

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11 (K)
SPECIAL ASSISTANT TO THE PRESIDENT
FEDERATION NARFE-PAC COORDINATOR

Appointee serves as the Federation coordinator between National Headquarters and the California Federation in the collection and distribution of NARFE-PAC funds. Inform members of the important role NARFE-PAC plays in the National Legislation Program.

I DUTIES & RESPONSIBILITIES

- A. Establish and carryout standardized procedures for the collection of information about the position and performance of incumbents and challengers for the U. S. House of Representative and U. S. Senate with respect to issues of concern to Active and Retired Federal Employees.
- B. Support NARFE Headquarters in the collection of monies to fund the NARFE-PAC effort. Ensure chapters are informed not to place PAC monies into their chapter treasury, nor write a chapter checks for PAC monies; such action violates the requirements of the Federal Election Commission and may jeopardize the chapter's non-profit status.
- C. Solicit input from the appropriate District Vice President whenever a request for NARFE-PAC funds is reported to the Federation NARFE-PAC coordinator by Headquarters
- D. Maintain data on the voting records and sponsorship performance of incumbent legislators.
- E. Inform the CSFC President and Vice President's of requests for NARFE-PAC funds.
- F. Make presentations describing the role and function of NARFE-PAC at District and Chapter meetings as requested.
- G. Participate in the Federation Training Program when requested.
- H. Prepare articles, in a timely manner, for inclusion in the Federation Publication.
- I. Prepare and deliver a report at the CSFC Convention.
- J. Maintain a table for the collection to the NARFE-PAC Fund at conventions and other events. Ensure adequate NARFE-PAC pins are available.
- K. Knowledgeable of the National Legislation Program.
- L. Coordinate with the Chair of the CSFC National Legislation Committee

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- M. Forward reports by chapters and District Vice Presidents regarding U.S. Senators and Representatives, evaluating their support of the Association's legislative agenda, to the National Office in a timely manner.
- N. Perform other duties as assigned.