

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(F)
SPECIAL ASSISTANT TO THE PRESIDENT
FEEA COORDINATOR**

Appointee serves as the primary point of contact for information relative to the Federal Employees Education and Assistance program (FEEA).

I DUTIES & RESPONSIBILITIES

- A. Promote the FEEA program and enhance Federation membership participation.
- B. Prepare articles for the Federation Publication and/or NARFE-NET including notification of NARFE-FEEA Scholarships
- C. Provide guidance to members on what FEEA can offer and how to obtain applications and assistance, upon request.
- D. Conduct presentations during chapter and district meetings.
- E. Establish an information table at the Federation Convention.
- F. Forward all funds received to FEEA Headquarters.
- G. Evaluate and rate applications submitted for scholarship. (If designated as region coordinator, responsible for all applications submitted in the region.)
Select the students for scholarships.
- H. Advise the Federation President of the program status, when requested.
- I. Maintain a dialog with NARFE Headquarters and FEEA Administrators.
- J. Perform other duties as assigned