

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY 11 (H)  
SPECIAL ASSISTANT TO THE PRESIDENT  
FEDERATION NARFE-NET COORDINATOR**

Incumbent serves as Coordinator of the Federation NARFE-NET computer electronic network to provide an effective communications link between National Headquarters and other elements of the organization.

**I DUTIES & RESPONSIBILITIES**

- A. Coordinate the effective transmission and distribution of official messages and other information utilizing e-mail, fax and telephone communications to Federation officers and other field organizations. Such transmissions shall be approved by the Federation President prior to distribution
- B. Develop guidelines and procedures for the effective operation of the Federation network.
- C. Develop plans for continuous improvements of the communications network, including the recruitment of volunteers to serve as Coordinators and Backup Coordinators at all levels
- D. Maintain a computer database designed to disseminate Legislative Alerts, All Member Bulletins and other priority messages to all members, including, but not limited to, the CSFC Executive Board, Standing Committee Chairs, Chapter Coordinators and Special Assistants to the President, in the most expeditious manner.
- E. Consult with and advise the Federation President regarding innovative proposals and methods for improving the electronic telecommunications program with other Federation Coordinators.
- F. Conduct presentations as required. Also, demonstrate and conduct hands-on training of basic computer skills, utilizing e-mail and navigating web sites.
- G. Maintain a reference log and/or message file to provide a tracking method for priority messages.
- H. Assist Chapter NARFE-Net Coordinators when requested. Guidance for Chapter NARFE-Net Coordinators is provided in Attachment (A) to this guideline.
- I. Perform other duties as assigned.