

NARFE NEEDS YOU!

As you probably know, the **[Troubled Chapter]** of the National Active and Retired Federal Employees Association is considering closing its doors after **[xx]** years of operation.

YOU can prevent that from happening, by volunteering to serve as an Officer or Committee Chairman/Member.

Without your local Chapter to provide you with the latest expert information on retirement issues – Taxes, COLAs, and health Benefits, you might miss the opportunity to influence legislation that directly affects **YOUR EARNED BENEFITS!**



Your Chapter would be incorporated into another Chapter, probably **[Name / Number - New Chapter]** and you would miss the local personal service you currently receive. You would also have to travel further to attend important Chapter meetings and Social Events.

YOUR Chapter Officers and Committee Chairmen have diligently and faithfully conducted the business of your Chapter for several years, **AND THEY HAVE DONE THIS BECAUSE NO OTHER MEMBERS HAVE VOLUNTEERED TO ASSUME THE DUTIES OF SUPPORTING POSITIONS.** It just might be that other members did not feel they were needed to take on any of these positions, or felt that they were not qualified, or it might be that they were not specifically asked to be a candidate for these positions.

Please be advised that your involvement is not only **NEEDED**, but is **WELCOMED!** Your Chapter Officers and Chairman would be delighted to assist you in fulfilling any of the positions listed below.

Please take a few moments to fill out the survey below and to consider **VOLUNTEERING** for one or more of the positions noted.

MEMBER SURVEY

I would like to participate in my chapter by **VOLUNTEERING** for: President _____ Vice President _____
Secretary _____ Treasurer _____ Service _____ Legislation _____ Membership _____
Telephone _____ Newsletter _____ Public Relations _____ Hospitality _____

PRESIDENT leads the meeting and represents the Chapter at higher levels. With assistance from Committee Chairmen, informs members of important issues which directly affect your benefits.

VICE PRESIDENT assists the President and leads the meeting in the absence of the President. Normally is tasked as Program or Membership Chairman.

SECRETARY takes minutes of the meetings, reads minutes and correspondence at meetings, and writes correspondence for the Chapter.

TREASURER maintains financial records for the Chapter.

SERVICE assists members in areas formerly performed by the Personnel Office where you worked. Most importantly, assists survivors in filing necessary forms for insurance and survivor annuity upon death of annuitant.

LEGISLATION keeps membership up-to-date on issues in Congress that may affect your earned benefits.

MEMBERSHIP works to retain current members and attempts to recruit new members for NARFE. The number of members is extremely important when we lobby in Washington to retain our earned benefits. The more members we have, the more Congress will listen to our wishes.

TELEPHONE contacts members and informs them of meetings and important issues.

NEWSLETTER issues a monthly or bi-monthly newsletter. Assembles articles from various Committee Chairmen, prepares layout of newsletter, obtains printing services and mails newsletter to membership.

PUBLIC RELATIONS takes an active role in publicizing NARFE events in local newspapers and publications and informing the public about NARFE and its purpose.

HOSPITALITY greets people as they arrive at the meetings and oversees the refreshments served at each meeting.

Surely there is something listed above that appeals to you. Many of you performed similar tasks while you were working and would enjoy the challenge of being involved once again. **EXPERIENCE IS NOT REQUIRED!** Time to perform the above tasks is about 1 – 2 hours per week. You would not be alone in taking on these tasks; assistance is available from your **[District / Area]** Vice President, **[Name]**, and various written guidelines/manuals issued by NARFE Headquarters.

Give it a try! NARFE has done so much for YOU - it's only appropriate that YOU help your Chapter so that NARFE can continue the fight to retain YOUR EARNED BENEFITS!

**DON'T PUT THIS SURVEY AWAY! YOUR OPINION IS VERY IMPORTANT
SEND THIS SURVEY BACK TODAY!**

Please take a few minutes to complete this very important survey and return it to your **[District / Area]** Vice President. If something displeases you, or you think changes should be made concerning your chapter operations, programs, or the day, type or location of the meetings, please indicate your concerns below.

I prefer Meetings on: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

At Time: 10:00 _____ 11:00 _____ Noon _____ 1:00 _____ 2:00 _____ 3:00 _____ 4:00 _____ 5:00 _____ 6:00 _____ 7:00 _____

With: Meal _____ Meal every Other Meeting _____ Brown Bag _____ Light Refreshments _____ Meeting Only _____

Location: (Please Be) _____

Additional Comments/Recommendations: _____

QUESTIONS: Contact Your **[District / Area] Vice President, **[Name]** at **[Phone Number]** or **[E-Mail Address]****

Name _____ Phone _____

THANK YOU FOR TAKING THE TIME TO RESPOND TO THIS ALL- IMPORTANT SURVEY!