

## **Procedures for Requesting National Officers and National Staff Participation in Region, State and Chapter Activities**

### **Background**

Participation in field activities by both AFA National Officers and AFA National Staff Members is important to help carry out AFA's mission and enhance the effectiveness of its field operations. Currently, there is no formal process that is used to generate a field visit. As a result, visits are not always coordinated and field units are not always notified when a National Officer or National Staff Member is scheduled to be in a region, state, or chapter area. Further, the National Officers receive more requests for attendance at various functions than can reasonably be accommodated, and the Association is currently striving to reduce its operational costs. To make best use of the resources that are available, and to ensure that visits are made in the best interests of AFA, a more structured request and approval process is in order. Effective November 1, 2000, the following formal guidelines will be implemented in an effort to more effectively plan AFA field visits and provide the appropriate level of support to AFA field activities.

### **Guiding Principles**

Participation in field activities by the National Officers and National Staff are intended to accomplish the following objectives:

- Support field operations from both a policy and technical standpoint;
  - Policy support typically comes from the elected officers, including the National Officers, Region Presidents and National Directors, and the Executive Director
  - Technical support typically comes from the National Staff
  - Policy support for State Conventions and Region Meetings comes primarily from the Region President
  
- Support events that reach beyond the AFA membership and include Air Force, community, congressional and industry leaders;
  - This is a major responsibility of the National Officers
  
- Support events that are designed to strengthen chapter or state operations and build a more solid grass roots base.
  - Events that offer the potential for National Officer presence to attract sufficient interest in building a stronger state or chapter organization will be given priority

## **Field Visit Request Process**

**Step 1** - Invitations and requests for support may be submitted by AFA Region, State, or Chapter officials. A chapter request should be coordinated with the state and region, and a state request should be coordinated with the region. Requests need not be formally documented; they may be submitted by letter, e-mail, telephone or in person. All requests will be submitted to AFA's Director of Membership Operations, Jim Simpson. Requests may specify a particular officer or staff member, and should be submitted at least 60 days prior to an event. They should include the date, time, location, nature of the event, and the type of involvement desired, i.e., speech, workshop, etc. The earlier the submission, the greater likelihood there is of support. Of particular note, if requests are for attendance at state conventions, they should be submitted by February of each year in order to allow adequate time for planning.

**Step 2** – Once requests are received, they will be evaluated on an individual basis. Requests for support of state conventions and region meetings will be consolidated by the Director of Membership Operations and presented as a group to the National President and Executive Director for determination of the appropriate level of support. For other requests, the National President will review those for National Officer field visits, and the Executive Director will review those for staff visits to the field. Each will decide if a request should be supported or not. The criteria to be used in the decision-making process include the guiding principles, availability of funds and the schedule of the event. Decisions will be coordinated with the Chairman of the Board as needed.

**Step 3** – The National President or Executive Director, as appropriate, and with the coordination of the Chairman of the Board as needed, will determine the individual(s) that will support approved requests. Notification will then be made to the Region President, State President, and Chapter President, as appropriate. If a request is not approved, similar notification will be provided with an explanation as to why the request was denied. Notification in response to requests for field visits other than state conventions and region meetings will generally be provided within 15 days of receipt of the request.

## **Unrequested Field Visits**

On occasion, AFA National Officers will travel to locations for reasons other than a field request. This could result from an Air Force invitation, an industry invitation, or from some other contact. In these instances, the AFA Executive Office, in coordination with the Director of Membership Operations, is responsible to ensure that Region Presidents, State Presidents, and Chapter Presidents, as appropriate, are notified of the planned visit. The objective is to advise AFA field organizations whenever a national officer is scheduled to be present in the area.



# Field Visit Request

State/Region \_\_\_\_\_

Type of Event: State Convention      Region Workshop

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Location (city, hotel, etc.): \_\_\_\_\_

Is support requested from National AFA? If so, please check where appropriate and list the SPECIFIC support you would like them to provide e.g. Luncheon speech, workshop, etc.

No support requested

National Officer requested to: \_\_\_\_\_

National Staff Member requested to: \_\_\_\_\_

Additional Requirements/Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Contact Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (h): \_\_\_\_\_ (w): \_\_\_\_\_

Please forward to:  
Field Services  
1501 Lee Highway  
Arlington, VA 22209-1198  
Fax: (703) 247-5853 / email fldsvcs@afa.org

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