

# **Dealing With Troubled Chapters**

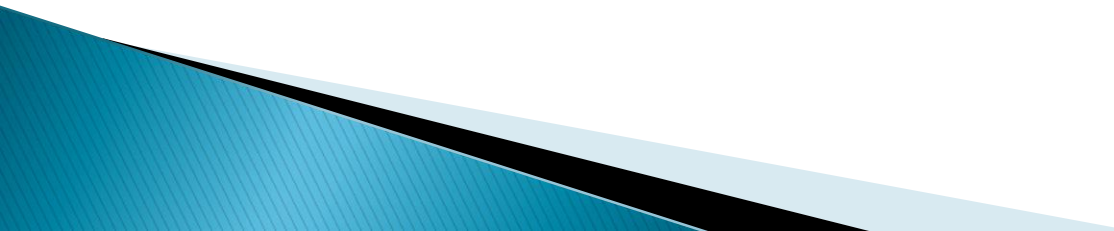
**Wayne Mitchell**

**President**

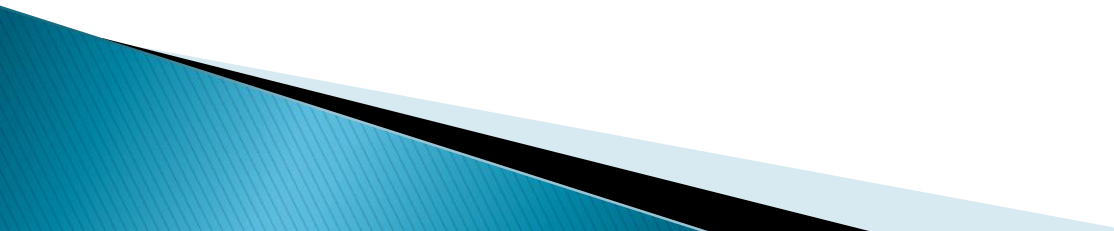
**WV Federation of Chapters**

# Chapter Troubles

## Why is the Chapter Failing?

1. Membership Declines?
  2. No interest in attending meetings by membership (why)?
  3. Do members not want to take officer duties and positions (President, Vice President, Secretary, & Treasurer)?
  4. Is the meeting location acceptable to membership (age, place to eat, noise free, and accessible for seniors to drive to (local)?
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# Chapter Troubles

5. Have the same officers presided over chapter for a number of years in position of President, Vice President, Secretary, Treasurer?
  6. Is the chapter meeting conducted in a manner that everyone feels welcome and free to express their opinions?
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# Ways to Correct Troubled Chapters

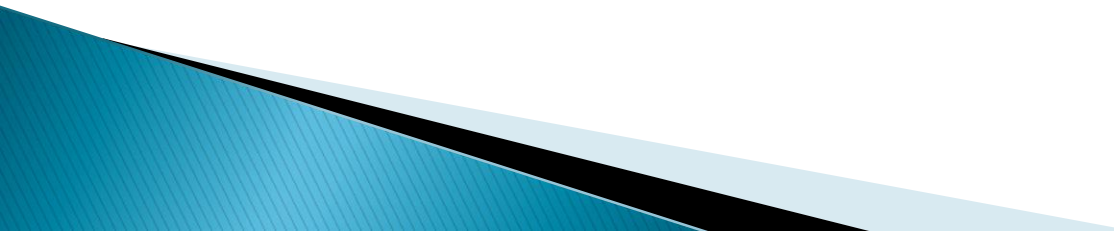
1. Plan chapter meetings in advance, set programs at least 3 months in advance
2. Know and support NARFE's Mission
  - Mission Statement( To support beneficial to current and potential federal annuitants and to oppose legislation contrary to their interests.
  - To promote the general welfare of current and potential federal annuitants by advising them with respect to their rights under retirement laws and regulations.
  - To cooperate with other organizations and associations in furtherance of these general objectives.

# Ways to Correct Troubled Chapters

## 3. Have a strategic plan with realistic goals

- Set Goals
- Set course of action to accomplish goals
- Include all chapter officers and committee chairs in planning
- Keep chapter members informed and involved
- Ask members for their thoughts and input

## 4. Publicize Monthly Meetings

- List chapter programs in newsletter
  - Publicize in local papers and radio ads
  - Public service announcements
  - Use phone committee to remind members of the program
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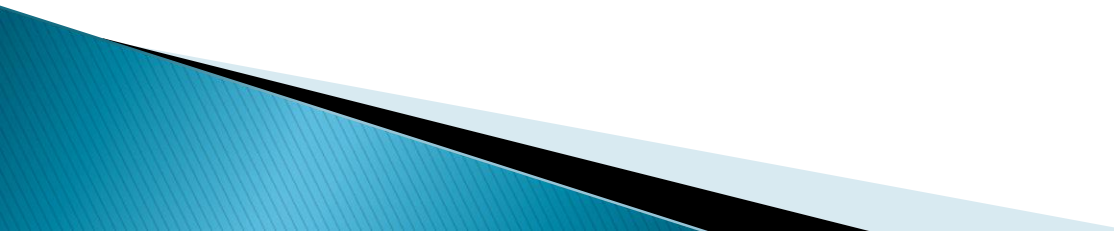
# Ways to Correct Troubled Chapters

5. Maintain full slate of elected officers and committee chairs
  - Provide each elected officer with position description
  - Make sure the leadership knows what is expected of them in their leadership positions

# Ways to Correct Troubled Chapters

6. Ask all member that have a E-Mail address to register to receive GEMS from NARFE National, share federation and national information with chapter members
  - Keep accurate records
  - Use OAM to get forms M-114 and M-112 and use them in membership recruitment and retention
  - Have well organized and planned meetings
  - Officer reports should be short, sweet, and informative
  - Monthly programs should be short and interesting for members(set time limits)
  - Allow questions and answers of officers and guest speakers
  - Have a Welcome Committee
  - Give everyone attending chapter meeting a warm welcome
  - Invite new members and first time attendees
  - To introduce themselves, Do Not Let New Members Feel Unwanted or not needed!
  - Find out new members status, still working or retired, what are they interested in doing, and how do they want to do it?

# Ways to Correct Troubled Chapters

7. Constantly be on the look out for perspective leaders
    - Have a succession plan in place for all officers in the chapter
    - Use mentoring to help train potential chapter officers, allow Vice President to train running chapter meeting
    - Remove fear of unknown where possible in all chapter officer positions
    - Succession planning and leadership development will encourage members to accept leadership positions in the chapter.
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# Ways to Correct Troubled Chapters

8. Stress to present and future leaders because we got elected does not mean we have a package with all of the answers, had that been the case, we would not be having this meeting.
9. Some of the material used was furnished by Florida Federation of Chapters President and candidate for National Vice President of NARFE Ken Thomas and NARFE Region III Vice President Don Stewart