

MAINTAINING A VIBRANT CHAPTER

2020 ANNUAL MEETING BRIEFING

BY

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NEW MEXICO CURRENT CHAPTERS-9

- Chapter 80 - Albuquerque
- Chapter 182 – Las Cruces
- Chapter 186 – Santa Fe
- Chapter 698 – Alamogordo
- Chapter 731 – Roswell
- Chapter 1341 – Sierra County (TorC)
- Chapter 1380 – McKinley County (Gallup)
- Chapter 1387 – Tucumcari
- Chapter 1401 - Taos

NARFE CHAPTER DEVELOPMENT MANUAL

- A Guide to Maintaining a Vibrant Chapter, FH-15 (09-19), available on NARFE.org under Forms
- The Guide categories are:
 - Introduction – why a chapter is important
 - Define Your Purpose – vision for your chapter
 - Chapter Logistics – possibly hold joint meetings with other chapters in your area
 - Communications – newsletters, email, website
 - Advertising Opportunities – hints to include flyers and matching funds
 - Appendix – Membership Survey Sample and Chapter Self Assessment

APPENDIX ITEMS

A MAJOR KEY TO SUCCESS

- Membership Survey – to be submitted anonymously
 - Get to know your members
 - What are members seeking from the chapter
 - Ask for suggestions for programs
 - Would the member like to be more involved i.e. committee, chair of committee, officer position
 - Any other comment the member would like to address
 - Ask your Board to develop your survey with this as a guide only
 - Suggest this be completed when new officers take office, i.e. every 2 years

APPENDIX ITEMS

A MAJOR KEY TO SUCCESS (CONTD)

- Chapter Self Assessment
 - A valuable tool for your board members to complete – remember they may see things differently than the President
- Chapter leaders are responsible to determine, define and deliver values to keep members engaged in your chapter
- Use the document developed by Headquarters or alter to your desires
- Use this as an opportunity to engage with members

SIX IMPORTANT THINGS THAT ALL LEADERS DO

- Listen and Learn from others
- Energize the organization
- Act for the benefit of everyone
- Develop themselves and others
- Empower others to lead
- Recognize achievement

TEN COMMANDMENTS FOR NARFE MEMBERS

1. Thou shall come prepared to group meetings
2. Thou shall seek common direction inworking with others
3. Thou shall share oneself as a resource in the group
4. Thou shall be open to listen to the ideas of others
5. Thou shall take responsibility for helping the group make decisions and solve problems
6. Thou shall speak only for thyself
7. Thou shall help evaluate the group effort
8. Thou shall evaluate thine own contributions
9. Thou shall help celebrate and honor success
10. Thou shall do what follow up that is agreed on after the meeting of the group