

**Position Description for
National Legislative Officer
NARFE – North Carolina Federation**

The National Legislative Officer is appointed by the North Carolina Federation President, with the approval of the Executive Board, for a one year term and may serve subsequent terms. The National Legislative Officer manages and coordinates the Federation's legislative action program and works closely with NARFE's National Legislative Staff.

The National Legislative Officer will:

- Develop and implement a comprehensive plan to educate and influence the state's congressional representatives on the issues important to active and retired federal employees;
- Work through District Legislative Contact Officers, Area Legislative Contact Officers and Chapter Legislative Officers so that the Federation's views on specific national legislative issues are known to the state's congressional representatives;
- Work with NARFE National Legislative Staff to provide information on legislative issues through District Legislative Contact Officers and Area Legislative Contact Officers to Chapter Legislative Officers for chapter meetings;
- Coordinate letter writing and email programs at the state level in support of the Federation's positions on critical legislative issues;
- Coordinate the annual National Legislative focus for the Federation;
- Provide written materials on critical issues facing active and retired federal retirees such as Premium Conversion, WEP, GPO, and the protection of earned benefits;
- Provide training as necessary to those involved in the Federation's legislative activities;
- Work with Area Vice Presidents in finding candidates to fill District Legislative Contact Officer and Area Legislative Contact Officer vacancies.
- Report periodically to Federation members on the status of the Federation's legislative action program through speeches, Federation newspaper articles and other outlets.
- Keep the Federation Executive Board informed on plans and activities to maintain a successful legislative action program for the state.