

**WASHINGTON STATE FEDERATION OF CHAPTERS (WSFC)**

**COMMITTEE CHAIRS POSITION DESCRIPTIONS**

**STANDING COMMITTEES**

Committee chairs shall be appointed by the federation president subject to approval by the executive committee to perform such duties as are set forth in the standing rules of the federation. They are legislative, service, membership, finance, public relations and audit.

**WSFC STATE LEGISLATIVE REPRESENTATIVE POSITION DESCRIPTION**

- Is responsible for tracking state legislature that has an impact on the income and health care of active and retired federal employees.
- Uses the state legislature's and governor's web sites to track the status of bills introduced in sessions of the state legislature that have impact on NARFE members.
- Serves as the Federations Representative on the Washington State Senior Lobby.
- Attends the lobby's meetings and uses their resources to keep track of bills as they track through the legislative process.
- Serves as an Executive Board Committee member and reports to the Federation Executive Board on state legislative actions that have an impact on Federation members.
- Submits quarterly reports to the editor of the Federation Report for publication.
- Uses the Federation Gem system to keep Federation members advised of actions needed to support or not support the passage of bills impacting the income and healthcare of Federation members.

**WSFC NATIONAL LEGISLATIVE CHAIR POSITION DESCRIPTION**

- The National Legislative Chair is to keep abreast of Congressional, OPM and OMB issues that directly affect our active and retired federal employees specifically our NARFE members.
- To disseminate this information regarding pending legislation, identifying, highlighting and forwarding GEMS & Hotline alerts and other legislative information to the District & Chapter Presidents, Legislative Chairs and Chapter News Editors.
- Provide our WSFC leadership with 3rd party information or articles discussing positive, negative or erroneous information that directly affects our NARFE members.
- Be a resource for political and senior organizational contacts throughout the state of Washington.
- Increase awareness of the NARFE National website and the importance in having our members become GEMS members.
- To work with senior alliances and federal coalitions that are concerned with the protection of senior retirement, medical and NARFE programs.
- Work with the Chapters in establishing continuing dialog with our local Congressional offices.

## **WSFC SERVICE COMMITTEE POSITION DESCRIPTION**

- Coordinates the activities of established Service Centers and the provision of services to the retired federal employees in the state, training of Chapter Service Officers, coordinating establishment of Service Centers, and developing service policies, goals, and training aids.

## **WSFC MEMBERSHIP COMMITTEE POSITIONS DESCRIPTION**

- Coordinates National and State programs for the recruitment and retention of members and develops and coordinates the training of Chapter Membership Chairs.

## **WSFC FINANCE CHAIR POSITION DESCRIPTION**

- Prepare WSFC Budget for WSFC Executive Board
- Track Line Item expenditures with input from WSFC Treasurer
- Present approved WSFC budget to delegates at WSFC Convention
- At the beginning of each fiscal year track the previous three years analysis of actual expenditures by line item and use as a starting point for the upcoming fiscal year to present to the Executive Board.
- Request input from the Executive Board as what new initiatives that may need funding in the upcoming fiscal year.
- Present to the Executive Board at each quarterly meeting the proposed budget with any changes made since the last meeting.
- Update the current fiscal year budget with actual expenses by line item with input from the WSFC Treasurer.
- Present final proposed budget for approval to the Executive Board at the meeting previous to the WSFC Convention.
- Present the approved budget for the upcoming fiscal year to the delegates at the WSFC Convention.

## **WSFC PUBLIC RELATIONS POSITION DESCRIPTION**

### **Public Relations Planning**

- Develop and promulgate Public Relations policies consistent with NARFE and federation policies and practices.
- Develop and promulgate Annual PR plan to the chapters
- Make sure planning, policy, and support materials are made available on the Federation website.

### **Chapter Support**

- Encourage chapters to establish Public Relations Chairs and committees
- Provide PR basic training for those chairs and committee members, using NARFE materials as well as the policies and plans listed above.
- When possible, provide PR material and contacts that Chapters can use.

### **Public Relations Funding**

- Propose and manage Public Relations budget
- Provide PR funding guidance to chapters
- Plan and procure PR materials for the federation and chapters
- Review and approve advertising placement in the Federation
- Keep Federation Treasurer apprised of all PR fund expenditures.

### **Matching Funds**

- Review matching funds requests from chapter, approving or modifying as possible.
- Allocate appropriate federation PR funds to approved chapter matching fund requests.
- Initiate Federation requests for PR matching funds.
- Forward Federation or chapter requests for matching funds through the Federation President to NARFE Public Relations.
- Keep the Federation treasurer informed of matching fund transactions.

### **WSFC AUDIT COMMITTEE POSITION DESCRIPTION**

- A chair, and two members of the Federation who have financial knowledge or experience, are appointed by the Executive Committee.
- Annually audits the Federation's financial records including budgets, Treasurer's books, and other pertinent document for the annual period ending on April 15.
- Reports annual audit results to the Federation President and at the Federation Convention or such other venues as directed.
- Conducts other audits of Federation accounts as may be requested by the Executive Committee, or at least four (4) Federation Chapters, representing at least two (2) Districts.

### **SPECIAL COMMITTEES**

Committees are established as determined by the Executive Committee. Such Committees may include, without limitation: Bylaws, Resolutions, Nominating, Political Action, and Convention.

### **WSFC ALZHEIMER'S CHAIR POSITION DESCRIPTION**

- Act as a liaison for the Chapter Alzheimer Chairs. Ensure all Chapter Chairs are in the possession of a Chapter Coordinator's Manual.
- Receive contributions from chapters and record same on "State Coordinator Form for NARFE Donations to the Alzheimer's Association." Send of the report to the donating chapters.

- At least once a month minimum, send total contributions to Alzheimer's Association in the salmon colored, pre-addressed envelopes provided by the Association. Checks received by the Alzheimer's Association on or before the 15th of the month will be credited for that month. If not received by the 15th, they will be added to the next month's total.
- Maintain a report of donated funds by chapter. Email the report once a month to a representative at each chapter. Reconcile with Monthly PGA Report from Alzheimer's Association.
- Set up Alzheimer's display table at federation convention with brochures ordered through NARFE Headquarters and the Alzheimer's Association.
- Present report at federation convention about research work being done and the amount of money contributed during the past year.
- Present "Certificates of Appreciation," signed by the NARFE-Alzheimer's National Committee Chair and the NARFE National President, during federation convention

### **WSFC EDITOR POSITION DESCRIPTION**

- The Editor coordinates the publishing of the "Federation Reporter", the newsletter of the Washington State Federation of Chapters. The Reporter is produced 4 times per year in Jan., April, July and Oct. and is either 12 pages or 16 pages depending on the input received. The Reporter is mailed to all elected officers and committee chairs listed in the Federation directory and to a courtesy listing.
- The Editor, with input from the executive committee, sets a deadline for articles from Federation Officers and Committee Chairs. The articles are received in electronic form and the Editor lays out the articles in an attractive format and proof reads each article and makes changes as necessary. The Editor sends the "Federation Reporter" electronically to the printer.
- The Federation Secretary and Chapter presidents keep the Editor advised of changes of leaders that occur throughout the year. The Editor coordinates these changes to the mailing list with the mailing service.
- The Editor mails the finished electronic file of the Reporter to the Federation Webmaster for posting on the WSFC Website.
- The Editor will provide guidelines for producing successful newsletters to chapter presidents and editors and conduct workshops at district meetings or the WSFC Convention when asked by the President to do so.
- The Editor will keep the executive committee advised of the status of chapter newsletter throughout the state.
- The Editor will attend Federation Board meetings as requested by the Federation President. (Usually 2 per year) and provide written reports for all the executive committee meetings.

## **WSFC WEBMASTER POSITION DESCRIPTION**

### **Internet**

- Must have access and familiarity with web site processes and procedures (much can be learned on the job, much is specific to the web provider and its software.)

### **Compatibility with NARFE Website, materials and policies**

- The purpose of Federation and Chapter web sites is to support the aims and policies of NARFE, so they should be structured and maintained in an appropriate manner.
- Online maintenance of current Federation policies and supporting materials
- Develop site structure and style
- Input appropriate materials or train others how to do so
- Remove obsolete or inappropriate materials

### **Funding**

- Work with Federation board and treasurer to insure that sufficient funding is available for domain name registration and web site hosting.

### **Advisory Committee**

- Support of Federation officers and committee chairs
- Participate in Executive Board/Advisory Committee meetings
- Follow policies and direction of the board
- Actively encourage board and Advisory Committee Chairs to submit and update materials for the Federation web site (currently [www.narfewa.net](http://www.narfewa.net)) that can be readily accessed by Federation and Chapter members.
- Support of Chapter web sites
- Advise chapter or district webmasters on possible and current approaches to establishing and maintaining chapter sites.
- Does NOT fund chapter or district web sites.

### **Promotion**

- Take every opportunity to promote Federation website availability and content to Chapters, districts and NARFE members.

### **Links**

- Link the Federation website to the [www.narfe.org](http://www.narfe.org) site. Insure that the Federation website is shown as a link on the NARFE site.
- Link the chapter websites to the Federation website.
- Follow any NARFE guidance on linking to outside organizations.

## **NOMINATING COMMITTEE POSITION DESCRIPTION**

Nominating committee:

- Five (5) members are appointed by the Executive Committee to consider nominations or declarations of candidacy for Federation office.
- Examines the eligibility and qualifications candidates to serve, if elected, and reports its nominations to the Chapters sixty (60) days in advance of the semiannual Convention held in even years.
- Nominations for Federation office also may be made from the Convention floor by a Convention delegate.

### **Standing Rules for Federation Conventions for Nominating Committee Rule 5 – Elections**

- The nominating committee shall report its nominations for all positions immediately followed by nominations from the floor.