

**Position Description for  
District Legislative Contact Officer (DLCO)  
NARFE - North Carolina Federation**

DLCOs are responsible for being the primary point of contact between NARFE and the Members of Congress in North Carolina. Under the overall leadership of the Federation National Legislative Officer they share responsibility with an Area Legislative Contact Officer (ALCO) 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 DLCO and ALCO.

DLCOs will:

- Keep current and be conversant on legislation of interest and importance to NARFE membership and on NARFE's current Legislative Program;
- Establish and maintain a relationship with the assigned Member of Congress and key staff members with the goal being to educate and influence the Member regarding NARFE legislative issues;
- Coordinate with the ALCO before meetings or contacts with the assigned Member of Congress to determine which team members should participate in the meeting or contact;
- Initiate at least one face-to-face meeting with the assigned Member of Congress during the yearly Grassroots Advocacy Month and at other times as issues arise impacting active and retired federal employees;
- Stay in frequent contact with the assigned Member of Congress and key staff members by email, telephone, or in person at their North Carolina offices or at their offices on Capitol Hill (if the situation presents itself);
- Attend chapter meetings within the assigned congressional district whenever possible to brief their memberships on congressional issues (suggested, not required);
- Report to NARFE through the Legislative Action Center on meetings or contacts with the assigned Member of Congress;
- Advise the Federation NARFE-PAC Coordinator of PAC requests originating in their assigned congressional district;
- Keep the Federation National Legislative Officer apprised of DLCO activity through regular email exchanges or a periodic report; and
- Attend scheduled meetings of DLCOs and ALCOs with the Federation National Legislative Officer and other federation officials.