

2016 Region II Training Symposium CLASS DESCRIPTIONS – each class approx. 1 ½ hrs

April 4 – 1:15-5 p.m.

LEGISLATION AND MEMBERSHIP -- Two (2) separate sessions in the General Meeting Room for all attendees, with speakers from HQ and Region II Federations, plus interactions among presenters and participants.

NARFE: STRATEGIC PLANNING AND THE FUTURE – Candid discussions on Strategic Planning to secure NARFE's future with National President Dick Thissen and National Secretary/Treasurer Jon Dowie.

April 5 – 8:15-11:30 a.m.

PRESIDENT, AND CHAPTER DEVELOPMENT -- Insight into effective chapter leadership to support NARFE's mission, including on changing dynamics affecting chapters; also insight into fostering healthy, active chapters, and assisting members who may be reluctant to take on leadership, other supporting roles or advocacy activities (This is valuable for new and emerging Presidents and 'seasoned' ones.)

SERVICE OFFICER -- Guidance on offering helpful information to members on earned annuities and benefits plus emerging changes (Service Officers are the HR Department for NARFE members.)

SECRETARY -- Guidance on effective record keeping, use of electronic communications to best advantage and other important records support for chapters, including information retention tips

TREASURER -- Advice and guidance on effective financial management for chapter funds, including use of electronic methods to help support financial work, and information on periodic audits

IT: OAM REPORTS, THE WEB, SOCIAL MEDIA -- Guidance on logging onto the NARFE data system, common features of many reports, and use of reports, with YOUR good suggestions for change to be forwarded to the National Configuration Advisory Board; insights on use of websites and social media, plus discussion on tools like GoToMeeting and document storage as they relate to recruiting and communications within NARFE (with demonstrations & hands-on activities)

ROBERT'S RULES OF ORDER -- Very easy to understand assistance (often with humorous explanations) about this type of governance for running effective business meetings for NARFE as well as other organizations

STATE LEGISLATIVE ADVOCACY -- Introduction to the scope, tools, and potential power of this newly emphasized area of involvement, including highlights of activities thus far in and outside Region II