

**Position Description for
Area Legislative Contact Officer (ALCO)
NARFE - North Carolina Federation**

ALCOs are appointed by Federation Area but their responsibilities cover an assigned congressional district. Under the overall leadership of the Federation National Legislative Officer they share responsibility with a District Legislative Contact Officer (DLCO) for co-chairing a team consisting of the chapter legislative officers for all chapters wholly or partially in an assigned congressional district. Close cooperation and coordination is essential between the ALCO and DLCO.

ALCOs will:

- Keep current and be conversant on legislation of interest and importance to NARFE membership and on NARFE's current Legislative Program;
- Have primary responsibility for forming and managing a District Legislative Team comprised of the chapter legislative officers within the assigned congressional district;
- Coordinate with the DLCO before meetings or contacts with the assigned Member of Congress to determine which team members should participate in the meeting or contact;
- Establish a relationship with and regularly communicate with each chapter legislative officer within the assigned congressional district;
- Encourage chapter grassroots activities such as encouraging attendance at town hall meetings and organizing and encouraging letter writing and/or telephone calling campaigns;
- Gather and report data on chapter grassroots activities accomplished within the congressional district;
- Attend chapter meetings within the assigned congressional district whenever possible to brief their memberships on congressional issues (suggested, not required);
- Advise the Federation NARFE-PAC Coordinator of PAC requests originating in their assigned congressional district;
- Keep the Federation National Legislative Officer and their Area VP apprised of ALCO activity through regular email exchanges or a periodic report; and
- Attend scheduled meetings of ALCOs and DLCOs with the Federation National Legislative Officer and other federation officials.