

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11(B)  
SPECIAL ASSISTANT TO THE PRESIDENT  
PRE-RETIREMENT SEMINAR COORDINATOR**

- I.** Incumbent shall serve as coordinator of the Pre-Retirement Seminar (PRS) program of the California Federation and provide an effective line of communication between the PRS presenters and the Federation.
- II. DUTIES & RESPONSIBILITIES:**
- A. Ensure all PRS presenters are adequately prepared to present NARFE material at seminars throughout California. Assist the presenters in obtaining material from the National Office, if necessary, Provide proper training to the new PRS presenters, as necessary and budgeted.
  - B. Coordinate and maintain a schedule of seminar presentations as needed. This effort should coincide with public relations planning and activities.
  - C. Provide copies of names, addresses and phone numbers of those attending the Pre-Retirement Seminar to Federation Executive Vice President for dissemination to National Headquarters and appropriate chapters.
  - D. Notify those interested in monitoring or assisting during the conduct of a presentation and arrange with the Presenter to ensure active participation and appropriate assistance be provided.
  - E. Develop materials to meet current and future requirements and provide accurate, timely information to Presenters, concerning pending or recently enacted legislation, which is directly related to NARFE's agenda or activities.
  - F. Maintain statistical data related to pre-retirement seminars (PRS) for review and analysis by the President and other members of the Executive Board.
  - G. Order and retain a supply of manuals, pamphlets, forms and other promotional materials relevant to supporting an effective pre-retirement program statewide.
  - H. Coordinate the scheduling of presentations and share pertinent membership program information and new materials with the Federation Membership Officer.
  - I. Perform other duties as assigned.