

**REGIONAL PRESIDENT
OF THE
LADIES AUXILIARY
FLEET RESERVE ASSOCIATION

MANUAL
OF
DUTIES AND RESPONSIBILITIES**

ORIGINATED: 1976

**REVISED: 1993, 1998, 1999, 2000, 2002, 2003, 2004,
2010, 2021**

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
A. PURPOSE	1
B. APPOINTMENTS	1, 2
C. REGIONAL PRESIDENT'S REPORT	2
D. SCHEDULE OF OFFICIAL VISITS	2, 3
E. OFFICIAL VISITS	3
F. NATIONAL PRESIDENT'S VISIT	3
G. REGIONAL VICE PRESIDENT	3
H. ORGANIZING NEW UNITS	3, 4
I. REACTIVATING UNITS	4
J. SURRENDERING CHARTERS	4
K. REGIONAL WORKSHOPS/MIDYEAR MEETINGS	4
L. FRA/LAFRA FUNCTION	4
M. BULLETINS	4, 5
N. REGIONAL CONVENTION	5, 6
O. NATIONAL CONVENTION	6, 7
P. REGIONAL FILE MAINTENANCE	7, 8
Q. MISCELLANEOUS	8, 9
R. UPDATE	9
S. SAMPLE AGENDA	9, 10

EXPENSE REPORT & QUARTERLY REPORTS FORMS IN THE BACK OF MANUAL

Originated: 1976

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2010, 2021

A. PURPOSE

The material in this Manual has been developed to assist the Regional President in their Office. This Manual is provided as a supplement to the Constitution and ByLaws and the Standing Rules of the Ladies Auxiliary of the Fleet Reserve Association as ratified by the Fleet Reserve Association.

Reproduction of any portion of this Manual for use other than the purpose stated above must be authorized by the National President of the Ladies Auxiliary of the Fleet Reserve Association.

This Manual is distributed by the National Executive Secretary of the Post-Convention Board of Director's Meeting of the National LA FRA Convention to the newly installed Regional Presidents. At the end of the Regional President's term of office, the manual shall be surrendered to the National Executive Secretary at the Pre-Convention Board of Director's Meeting of the National LA FRA Convention.

The following abbreviations will be used throughout this Manual

C&BL	Constitution and ByLaws
S/R	Standing Rules
LA FRA	Ladies Auxiliary of the Fleet Reserve Association
FRA	Fleet Reserve Association
NP	National President
NES	National Executive Secretary
NFS	National Financial Secretary

B. APPOINTMENTS

Not all Regions function the same, so each Regional President must familiarize herself/himself with the Regional ByLaws and adjust their appointments accordingly.

Immediately after election, the Regional President-Elect should announce their committee appointments for the coming year.

1. THE POSITIONS THAT SHOULD BE FILLED FIRST ARE:
 - a. Chaplain
 - b. Parliamentarian
2. THE FOLLOWING APPOINTMENTS ARE NORMALLY NEEDED FOR REGIONAL CONVENTION
 - a. Sergeant-at-Arms
 - b. Marshall
 - c. Color Bearers (as many as needed)
 - d. Secretary (appointed or elected)
 - e. Constitution and Bylaws Committee
 - f. Credentials Committee
 - g. Registration Committee
 - h. Tally Committee
 - i. Pages (as many as needed)
 - j. Workshop Committee (optional)
 - k. Audit and Finance Committee (if required by Regional Bylaws)
 - l. Budget Committee (if required by Regional Bylaws)
3. **REGIONAL REPORT COMMITTEE** (Chairman and Six (6) members) THIS COMMITTEE SHALL BE RESPONSIBLE FOR JUDGING ALL COMPETITIVE REPORTS AT THE REGIONAL CONVENTION. (Award Certificates for the 1st, 2nd,

and 3rd place winners, in all five groups, shall be awarded at the Regional Convention. (Awards Certificates are available from the National Financial Secretary prior to Regional Convention)

- a. Unit Activities Committee
- b. Americanism and Patriotism Committee
- c. Hospital Committee
- d. Publicity Committee
- e. Welfare & Rehabilitation Committee
- f. Youth Activities Committee
- g. Unit Report (formerly known as the Unit President's Report)

4. **THE REGIONAL PRESIDENT SHALL TAKE ONLY THE FIRST PLACE WINNER OF THE UNIT REPORT FROM EACH GROUP, TO NATIONAL CONVENTION FOR JUDGING.**
5. THE REGIONAL PRESIDENT IS AN EX-OFFICIO MEMBER OF ALL COMMITTEE

C. REGIONAL PRESIDENT'S REPORTS

1. Quarterly Report Forms – Activities
 - a. Quarterly report forms have been provided and should be maintained in the Regional President files.
 - b. Copy this form and file with the National President **ONLY**.
1ST Quarter-due **JAN**; 2nd Quarter-due **APR**; 3RD Quarter-due **JULY**; 4th Quarter-due before National Convention. (Send to NP & NES to reach them before Convention) Note: This is what determines how much money each Regional President will receive, **NO CHECKS WILL BE WRITTEN AT CONVENTION.**
 - c. It should be noted that when attending your Unit meetings it should not be recorded unless it is an official visit.
 - d. Additional funds under the jurisdiction of the National President shall be disbursed following the Pre-Board meeting in accordance with quarterly reports submitted.
2. Financial Report Forms-Expenses
 - a. Financial Report forms have been provided and should be maintained in the Regional President files. RP Expenses are those having to do with "National" business, i.e.: RP Newsletter, postage, printing, phone, and supplies.
 - b. Copy this form and file with the National Financial Secretary **ONLY**. Submit this form either monthly or quarterly.
 - c. Your final bills must be submitted to the **NFS** prior to the National Convention for reimbursement. **NO CHECKS WILL BE WRITTEN AT CONVENTION**

CI. SCHEDULE OF OFFICIAL VISITS

1. The Regional President's method of scheduling visits to the individual Units should be in compliance with the C&BL and the individual Regional Bylaws.
2. Each Unit should be notified of the RP's desire to visit their Unit in sufficient time for them to notify their members, so that they may accept or reject the RP's visitation.
3. A schedule for the whole year is very desirable, if possible.
4. If scheduling can be coordinated with the FRA Regional President, such coordination would be appreciated.
5. The Regional President shall notify each Unit & the following Officers of the **their** visits.
 - a. National President, LA FRA

- b. Regional Vice President, LA FRA
- c. Regional President, FRA
- d. Regional Vice President, FRA
- e. Others in the Region deems necessary

E. OFFICIAL VISITS

Some actions which may be taken during visits to Units, in addition to those given in the C&BL are:

- 1. Offer meaningful dialogue concerning the LA FRA.
- 2. Use a question and answer session to establish communication and a rapport with the members.
- 3. Provide items that are newsworthy from the National Officers of both the LA FRA and FRA.
- 4. Offer information from other sources that are pertinent to the membership.
- 5. Ascertain if the meetings are properly conducted and if all requirements in the C&BL on Unit organization are being complied with.
- 6. If a Unit is having problems, the Regional President shall offer assistance to that Unit and notify the National President if necessary.

F. NATIONAL PRESIDENT'S VISIT

- 1. Upon notification by the National President of plans to visit to your Region your responsibilities are as follows:
 - a. Arrange a tentative schedule for their, if **their** prefers, for their approval.
 - b. This should provide groupings of Units within a geographic area of the Region to allow a minimum of travel with a maximum of exposure.
 - c. Upon approval of the schedule by the National President, notify all Units in the Region of the schedule.
 - d. Accommodations, as well as directions, for the National President's welfare should be coordinated with her/him as soon as possible.
 - e. If special activities are planned with the Region, the National President should be notified, ascertaining if **they** would like to attend.

G. REGIONAL VICE PRESIDENT

- 1. Every effort should be made to keep the Regional Vice President informed on all matters of importance.
- 2. **They** must complete the unexpired term of the Regional President if that office becomes vacant or if the Regional President becomes temporarily unable to fulfill their duties.
- 3. Depending on your Regional Bylaws, **they** should correspond with the 60 and 90 day past due members in their Region. **RVP is a member of the National Membership and Retention Committee reference Article 8, Section 807**

H. ORGANIZING NEW UNITS

It is of paramount importance that the Regional President endeavor to establish new Units in their Region.

- 1. Ascertain which Branches do not have Units.
- 2. Contact the Branch President to point out the advantages of having a Unit. This is often sufficient to gain approval to establish a Unit and to recruit from among the eligible relatives of Branch members.

3. The FRA Regional President is also endeavoring to establish New Branches. A close relationship with him/her could provide another means of establishment/recruitment.
4. The method of obtaining organizing kits, organizing and instituting New Units is clearly defined in the C&BL Article 11, Sections 1101-1106(c). "Unit Organizing Kit" may be printed from the LA FRA Website www.la-fra.org.

I. **REACTIVATING UNITS**

1. Ascertain which Branch is considering reactivation their Unit. The FRA Regional President could also provide you with this information in his visits to the Branches.
2. Contact the Branch President to point out that you stand ready to assist in this action.
3. The method of reactivating a Unit is similar to that of organizing a Unit. Check C&BL Article 11, Sections 1106 (a), (b), and (c).

II. **SURRENDERING UNIT CHARTER**

(Article 13 Section 1316 Article 11 Section 1105)

The Regional President should exert every possible effort to assist a Unit in retaining its charter.

1. If a Unit determines that they want to voluntarily surrender their charter, the Regional President should offer any assistance needed in assuring that all specifications given in the C&BL are adhered to.
2. After a charter has been surrendered to the sponsoring Branch, all further action will be taken by the Branch in accordance with the FRA C&BL.
3. In the event the Unit's Charter is revoked or surrendered, the Regional President shall retrieve the original Charter, along with any other properties and ship these to the National Archives Chairman.
4. Upon the surrendering of a Unit Charter, the Regional President will notify the following.
 - a. National President
 - b. National Vice President
 - c. National Executive Secretary
 - d. National Financial Secretary

III. **REGIONAL WORKSHOP/MID-YEAR MEETINGS**

1. Regional workshops, Mid-Year Meetings and any other meetings that might be designated by the individual Region's Bylaws, should be handled by the Regional President in accordance with those Bylaws.
2. Since all Regions conduct business differently, each Regional President should be completely familiar with the Regional Bylaws and duties outlined for their Region.

IV. **FRA/LA FRA FUNCTIONS**

In attending FRA/LA FRA functions within their Region, the Regional President will be the National President's representative, if the National President is not present. This is an opportunity to be a Public Relations Representative of the organization and this often enhances the publicity given the event.

V. **BULLETINS**

In accordance with the C&BL, the Regional President will issue a Bulletin at least once each quarter; however they may issue more.

1. COPIES **MAY BE EMAILED OR MAILED TO THE FOLLOWING**
 - a. One copy to each Unit **in the Region (include Regional Chaplain)**
 - b. One copy to each member of the National Board of Directors
 - c. A copy to anyone the Regional Bylaws designates
2. The Bulletin should provide a means to disseminate information on the following:
 - a. National Convention, listing the following: Newly elected officers – National President's project – Awards won by your regional Units – your committee appointments.
 - b. Membership-Activities-Americanism-Hospital-Welfare-Youth-etc.
 - c. Points of information.
 - d. Regional Convention Call (at least 30 days prior to convention) with the following information
 1. Location, date, and time of convention
 2. Names of nominees for offices of Regional President and Vice President
 3. Make a note of Unit's regional dues obligations
 4. Reminder of annual report forms
 5. Reminder of delegate forms
3. Regional President will prepare an article for the National Bulletin in Compliance with SR-22 (e). EXAMPLE: If your article is due in February issue, the National President should receive your article for approval, and the National Executive Secretary should receive both your article and your picture in their offices prior to January 5th.

N. **REGIONAL CONVENTION**

The Regional Convention is conducted under the direction of the FRA Regional Convention Committee.

1. Prior to Convention
 - a. Coordinate with the FRA Regional President, if possible, meeting with the Regional Convention Chairman, and visit the convention site.
 - b. The Regional Convention Chairman, LA FRA, will be responsible for assuring availability of the following:
 1. **Alter**
 2. Charter – flags/banner – Memorial Flowers (if required)
 3. Head Table – lectern – microphone for officers.
 4. Sufficient tables and chairs for delegates/alternates and microphone position at a strategic place.
 5. Water pitchers and glasses.
 6. All other items as listed in Regional Bylaws.
 - c. The Regional President shall be responsible for the following
 1. Credentials Sheets
 2. Tally Sheets
 3. Unit Award Winning Sheets
 4. Other forms as required by Regional Bylaws
 5. Prepare, print and issue Regional Delegate Forms and forward them to each Unit at least 60 days prior to the convention. Use this reminder for the National Delegate forms. A reminder that should accompany the form with the following basic information
 - a. Delegate forms must be signed by **both** Unit President and Secretary
 - b. Only members who are in good standing and are attending the convention may be a delegate or alternate.

- c. A Unit may be entitled to several votes: however, one delegate may represent the total voting strength of this Unit.
 - d. A **PROXY**, and **ALTERNATE PROXY**, should be elected even though delegate(s) may be attending. The PROXY/ALTERNATE must be attending the convention and belong to another Unit, or be a Member-at-Large.
 - e. Delegate forms should be checked to indicate if a member of the Unit who arrives at the convention late, may be seated as a delegate with the approval of the Chairman of the delegation.
- d. Forms are due 15 days prior to Regional Convention
 - (1) Delegate Forms – if form has not been received from a Unit, a recommendation may be made that a proxy or alternate proxy be elected and properly submitted so that the Unit will not lose their vote
 - (2) Annual committee Report Forms – These reports should be received by the designated Regional Chairman.
- 2. Convention Requirements
 - Regional President's responsibilities
 - a. Prepare an agenda for the business meeting using as a guideline SR-12, or an agenda similar to the sample at the back of this Manual.
 - b. Prepare for the Memorial Services:
 - (1) A list of deceased members will be furnished by the NFS. These names will represent deaths in the Region from 1 July of the prior year to 30 June of the current year.
 - (2) A white flower is to be placed for each member by Unit
 - (3) A pink flower shall be placed for each Regional and/or Past Regional President LA FRA/FRA
 - (4) A red flower shall be placed for each National and/or Past National President LA FRA/FRA.
 - c. Certificates of Merit for Winning Units
 - (1) Judging and results will be announced by the Regional Chairman – listing the first, second and third place winners.
 - (2) Only the first place winners, in each group, of the **UNIT REPORT** (formerly known as the Unit President's report) along with the Regional Chairman's Combined Report is to be submitted to the National Convention.
 - (3) These first place winners will be delivered to the National Executive Secretary at the Pre-Board of Directors Meeting at National Convention.
 - d. The Regional President will notify the NES of the names and pertinent information of the newly elected Regional Officers at the close of the Regional Convention.
 - e. All amendments or changes in Regional Bylaws must be sent to the National Board of Directors and National Parliamentarian as soon as possible after the conclusion of the Regional Convention.

O. **NATIONAL CONVENTION**

- 1. Regional President shall bring the following to the National Convention
 - a. Regional President's Annual Report. This report should reflect the miles traveled, number of Units visited in the Region, problems and resolution, etc. This report is not always read at convention, however, be prepared to give a verbal greeting.

- b. First Place Winners of the **UNIT REPORT** (formerly the Unit President's Report) of each group, along with the Regional Chairman's combined report on top.
 - c. Final Quarterly Report (submit to NP at Pre-Board)
 - d. Regional President's Manual (submit to NES at Pre-Board)
- 2. Regional President's Pin shall be submitted to NES after the last business meeting of the Convention.
- 3. If the Regional President is unable to attend the National Convention, **they** shall:
 - a. Provide the Regional President-Elect with all the above-mentioned items **instruct** her/him to submit them to the NP & NES upon arriving at the National Convention.
 - b. If the Region does not have a Regional President-Elect, the Regional President shall, at their own expense, mail all of the above mentioned items to the NP & NES, to their home addresses, within five (5) days after Regional Convention. Inform the NP of your mailing.
- 4. Regional President's duties at the National Convention
 - a. Attend the Pre-Board of Director's Meeting as a participant.
 - b. Participate in the National Memorial Services. When called upon you will place one (1) white flower for each member of your Region as the names of the deceased members are called by the NES.
 - c. Represent your Region during all Convention Business Sessions.
- 5. Regional President-Elect responsibilities are as follows
 - a. Attend the Installation rehearsal and be formerly installed at the joint FRA/LAFRA ceremony.
 - b. Newly installed Regional President shall attend Post-Board of Directors' meeting as a participant.
 - c. Receive the Regional records, files, and supplies as soon as possible after the National Convention or as stated in the Regional Bylaws.
- 6. Post Board of Director's Meeting:
 - a. RP will receive \$400.00 up front for their travel expenses, which is part of their annual expense income. Use it and keep receipts.

P. REGIONAL FILE MAINTENANCE

- 1. Listed below are the records necessary for a Regional President to maintain in their files to fulfill their administrative office and help her/him to function smoothly in their office.
 - a. No more than two (2) years of incoming and outgoing correspondence from National Officers of LA FRA/FRA and Units within their Region. If they are not pertinent to the function of your office, discard them.
 - b. Copy of the Regional Bylaws.
 - c. One Organizational Kit. (Provided by the NES when needed)
 - d. Information relative to Workshop/Mid-Year Meetings and National Convention if they will be of assistance to the incoming Regional President.
 - e. Financial records (if applicable) as Regional Bylaws dictate.
 - f. Correspondence relating to problems within any Unit in the Region marked "CONFIDENTIAL". (Not personality problems)
 - g. Units' Annual Competitive Reports for one (1) year, with Unit Award Winning Sheet. (The report you receive this year, you put into the files and remove the others.)

- h. Unit Officers List for one (1) year. (The report you receive this year, you put into the files and remove the others.)
 - i. EDP ALPHA listing for three (3) years with the Unit change lists. (SEPT. ALPHA list with Oct., Nov., Dec, Jan, & Feb, Unit change list on top)
 - j. Items required by Regional Bylaws.
2. Listed below are the forms that are the responsibility of the Regional President to obtain and have prepared
- a. LA FRA Stationary (Obtain from NFS)
 - b. Competitive Report Award Certificates. (Obtain from the NFS)
 - c. Expense and Quarterly Report Forms. (see sample in back of manual)
 - Maintain master copy in Regional Files and reproduce to file expenses report with NFS and quarterly report with the NP.
 - d. Regional Delegate Forms are prepared and forwarded to each Unit sixty (60) days prior to Regional Convention. [You may Print Regional Delegate Sheet from Website](#)
 - Distribution, at the bottom of the form should include the Regional President, Regional Vice President, Registration Chairman, Credentials Chairman, and Regional Convention Chairman, & Unit files
 - Sample of this form should be maintained in Regional Files
 - e. Tally Sheets, Credentials Forms, Unit Award Winning Sheet and other forms required by Regional Bylaws.
 - Prepared sufficient quantities to insure that each delegate/alternate at Regional Convention receives one copy.
 - Sample of these forms should be maintained in Regional Files

Q. MISCELLANEOUS

1. Regional Disasters
Notify the National President of any assistance that can be given to a Unit in your Region should a disaster occur.
2. Past National Officer's death.
Notify NP, NES, and National Chaplain of the deaths of a Past National President or Past Regional President of LA FRA/FRA. This will enable us to properly remember them in the National Bulletin, National Memorial Services and sending cards.
3. Unit Procedure Manual
This manual is placed in the back of the Regional President's Manual for the purpose of assisting the Regional President. It shall be maintained as part of the Regional President's Manual.
4. Regional Bylaws
A current copy of the Regional Bylaws is to be maintained in the offices of the NES and National Parliamentarian. If Regional Bylaws are amended, send a complete set to each stating that they are the current Regional Bylaws.
5. **FRA TODAY Article**
Each Regional President is told which month to submit information about the Units in their Region. The RP's should include articles and photographs highlighting the projects and charitable work done by units in their region. Other subjects include membership development, community events, installation of Units, special projects, patriotism and grassroots lobbying.
Submit each article and related photographs, via the **FRA TODAY** Liaison, to **FRA TODAY**, by the 15th of the month, 7 weeks preceding the date of publication. For example, if an article is to appear in the October issue of the **FRA TODAY**, then the

Liaison to FRA TODAY needs the written material and photos by August 15th. (You will find the name, address, and email of the Liaison to the FRA TODAY, in the National Officer's and Appointments Roster.)

Articles should be typed or printed, and be 150-200 words in length, with a maximum of 4 photographs. Individuals each photo should be identified, provide titles, and include the Unit and/or event, and list the photographer when possible. This information should be typed or printed on a separate piece of paper.

DO NOT WRITE ON BACK OF PHOTOS.

6. PHOTOS

You must provide your Photo, (the one taken at National) along with your article. Avoid submitting Polaroid prints or underexposed (dark) photographs because they don't reproduce well. **FRA TODAY** cannot accept Xeroxed or photocopied images. Also digital images on laser or inkjet printers will not reproduce well and cannot be accepted. High resolution (300 dpi or better) digital photos may be submitted via e-mail to the LA FRA Liaison to FRA TODAY and should be clearly identified as photo to accompany LA FRA articles.

Provide basic caption information (the five-W's – Who, What, Where, and When, and Why) on a separate sheet of paper. **DO NOT WRITE ON THE BACK OF THE PHOTOS.** Print or Type the information so that it is legible. Be sure to identify the names of all individuals pictured in the photo (left to right and front to back). Provide the first and last names of those pictured as well as their Unit affiliation and Unit Office (If they currently hold an office or have in the past), and appropriate rank and rate if they are in uniform. Check to make sure all names are typed or printed correctly. *Copy the "Communcation/Publicity Chairman & Webmaster" for posting on Website.*

R. UPDATE

1. It is reasonable to assume that a number of improvements and additions will be made to the manual and every effort will be made to insure that they are made in an orderly fashion.
2. Each Officer and Appointee SHOULD review this manual and recommend any changes required. Recommendations should be submitted to the National President for approval.

NOTE: From the NES, as this is an updated Manual it is suggested that you make a copy for your Regional Vice President's file for the purpose of reading.

S. SAMPLE AGENDA

- PRESENT COLORS
- CHAPLAIN WILL OPEN THE BIBLE (Opening Prayer)
- POST COLORS
- PLEDGE OF ALLEGIANCE TO THE FLAG
- PREAMBLE
- INTRODUCTION OF ANY GUESTS OR NATIONAL OFFICERS
- RECESS (Prepare for Memorial Services)
- MEMORIAL SERVICES
- ROLL CALL OF OFFICERS
- CREDENTIALS REPORT
- SECRETARY READS THE MINUTES OF THE LAST REGIONAL CONVENTION

- (a motion may be made, seconded, and voted on, to dispense with the reading of the minutes)
 - TREASURER'S REPORT (If applicable)
 - COMMITTEE REPORT
 - COMMUNICATIONS
 - RECESS
 - UNFINISHED BUSINESS
 - NEW BUSINESS
 - CREDENTIALS REPORT
 - ELECTIONS
 - GOOD OF THE ORDER
 - CLOSING PRAYER
 - RETIRE COLORS
 - RECESS MEETING (To be adjourned after installation of new Regional Officers)
- NOTE: Since the Mid-Year/Workshops Meetings are not normally formal assemblies, the items with a bullet usually are not required. See Regional Bylaws.

LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION
REGIONAL PRESIDENT _____ QUARTERLY REPORT

[illegible]

Total miles traveled this quarter: 0

Functions	Due January 1st Quarter	Due April 2nd Quarter	Due July 3rd Quarter	Due Pre-Board 4th Quarter	Year Total
Official Unit Meetings					
Council Meetings					
Funeral Services					
Veteran Affair Meetings					
Veterans Day Services					
Memorial Day Services					
Unofficial Unit Meetings					
Social Functions					
Inspect Convention Site					
Institution of New Unit					
Mid Year Meetings					
Pilgrimage					
Installed Unit Officers					
Attended Unit Installation					
Pick up Unit Property					
Miles Traveled:					0
Regional Convention					
National Convention					
Pilgrimage					
Mileage as Regional President					0

Submitted by: _____

Date: _____

EXPENSE REPORT

(SEND TO NRS WITH ORIGINAL AND ONE COPY OF ALL RECEIPTS)

[illegible]

PAGE TOTAL _____

(Rev 7/10)

TOTAL EXPENSES: _____