

**WASHINGTON STATE FEDERATION OF CHAPTERS (WSFC) OFFICERS  
AND DISTRICT VICE PRESIDENT POSITION DESCRIPTIONS**

**Minimum Requirements and Qualifications**

- Must have access to and monitor e-mail daily
- Is able to communicate both orally and in writing
- Must provide reports and input in a timely manner
- Must be able to devote appropriate time to the work of the Federation
- Must be able to maintain confidentiality and avoid appearance of conflict of interest
- Is able to think critically and globally
- Must be able to work in a team environment
- Must attend and fully participate in meetings and conventions as set forth by the Federation
- Is able to be diplomatic, a good listener, professional and businesslike
- Must be able to use computer office software.

**WSFC PRESIDENT POSITION DESCRIPTION**

**Primary Responsibilities:**

President has the overall responsibility for the Washington State Federation of Chapters to promote the aims and objectives of NARFE. Provides overall leadership, governance, and discharges the duties required by the federation bylaws. Implements the policies and programs of the National Executive Board.

**Essential Functions**

- Presides at all board meetings and conventions of the Federation.
- Be familiar with all National and Federation bylaws.
- Appoints officers and committee chairs for all committees and task forces
- Ensures all federation reports are made to National, or Regional Vice-President
- Assesses the NARFE environment then develops and approves strategic plans
- Ensures the strategic plan is carried out
- Develops and approves policies and procedures for the Federation
- Reviews and presents to the Executive Board the annual budget and goals
- Makes sure the Federation abides by legal and financial requirements as set in the bylaws
- Monitors communications within the Federation Board including reports of the Executive Committee and Advisory Board.

**Other Information**

- Travel required
- Make financial contributions as needed and as appropriate

## **WSFC VICE PRESIDENT POSITION DESCRIPTION**

- Must be proficient in computer office software, specifically, Word, Excel, and PowerPoint
- Federation President's liaison to the District Vice Presidents
- Contributes articles for publication in the Federation Reporter
- Proficient in Public Speaking
- Should have working knowledge of Robert's Rules of Order (revised)

## **WSFC SECRETARY POSITION DESCRIPTION**

**Report To:** WSFC Executive Board

**Overall Responsibilities:** Record actions of the Executive/Advisory Boards and maintain all official publications, records and reports of the WSFC.

### **Key Areas:**

- Attend all Executive/Advisory Board and other official meetings.
- Record and disseminate the minutes of the Executive/Advisory Boards and WSFC State Conventions.
- Update and disseminate the WSFC Directory.
- Maintain and preserve the WSFC Bylaws and Standing Rules, Strategic Plan, Policies and Procedures Manual, etc.
- Notify officers and committee chairs of scheduled WSFC meetings.
- File NARFE Forms F-7a, if directed by the President.
- File a claim for reimbursement with the Federation Treasurer for expenditures from petty cash and other expenses with proper receipts at least quarterly.
- Work with the state convention chair(s) to provide support to the convention committee and information to the chapters.
- Other duties as assigned.

**Consultations:** WSFC Executive and Advisory Boards, chapter presidents and secretaries and NARFE National Office.

**Term of Office:** Two years.

### **Qualifications:**

- Be a NARFE member in good standing.
- Have experience as a secretary at the chapter level or equivalent.
- Be well versed in computer usage, especially WORD and EXCEL and have internet access.
- Have good administrative and organizing skills.
- Have good communication skills.

## **WSFC TREASURER POSITION DESCRIPTION**

### **Duties & Responsibilities**

Chapter & Federations Officers should review the F-10 Officers Manual.

#### **Treasurer:**

- Serves as a member of the Executive Committee
- Receives and has custody of all federation funds.
- Keeps accurate, current records of all federation funds received and paid out.
- Deposits funds in a federally-insured financial institution with executive board approval, or as specified in the bylaws.
- Draws checks against federation funds as authorized by the executive board or federation bylaws.
- Submits a full financial report at each federation convention, but no less than annually, a copy should be sent to the National Treasurer.
- Performs other duties as assigned by the president
- Supports and makes financial records available to the federation audit team.
- Files the required Federation 990 Non-Profit Tax Return.
- Maintains current the State Corporation license/permit
- Works closely with financial officer in preparation and/or amendment of budgets.
- Reviews and updates financial policies and practices. Submits changes to Executive Committee for approval
- Coordinates and supports Chapter Treasurers, as needed.
- Serves two years

**DISTRICT VICE PRESIDENTS SHALL BE ELECTED IN EVEN-NUMBERED YEARS BY THE MEMBERS PRESENT AT THE ANNUAL DISTRICT MEETING.**

### **WSFC DISTRICT VICE-PRESIDENT'S POSITION DESCRIPTION**

- Visit each chapter in the district, as needed throughout the year, either at chapter membership meetings or chapter executive board meetings. Plan and conduct 'District Workshop' and prepare the agenda in response to needs of the district.
- Prepare for and attend all WSFC Executive Board meetings, usually quarterly, and present a written report of District activity.
- Act as a liaison between WSFC Executive Board and District chapters to carry out WSFC decisions pertinent to individual chapters.
- Provide 'District VP' written article to the Federation Reporter editor by due date, in the format, length, and in some cases, specific subject matter requested.
- May submit articles to chapter newsletters on issues of pertinence to the chapters.