



CONVENTION CALL MATERIAL & INFORMATION
Hilton Ontario Airport Hotel, April 16-18, 2011



SHARE THIS PACKET WITH ALL YOUR CHAPTER MEMBERS

NOTE: THIS IS THE THIRD OF THREE PACKETS YOUR CHAPTER WILL RECEIVE!
THIS INFORMATION IS ALSO AVAILABLE ON THE WEB SITE: www.csfcnarfe.org.

This packet is issued in support of the Third Biennial California Federation Convention, which will be held at the Hilton Ontario Airport Hotel, 700 N. Haven Ave., Ontario, CA on April 16-18, 2011. Copies of this packet are provided to each Chapter President, Secretary and Treasurer.

Deceased Member Record

DUE: January 15, 2011

Each Chapter is requested to list the names of their members who have passed away during the calendar year 2010 (those who passed away in calendar year 2009 should have already been provided to the Federation Secretary). Each member's name will be recorded in a Memorial booklet which will be distributed at the 2011 Convention. These names can be gathered from the monthly M112 reports for the past year. Send the lists to the Federation Secretary, Vivian Nathanson, 4131 Bristlecone Way, Livermore, Ca 94551-7104, or Fax 925-455-1507, or e-mail vivnath@sbcglobal.net.

Convention Resolution Form

DUE: January 15, 2011

This allows your chapter to recommend changes to the Federation Bylaws, National Bylaws or operation policies of the Federation, using the attached form. CSFC Form 18 dtd 2010. Federation Bylaws require submitted resolutions be forwarded to chapters as a booklet at least 50 days before the State Convention commences. To accomplish this time table, chapters are requested to submit resolutions 75 days prior to the convention. Thus, resolutions need to be received by the Federation Secretary no later than January 30, 2011.

Convention Committee Nominee Form

DUE: February 15, 2011

This allows your chapter members to participate in the convention and serve on the committees of: Credentials, General Resolutions, National Bylaws, Rules, Ballot & Tellers, and Sergeant-at-Arms. These committees meet only during the convention. CSFC Form #3, Jan 2010.

Convention Registration Form

DUE: February 1, 2011

CSFC Form #4 dtd 1/2010 is provided for names of attendees and meal selections and will be posted on the Federation Web Site, www.csfcnarfe.org. **Urgent that this form with attachments[if necessary]and checks be received by the Treasurer by February 1, 2011 to produce all the necessary documents for the convention. If your chapter cannot attend the convention, you should designate a particular person from another chapter as the proxy to represent your chapter. Members of the Federation Board cannot serve as proxies.**

Standing Committee Nominee Form

DUE: March 1, 2011

This allows members of your chapter to participate during the next two years on committees such as: National Legislation, State Legislation, Constitution & Bylaws, Membership, Service, Audit, Nominating, and Public Relations. These members help the Committee Chairman notify the members of other chapters within their district of pertinent information or may provide training. Members are required to attend the Federation Convention. Any **current** member of these committees, **must sign on** to the standing committee form if they wish to remain on that committee, or join another committee. CSFC Form #6 dtd Jan 2010.

Intent to Bid on 2013 Convention

DUE: February 15, 2011

If your chapter or District would like to host the Fourth Biennial Federation convention, you need to make your intentions known to the Federation. There is "Request for Proposal" document to assist you with the details required for a host hotel/convention facility to provide a bid. Contact the Federation President for this packet.

Prospective Candidates for Federation Office

DUE: February 1, 2011

This allows your members to participate in the operation of the Federation by serving as an Officer on the Federation Executive Board. A letter of intent, with your qualifications, should be sent to the Chair of the Nominating Committee, Vaudis Pennell at P.O. Box 69, Patton, CA 92369. –email: quovau@sbcglobal.net.

The Federation Executive Board is composed of 15 Officers: President, Executive Vice President, Secretary, Treasurer, ten (10) District Vice Presidents and the Federation Immediate Past President. Each are to attend all sessions of each Executive Board Meeting and the Federation State Convention unless the Federation President approves absence.

The following is a brief description of the duties/responsibilities of each position. More detailed information regarding each position can be obtained in the Federation Bylaws, and the Federation Guidelines. For more information, contact your Federation President, Andrew Morgen, 760-360-3413 or e-mail: acmorgan@aol.com

PRESIDENT:

- Presides over Executive Board Meetings
- Presides over Federation Convention
- Attends National Convention
- Attends National Legislation Conference
- Attends Federation Presidents Meetings
- Visits CA Chapters
- Represents CA Chapters at Legislative Events
- Represents CA Chapters with Coalition Partners
- Attempts to build additional coalitions with associations to further common goals
- Communicates information with CA Chapters and Members
- Provides training for CA Chapters and Members, as requested
- Maintains communication with Federal Executive Boards and Associations

EXECUTIVE VICE PRESIDENT:

- Presides over Executive Board Meetings/Convention in absence of President
- Assumes the Presidency in case of emergency
- Responsible for Membership Recruitment and Retention
- Responsible for Training of Chapter Officers and Committee Chairs

TREASURER:

- Establish (with input from Federation President) the annual Federation budget
- Maintains records of income and disbursements
- Prepares annual financial statement for distribution to CA Chapters and Members
- Establish checking and or savings accounts with local bank
- Reviews and issues checks for reimbursement of approved vouchers

SECRETARY:

- Establishes Calendar of Events for the year
- Responsible for the Executive Board Meeting Minutes being recorded and issued
- Responsible for the Federation Convention Summary being recorded and issued
- Responsible for the Federation Directory and Bylaws being prepared and issued
- Receives and responds (with Federation President approval) to all Federation correspondence
- Orders business cards, stationery, badges, etc.
- Prepares pertinent convention materials

DISTRICT VICE PRESIDENT:

- Visit Chapters in their respective District and nearby if budget allows
- Schedule and conduct an Annual District Meeting for all district chapters
- Ensure Chapter Officers receive training as required
- Encourage Chapters to network with nearby chapters
- Encourage Chapters to visit the respective Congressmen and/or communicate with Congressmen's office concerning NARFE issues
- Prepare District Newsletter to communicate information to Chapters
- Assist Chapters having various problems
- Report orally all chapter activities at EBM, and submit District reports for Conventions.

TO ALL MEMBERS OF THE FEDERATION:

This is your Federation, which is made up of all chapters and all members within the state. You may wish to add your time and talent to help the Federation in the various tasks identified herein. It takes many people, working together as a team, to make the Federation work for the common goals of protecting our earned benefits. With only a few dedicated people working for the benefit of all, the Federation could very well become stagnant and a member lose interest – and with that loss of interest goes our clout with Congress. If we do not present a united front of unified members all working for the same goal, we will become disjointed and fragmented and soon there will be no one left to work for our earned benefits. Experience is not required – just a willingness to be involved and take part in our combined efforts.

PLEASE give some consideration to helping the Federation – you will not regret your active participation and you will meet many unique, dedicated, energetic members working together to protect – and perhaps enhance – our earned benefits.

Attachments:

Convention Resolution Form #18

Convention Committee Nominee Form #3

Convention Registration –Chapters/Proxies Form #4

Standing Committee Nominees Form #6