 2007



# **Handbook for District Vice Presidents**

## **Washington Federation of Chapters National Active and Retired Federal Employees**

Congratulations on your election to the position of District Vice President. Thank you for your willingness to serve the active and retired federal employees in the State of Washington.

As a key member of the federation's executive committee, you have the opportunity and the responsibility for serving not only NARFE members statewide but also the officers and members of the chapters within your district. You are their liaison to the federation and you are the federation's voice in your district.

You will not be alone in your work with the chapters in your district. The federation's officers and committee chairs are your resources in leading and supporting the chapters in four vital activities:

- Lobbying members of Congress on issues important to active and retired federal employees whether or not they are members of NARFE.
- Building and maintaining membership in the chapters you serve.
- Training chapter officers in their roles and responsibilities.
- Keeping NARFE favorably in the eyes of the public.

In your own district, your role is to:

- Represent the state and national federation to the chapters.
- Advise the federation of the opinions, attitudes and needs of your chapters.
- Maintain awareness of the programs and services available to chapters and members as well as any problems and needs.
- Offer proposals and recommend changes in programs, policies, and standards,
- Provide the public with information and interpretation of state and national policies, programs, and issues.

There are five critical activities. Suggestions are shown in italics following each statement.

**Planning**      Establishing goals and objectives, determining a course of action to achieve them, identifying the resources needed, and assigning responsibility for their accomplishment.

*Establish action plans to implement federation goals and objectives within the district.*

*Establish district goals, objectives, and action plans based upon the unique needs of the chapters and consistent with the federation goals and objectives.*

**Organizing**      Bringing together the resources needed to accomplish goals and objectives. Resources are people, property, time, money and technology (or knowledge).

*Prepare an annual budget:*

- *For general district administration, the budget should include postage, printing, telephone, and travel. This should include at least one visit to each chapter: travel, hotel accommodations (if outside the commute area), meals, and printing of any necessary handout materials.*
- *For federation meetings, the budget should include travel (mileage or air fare), hotel accommodations, and meals.*
- *For the annual district meeting, the budget should include meeting room and audio/visual needs, guest speaker expenses (if used), printing of handout materials, travel (mileage or air fare), hotel, and meals.*

*Coordinate lobbying activities of chapter legislative chairs within the district with particular emphasis on those periods of time when the district's Congressional Representative is there.*

**Staffing**

Selecting, hiring, training and coordinating human resources and assuring that they have the necessary responsibilities, authorities, and resources to attain goals and objectives.

*Provide training resources at district meetings, and directly to chapters when needed, to assist chapters with membership, attendance, programs, etc.*

*The district will benefit from the involvement of chapter officers, particularly in the planning activities noted above. Chapter presidents can be an especially important resource.*

*Recruit assistance from among chapter members to assist as appropriate. Some district vice-presidents appoint an assistant vice-president and/or a district secretary. It may also be desirable to appoint a public relations chair for the district.*

**Leading**

Assuring that the right people do the right thing in the right way for the right reason at the right time with the right use of resources%creating an environment that helps people become motivated participants. It involves inspiring, rewarding disciplining, and communicating.

*This is accomplished primarily through the annual district meeting and chapter visits. Provide recognition for tasks well done. Listen to ideas, problems, and comments and involve people in the processes%it helps individuals to accept responsibility and ownership if they know they are heard and that their comments are valued. Finally, please remember that people learn, and act, best in moments of enjoyment!*

**Controlling**

Regulating and evaluating the work in progress. It involves establishing, implementing, and monitoring policies, procedures, and schedules for performance, inspection, reporting, and feedback.

*Keep in touch with chapter leadership and build an awareness of their successes and problems. Determine what support is wanted or needed. Take that information forward to federation executive meetings.*

The following suggestions may be helpful to you in fulfilling your role as a member of the federation's executive committee:

- Provide any recommendations in written form.
- Express your ideas in clear and concise form.
- Be sure that proposed solutions are viable and cost-effective.
- Accompany recommendations with reasons for the suggested changes.
- Accept the consensus and decisions of the executive committee members.

## Appendix A

### From Chapter & Federation Officers Manual

Each district officer (area vice president, district vice president, etc.) should become aware of and familiar with the problems and needs of each chapter in his or her district or area and help resolve problems and fill needs. The district officer should consult other federation officers and the National Field Vice President to help achieve established goals.

Each district officer should use requisition Form F-18 to order supplies needed to reactivate inactive chapters, organize new ones and recruit new members. National Headquarters' Federation & Chapter Services section will send a new chapter kit to the organizing group. For recruiting, the district officer should use computer printouts sent to federation and chapter presidents on a regular basis by National Headquarters' Federation and Chapter Services. New members should be referred to appropriate chapters. Chapter membership committees should be asked to follow up on all prospects.

The district officers should periodically visit each chapter in the district, and should organize and chair periodic meetings of chapter officers for training and discussing problems.

*Note:* The federation executive board should define the boundaries of each district, based on population, and legislative and geographic areas.

## **Appendix B**

### **District Vice President Position Description**

The District Vice President is the link between the Washington State Federation and the Chapters in Districts I, II, III, IV and V and is assigned the following duties.

1. Provides leadership to the chapters in their designated district to express the actions of the federation.
2. Visits each chapter at least once per year. Maintains contact with the chapters by telephone and/or by letter to promote and enhance an exchange of ideas among the chapters and the WSFC Executive committee.
3. Attends the Executive and Advisory Federation Committee meetings as scheduled. Support the goals of the Federation, the National Executive Board and NARFE's legislative priorities.
4. Provides a projected one-year district budget, which is included as a budget line item for approval at the state convention. Approves all of the legitimate expenses for the district. Submits claims for district expenses to the WSFC Treasurer, at least twice during the fiscal year; e.g., not later than January 15 and no later than June 15. Claims for expenses shall include receipts for lodging, meals and mileage.
5. Solicits vice president nominations from the chapters and holds an election for District Vice President at the annual District meeting.
6. Completes all other duties such as, special projects, as requested or assigned by the Washington State Executive Committee.

## Appendix C

### Suggested Annual District Meeting Agenda

1. Election of District Vice President.
2. Election or appointment of other District officers (optional).
  - a. Assistant District Vice President
  - b. District Secretary
3. Review WSFC goals and objectives and determine appropriate action to be taken for their furtherance within the District.
  - a. **Lobbying:** Increase membership lobbying of Congressional Representatives on NARFE issues and continue the efforts as long as needed.
  - b. **Membership:** Increase membership
    - i. Provide the necessary resources to Chapter Membership Chairs.
    - ii. Recruit and retain current and former federal employees.
  - c. **Training:** Provide training to membership based on needs
    - i. Determine training needs.
    - ii. Identify and obtain training materials.
    - iii. Identify and train trainers.
    - iv. Conduct and evaluate events.
  - d. **Public Relations:** Publicize the NARFE organization and its goals to create a positive image for members, the federal workforce, retirees, and the community.
4. Discussion and training in one or more elements of the foregoing goals and objectives.
5. Other depending upon goals of the District V.P. and the needs of the Chapters within the District.

~~ NOTES ~~



