



**CALIFORNIA STATE FEDERATION OF CHAPTERS
STANDING COMMITTEE NOMINEES**



2011-2013

CHAPTER NAME: _____ **CHAPTER NO.** _____ **DISTRICT NO.** _____

The members of this chapter listed below have **OFFERED TO SERVE ON A Federation standing Committee** if appointed by the Federation President. Attendance at the **2013 Convention** is required and attendance at the prior year Convention 2011 is desirable for organizational purposes. The basic duties of these committees, in addition to functioning as a Convention Committee to process related resolutions at the Federation Convention, and reporting on same to the delegates are set in Article II, Section 2.C of the Federation Constitution and Bylaws. See the next page for a brief description of each Committee.

COMMITTEE	NOMINEES
NATIONAL LEGISLATION	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
STATE LEGISLATION	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
CONSTITUTION & BYLAWS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
SERVICE	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
AUDIT	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
NOMINATING	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
PUBLIC RELATIONS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
MEMBERSHIP	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____

NOTE: IF YOU ARE CURRENTLY SERVING ON A COMMITTEE AND WISH TO AGAIN, YOU MUST REAPPLY.

Nominations ***MUST*** be received prior to 03/01/2011 to ensure consideration for appointment. Send completed form to CSFC EB Secretary: Vivian Nathanson, 4131 Bristlecone Way, Livermore, CA 94551 or Fax: 925-455-1507 with a copy to your District Vice President.

SIGNATURE _____ **OFFICE** _____ **DATE** _____

DISTRICT VP _____

STANDING COMMITTEES

The following is a brief summary of the duties of the eight Standing Committees. It is just an overview of what is expected from potential committee members. All members should be familiar with the California State Federation of Chapters Executive Board Guidelines for the particular committee. See your District Vice President for a copy. The Chair of each Committee will give much more detailed instructions to the members. Potential members of Standing Committees should be familiar with Guideline Number 6, which is the "Policy for Standing Committees".

NATIONAL LEGISLATION (GL-6A): Make Congressional visits for the Chair and make a report on same. Work closely with chapter Legislative officers within their districts. Assist in Seminars and help chapters carry out an effective Legislative program. Ensure information received is passed on in a timely manner.

STATE LEGISLATION (GL-6B): Make visits to local offices of Assemblymen and State Senators within their district and make a report to the Chair. Assist in Seminar and help chapters to establish and carry out effective State Legislation programs. Ensure information received is passed on in a timely manner.

CONSTITUTION & BYLAWS (GL-6C): Be thoroughly knowledgeable and conversant with the National, as well as Federation Bylaws. Provide input to the Chair on clarification or modification of same. Forward all chapter suggestions for modifying the document to the Chair. Assist Chapters in developing resolution change either the Nation or Federation Bylaws. Review and Recommend disposition of resolutions forwarded to your committee at the biennial federation convention.

SERVICE (GL-6D): Must be willing to attend District meetings and assist with Seminars. Maintain knowledge of insurance, hospital benefits, Medicare, Social Security, Death benefits, etc., and assist chapter Service Officers, and members when requested. Be a reliable source of information to chapter Service Officers.

AUDIT (GL-6E): Examine and review all reports and randomly selected financial transactions furnished by the Treasurer. Assist, if requested, to work on the final audit, in April annually at the Treasurer's home. This is a one day (5-6 hours) effort and the Federation approves the standard travel allowance, including lodging (if necessary) for members who are required to travel long distances. Audit Committee is not required to meet during the convention. Work with the committee in offering suggestions, including additions, in the treasurer's procedures.

NOMINATING (GL-6F): Seek out and encourage prospective candidates to file experience and qualification records early for Federation officer positions. Much of the work of this committee is done at the Convention, so attendance is of the utmost importance. Could be assigned to officiate at the District elections at the Convention, including strict ballot control where the position has more than one candidate.

PUBLIC RELATIONS (GL-6G): Should be aware of events of concern, both locally and nationally. Assist the chapters in their efforts to answer adverse publicity in their local papers. Maintain close contact with the Chair and the Executive Vice President for promoting Membership efforts. Work with local media and establish Contacts and good rapport.

MEMBERSHIP (GL-6I): Assist chapters in the development and implementation of their membership plans. Help chapter Membership Committees coordinate recruitment and retention activities, working with their chapter Public Relations Committees on such activities. Should ensure all chapter membership chairs in their districts are appropriately trained and informed of NARFE and Federation Membership Campaigns.