

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11 (H) ATTACHMENT (A)
CHAPTER NARFE-NET COORDINATORS**

The following guidelines and procedures have been developed to assist Chapter NARFE-Net Coordinators in the efficient operation of NARFE-NET, serving the California State Federation of Chapters (CSFC).

I **GENERAL:** Coordinators volunteer their services to receive and distribute e-mail and other messages from official sources to chapter officers and members without computers.

II **NOTIFICATION PROCEDURES**

- A. Coordinator shall distribute e-mail received from National Headquarters (Global Electronic Messaging System – GEMS) and other official sources to the following members without computers as appropriate:
 - 1. Chapter Presidents, chapter officers and chairs
 - 2. Standing Committee Chairs who are members of the chapter.
 - 3. Special Assistants to the President who are members of the chapter.
 - 4. Federation Past Presidents who are members of the chapter.
 - 5. In the case of Legislative Alerts, all chapter members who may have e-mail, but do not wish to participate in GEMS or the CSFC NARFE-Net.
- B. Coordinators are strongly encouraged to recruit qualified volunteers to serve as backup, to ensure the NET functions effectively in the absence of the incumbent.

III **OPERATING PROCEDURES**

- A. Participants are expected to cooperate and be courteous. Rudeness and rancor are out-of-place, especially in an organization of volunteers. Good judgment and common sense should be exercised.
- B. Information contained in Directories and other documents shall be safeguarded.
- C. Members are encouraged to visit the California Federation website located on the Internet www.csfcnarfe.org frequently to review the contents and useful information and materials available. Headquarters' website can be accessed at www.narfe.org or via a link on the California Federation website.
- D. Notify the California Federation NARFE-Net Coordinator whenever an e-mail address has changed, or a new member wishes to become a member of GEMS and the California NARFE-Net.

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- E. Coordinators will not transmit messages containing information of a personal or political nature or distribute virus or hoax alerts unless verified by a reliable source and approved by proper authority for distribution.
- F. Questions, comments, recommendations or suggestions, should be directed to the Federation NARFE-NET Coordinator, for appropriate action.
- G. Recommendations for changes to these operational guidelines and procedures should be directed to the California Federation President.