

## 2009 – 2010 INFORMATION FOR PROSPECTIVE CCFR MEMBERS

**WHO WE ARE** The Charlottesville Committee on Foreign Relations (CCFR) was established in 1951. It is a membership organization bringing together people with a broad range of backgrounds, who support the promotion of dialogue on U.S. Foreign Policy and international affairs. CCFR encourages active participation by members and guests and most events include a period for questions and speaker response. Officers and Directors are chosen from the membership and serve on a volunteer basis.

**WHAT WE DO** The Charlottesville Committee meets once a month from September to May for dinners with prominent officials and experts on foreign relations topics. Speakers are typically distinguished current or past members of US and foreign diplomatic services, academia, and others with relevant expertise, including members of the Charlottesville regional community and individuals known to members. A Notice of Meeting is sent to all members well in advance. It provides all necessary information, such as time, place, speaker's biography, reservations deadline, etc. The Notice also includes a reservation form and return envelope. The dinner meetings are generally held on the second Thursday of the month at the Glenmore Country Club. There is a catering charge, currently on the order of \$35 per person. We also hold occasional luncheon meetings centered on topics of current interest.

**RESERVATIONS** Meal providers require a guaranteed attendance figure in advance of the event to assure preparation of an adequate number of meals, engagement of adequate staff, and venue arrangements. This means that your reservations must reach us by the deadline date. The regular procedure for reserving a place for any given meeting is to fill out the reservation form received with the Notice of Meeting and to return it to the CCFR post office box (below) with payment for the meal. Reservation and payment must be received by CCFR by the deadline date noted on the reservation slip (usually three days before the event), otherwise no place for the member can be guaranteed. A phone number (434-923-9185) with a voice-mail box and an e-mail address (ccfr@pobox.com) are provided to be used primarily in case mail delays could jeopardize meeting the deadline. In cases like these, the member is expected to provide the Treasurer with his/her check before or during the dinner meeting.

**CANCELLATIONS** Reservations may be cancelled by phone mail or e-mail, up to the deadline date. If cancellation is received before the deadline date credit will be given for the amount already paid against the next event attended by the member. The member may also request a refund by calling the treasurer. If a cancellation reaches us after the deadline, there can be no credit or refund, since we are contracted to pay the caterer for the number of meals guaranteed as of the deadline date/time.

**GUESTS** Members may invite guests to our functions. Payment for their meals is due at the time the reservation is made. Occasionally guests bring their checks to the dinner, in which case the host member is responsible for making sure it reaches the Treasurer or, in his/her absence, a board member. Whether the guests pay for their own meals or the host pays for them, the host member is ultimately responsible for the payment.

**SPECIAL DIETS** Meal providers offer two menu options for each meeting: the standard one selected by the CCFR Board representative responsible for operations, and a vegetarian option. If the vegetarian plate is desired, it should be requested when reservations are made.

**MEMBERSHIP and annual DUES** CCFR members are encouraged to invite friends and acquaintances with similar interests in Foreign Affairs to apply for membership. On request, the Membership Chairman will mail an information packet and application to the interested party. Membership can be contacted by the voicemail line, e-mail or by U. S. mail to CCFR/Membership, P. O. Box 4303, Charlottesville, VA 22905-4303. Our current annual dues are \$120. For new members, the dues check should accompany the completed Membership Form. This amount covers either an individual or a couple living in the same household. Those who join after January 1 will have half of their first year's dues credited towards the next year, and those joining after the March meeting will have the full amount credited. This is to compensate them for the missed part of the activity year. Existing members receive a letter (usually in August) announcing the start of the new activity year. Dues should be sent within 30 days of receipt of that letter.