

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 6(A)
NATIONAL LEGISLATION COMMITTEE**

I Article II, Section 2. C. (1) of the Federation By-Laws outlines the basic duties of this Committee. Executive Board Guideline No. 6, "Policy for Standing Committees" and these Guidelines provide more detail. The Chairman and each Committee member should become thoroughly familiar with these directives.

II PURPOSE OF COMMITTEE

A. This committee develops policy, procedures and training for the Federation's Congressional District Leadership activity in California. Advocacy is key to the mission of NARFE at the Chapter, Federation and National levels, as such; this committee is responsible for populating all California Congressional Districts with Congressional District Leaders.

III DUTIES & RESPONSIBILITIES (CHAIR)

A. Chair leads the committee in the development of the Congressional District Leader Field Plan; which defines how this activity is used for Congressional advocacy within the Federation. This Field Plan will also include goals; which provides the metrics for tracking the success of the activity; which is defined as Congressional District Leaders (CDLs) populating all California Congressional Districts. The Field Plan is published on the Federation Legislation website.

B. Chair is knowledgeable of National legislation of interest to NARFE and directs the Committee members to the current online documentation of the Federation and National publications pertaining to National Legislation. Encourage committee members to avail themselves of the many National publications including webinars pertinent to legislation issues.

- Federation publications are at **www.csfcnarfe.org/legislation**
- National publications are at **www.narfe.org/legislation**

C. Communicate with all Committee members to ensure that they receive copies of all emails and documentation produced by the chair and the committee. Primary communication will be via email. Other communication methods such as telephone, telemeeting, web-meeting and face-to-face meetings at conventions will be employed as needed.

D. Maintain the Federation Legislation website such that it provides committee members and members at large with pertinent information such as

- Congressional District Leader Field Plan
- Training in advocacy
- Publications needed for Congressional advocacy visits and communication with Congressman
- Definition of roles of committee members

E. Communicate status of CDL program to District Vice-Presidents as needed. The current status of CDLs for respective Congressional Districts will be provided in the Federation Chapter Directory.

F. Develop a status report for the Federation Executive Board to be presented by the Chair at the meeting. Chair attends the CSFC Executive Board meetings for at least one day.

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- G. Maintain communication with the National Office's Legislative Staff, as necessary.
- H. Brief Federation Officers on all resolutions relating to National Legislation to be considered at the Federation and National Conventions.
- I. Chair will attend all Federation Conventions and provide a status report on CDLs and legislation resolutions.
- J. Chair will attend National Legislative Conference.

IV DUTIES & RESPONSIBILITIES (COMMITTEE MEMBERS)

- A. Assist Chair in the development of the committee's publications.
- B. Pass legislative information developed in the committee to District Vice-Presidents, Chapter Presidents and/or Chapter Legislative Chairs in their respective NARFE districts.
- C. Answer questions, assist in Training sessions, and help Chapters to carry out an effective Legislative Program.
- D. Perform other duties as assigned