

Chapter President & Vice President

Duty #1: To be fully informed on the chapter president's responsibilities.

President's Responsibilities

As president of your chapter, you provide leadership by setting the tone and style that are needed for a smooth functioning chapter. Your basic responsibilities are to:

- ▶ chair meetings of the chapter executive committee to plan chapter meetings, programs and activities;
- ▶ preside at chapter meetings;
- ▶ serve as principal liaison between the federation, national office and your chapter for the dissemination of information and implementation of Association programs;
- ▶ encourage and support the training of other chapter officers in their duties and responsibilities;
- ▶ appoint appropriate committees, as provided in the chapter's constitution and bylaws, for the conduct of chapter activities and programs;
- ▶ foster membership growth through both the retention and recruitment of members;
- ▶ identify, motivate and develop replacements for future chapter leadership positions;
- ▶ ensure that each officer and committee chair is familiar with his/her duties and responsibilities.

Materials you will need as Chapter President

- ▶ Chapter and federation constitution and bylaws
- ▶ National Articles of Incorporation and Bylaws*
- ▶ Chapter and Field Officers Manual* (F-10)
- ▶ *Robert's Rules of Order*
- ▶ Copies of past chapter minutes (from outgoing president)

Information that will help you as Chapter President

- ▶ Articles from recent and current issues of *Retirement Life*
- ▶ Contents of recent and other NARFE publications (Headquarters Highlights, Recruiter's Journal, PR News and Views, Washington Letter)
- ▶ Monthly chapter activity reports and other computer printouts received from NARFE Headquarters

Duty #2: To be knowledgeable about the chapter constitution and bylaws, and to ensure that each officer and committee member is familiar with his or her duties.

Chapter Constitution & Bylaws

The chapter's constitution and bylaws are important to the president as the basic guides to how the chapter should function. Each chapter must have its own constitution and bylaws. They may be adopted word for word from the NARFE standard form F-21, which we recommend, or reworded to fit specific chapter desires. A newly adopted constitution, as well as any subsequent amendments, must be submitted to Headquarters for approval. The approved original will be returned to the chapter. The amendments to a chapter's bylaws do not require Headquarters approval as long as changes do not conflict

**Manuals can be ordered by completing a requisition form (F-18) and sending it to the Supply Office, NARFE, 606 North Washington Street, Alexandria, VA 22314-1914*

Duties & Responsibilities: Chapter President & Vice President

with the Association's Articles of Incorporation and Bylaws. But a copy of the amended bylaws must be sent to Federation and Chapter Services at NARFE Headquarters.

Chapter Officers

The president should be familiar with the duties of the other chapter officers and committee chairs in order to provide direction and support as necessary. The president should be able to help with all records and reporting in case of absence or temporary vacancy of any chapter office. Information on the duties and responsibilities of chapter officers and committee chairs is in the Chapter and Federation Officers Manual (F-10).

The Electoral Process

Terms of chapter officers are set in the chapter constitution and bylaws. Terms of chapter officers may be set to coincide with the calendar year. Some federations prefer that chapter officers' terms coincide with terms of federation officers.

The chapter president should appoint a nominating committee (unless required to be elected) several months before the election of chapter officers.

Chapter Executive Committee

An executive committee should be established consisting of the elected officers plus such other appointed officers and committee chairs as are deemed appropriate. Some chapters elect additional committee members from the general membership. The chapter president serves as chair.

The committee helps plan and set policy and direction for the chapter. We recommend that the immediate past president be a member of the committee to provide program continuity.

The Agenda

A suggested order of business (if not otherwise specified in the chapter bylaws):

1. Call to order.
2. Invocation.
3. Pledge of allegiance.

4. Introduction of new members and guests.
5. Reading and approval of the minutes of the previous meeting.
6. Officer reports.
7. Committee reports.
8. Unfinished business.
9. New business.
10. Announcements and committee appointments.
11. Program; i.e., speaker, entertainment, etc.
12. Adjournment.

The Program

To keep your meetings interesting and attendance high, plan activities that both involve the members and provide them with useful or necessary information. Some chapters appoint program chairs to help develop program resources for meetings. Some chapters alternate business and program meetings. The Chapter and Federation Officers Manual (F-10) includes suggested programs.

Duty #3: To preside at chapter meetings and conduct chapter business in an orderly, impartial manner.

Meeting Management

The Chair (presiding officer):

- calls the meeting to order;
- keeps meeting to its order of business;
- handles discussion in an orderly way;
- gives every member who wishes a chance to speak;
- tactfully keeps all speakers to rules of order and to the question;
- gives pro and con speakers alternating opportunities to speak.
- clearly states each motion before it is discussed, and before it is voted upon;
- puts motion to a vote and announces outcome;

Duties & Responsibilities: Chapter President & Vice President

- ▶ votes only when the chair's vote would affect the outcome (would break or cause a tie) or whenever voting is by ballot;
- ▶ is familiar enough with parliamentary law to inform assembly on proper procedure and / or has a parliamentarian present.

At times individual chapter members may want to share some of their thoughts with the chapter. The topics might or might not be appropriate. It is every member's meeting. In such instances, be fair but make certain such conversations contribute to the overall purpose of the meeting.

Apply rules uniformly, guiding each meeting so that decisions are made within a reasonable time. Members wishing to comment should have an opportunity to speak at least once, so long as the discussion remains useful and constructive.

Duty #4: To appoint other officers and standing committees as required and special committees as needed.

Committees

A list of suggested standing and other committees and their duties and responsibilities is included in the Chapter and Federation Officers Manual (F-10).

Duties of the Vice President

The primary duty of the vice president is to provide support and backup for the chapter president. The critical fact underlying the position of vice president is that the incumbent must be prepared and capable of assuming the responsibilities and functions of the president—if and when the need arises.

Ordinarily, the vice president is called upon to perform a variety of duties as assigned. However, in a number of chapters the vice president is automatically given a major program responsibility such as legislative, membership, or program chair, or service officer.

Some chapters have positions of first and second vice presidents. In such cases, each incumbent usually is given responsibility for a major program area.

The vice president (or first vice president) should be familiar with:

- ▶ all duties and responsibilities of the president in order to take over if needed;
- ▶ duties of other chapter officers, in order to offer help and guidance as appropriate.

When the vice president or vice presidents—as the case may be—are assigned major program responsibility, each should also become fully proficient in the duties and responsibilities of that program.



Pledge of Allegiance

*I pledge allegiance to the flag
of the United States of America
and to the Republic
for which it stands
one Nation under God,
indivisible, with liberty
and justice for all.*



NARFE

National Association of Retired Federal Employees
