

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 5  
DISTRICT VICE PRESIDENTS (DVPs)**

**I SPECIFIC DUTIES**

- A. District Vice Presidents hereinafter referred to as DVPs, represent the Federation in their respective Districts in all matters except policy making. Their role should be that of a mentor providing encouragement and enthusiasm and not that of a dictator – they should work **WITH** all chapters and not tell chapters what they should do, or not do.
- B. *DVPs will serve as the coordinator with their district chapters regarding various deadlines required for federation matters, to ensure chapters meet the required deadlines, including but not limited to: Annual Officer Roster Form F-7, Annual Per Capita Dues, Registration for Biennial Federation Convention, Registration for Federation Training, Registration for Regional Training, Registration for National Conventions.*
- C. Be cognizant and alert to the interests and concerns of assigned Chapters and act as a channel of communications between the Chapters and the Executive Board. DVPs are encouraged to provide a newsletter or some type of communication with their chapters to provide the chapters with updates of events taking place in the Federation, and with other chapters in the district. Encourage each chapter to share their newsletters with all other chapters within the district to develop camaraderie between the chapters.
- D. Work with Chapters to encourage volunteers for leadership positions; provide them with needed assistance to improve their meetings and chapter operations by providing them materials from the National Headquarters and on the NARFE Web Site and also ideas that that worked well in other chapters.
- E. Attend all sessions of each Executive Board Meeting (EBM) and the Federation State Convention unless the Federation President approves absence. Be prepared to report orally all chapter activities since last EBM.
  - 1) Prior to conventions, prepare and submit a District report of the previous two year's activities. (refer to Policies of the Federation Executive Board for details on these reports).
- F. Provide the Federation President with copies of correspondence to Chapters that specifically relates to clarification of Federation policy. Copies of correspondence relating to the Federation membership program shall be provided to both the Federation President and the Executive Vice President.
- G. Communicate a desire to visit each assigned chapter within thirty- (30)-days of assuming office, with the expressed purpose of getting acquainted with chapter

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officers and members and of providing assistance and support. Administer the oath of office to elected chapter officers, and attend chapter social functions and activities. Make as many visits as necessary without exceeding the DVP budget for visits in respective districts.

- H. Communicate with all Standing Committee members assigned in their district promptly after taking office to coordinate planning and to arrange for meetings to discuss district goals and objectives. District members of Federation Standing Committees are to be considered as “Advisors” who can provide valuable training and assistance to the chapters within the district regarding matters relating to their respective disciplines and program assignments.
- I. Provide new officers with the NARFE materials delineating the duties/responsibilities. This should be done during the officer installation ceremony. Provide guidance/training for each officer prior to the new officer taking the office.
- J. Schedule an annual district meeting at a convenient location without conflicting with chapter meetings. ***DVP general guidance for a district meeting is available from the Executive Vice President.*** Conduct training and briefing sessions including topics related to convention matters such as those contained in Article VI, Section 2., CSFC Constitution & Bylaws (current issue), and other important and relevant issues.
- K. Attend other district meetings held in nearby locations, if budgeted funds permit. When attending meetings or training sessions held in adjacent districts, it is recommended that visiting DVP participate in the program in a constructive manner, such as giving some type of training or pertinent information.
- L. Notify the Federation President when inviting the Region VIII Vice President to be a speaker or an instructor at a District meeting or training session.
- M. Support and promote all National and Federation membership drives and campaigns, and encourage chapters to participate. Encourage chapters to contact federal agencies in their area and establish a rapport with them to provide membership materials or participate in annual health fairs, pre-retirement seminar presentations, employee union events, picnics, reunions, etc.
- N. Seek opportunities to form new chapters, increase chapter membership and coordinate district membership activities with Executive Vice President.

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- O. Coordinate meetings and other events involving legislators with their constituents in the district. Support and promote all aspects of Federation and National legislation agenda.
- P. Serve as presiding officer at all district meetings.
- Q. Soliciting of funds for charity or disaster relief is forbidden, (except for those that are authorized by the National Organization), without prior written approval by the Federation President.
- R. Surrender all records, materials and equipment assigned to successor upon leaving office.
- S. Perform other duties as assigned.