



Roles and Responsibilities of a NARFE-PAC Leader

NARFE-PAC leaders play a crucial role in the success of NARFE-PAC, the Association's political action committee. Federation NARFE-PAC coordinators lead the federation's PAC program, while chapter NARFE-PAC chairs assist and solicit contributions at the chapter level. Outlined below are the roles and responsibilities of these positions.

1. Educate leaders and members on the importance of NARFE-PAC. NARFE-PAC coordinators and chairs are responsible for raising awareness of NARFE-PAC and the important role it plays in fulfilling NARFE's mission.

Learn more: [NARFE-PAC Frequently Asked Questions](#)

2. Encourage and solicit members' contributions to NARFE-PAC. NARFE-PAC coordinators and chairs should raise NARFE-PAC funds at all chapter and federation events.

Learn more: [Raising NARFE-PAC Funds](#) and [Top Five Reasons to Contribute](#)

3. Provide state recommendations for contributing NARFE-PAC funds to candidates in their respective states and help organize local events. Federation NARFE-PAC coordinators, in consultation with the affected chapter PAC chairs and NARFE members, provide Headquarters with a yes or no recommendation for making NARFE-PAC contributions to candidates for Congress. These recommendations are considered when making final decisions for NARFE-PAC contributions. Federation NARFE-PAC coordinators also work with Headquarters to identify local NARFE members to attend in-district fundraisers.

Learn more: [The NARFE-PAC Consultative Process](#) and [Attending Local Fundraisers](#)

4. Share contribution and disbursement information with members. NARFE sends federation PAC coordinators and chapter PAC chairs quarterly PAC reports that detail NARFE-PAC contributions from NARFE members (by chapter, state and region) and NARFE-PAC disbursements made to congressional candidates. NARFE-PAC coordinators also receive timely emails with scanned copy of checks that were sent to candidates in his/her state. The federation PAC coordinator, with the help of chapter NARFE-PAC chairs, is responsible for sharing this information with members.

Learn more: [NARFE-PAC Reporting](#) and [NARFE-PAC Contribution and Disbursement Reports](#)