

**Position Description for  
Chapter Legislative Officer/Chair  
NARFE - North Carolina Federation**

Chapter Legislative Officers or Chairs function independently or as legislative committee chairs and are appointed by the Chapter President. They work under the guidance and direction of the National Headquarters Legislative Department and the Federation National Legislative Officer. They serve as team members on a team co-chaired by a District Legislative Contact Officer (DLCO) and an Area Legislative Contact Officer (ALCO). The team consists of the Chapter Legislative Officers/Chairs for all chapters wholly or partially in a congressional district. Close cooperation and coordination is essential between Chapter Legislative Officers/Chairs and their assigned ALCO.

Chapter Legislative Officers/Chairs will:

- Inform chapter members of proposed local, state, and national legislation and regulations that may affect federal civilian retirees, spouses and survivors;
- Direct chapter campaigns to: (1) influence and expedite favorable legislation and regulations; and (2) oppose and defeat unfavorable legislation and regulations;
- Report to chapter members, federation officers and national officials on favorable or unfavorable progress or developments as they occur;
- Encourage chapter grassroots activities such as encouraging attendance at town hall meetings, organizing and encouraging letter writing and/or telephone calling campaigns and inviting Members of Congress to speak at chapter meetings;
- Gather and report data on chapter grassroots activities accomplished within the congressional district;
- Advise the Federation NARFE-PAC Coordinator of PAC requests originating in their assigned congressional district;
- Keep their Area Legislative Contact Officer apprised of chapter activity through regular email exchanges or a periodic report; and
- Attend scheduled meetings of Chapter Legislative Officers/Chairs with the assigned Area Legislative Contact Officer and/or Federation National Legislative Officer and other federation officials.