

**SENATORIAL LEGISLATIVE LIAISON  
And  
CONGRESSIONAL DISTRICT LIAISON  
For  
NEW MEXICO  
Dated April 24, 2015**

Purpose.

The purpose of the Senatorial Legislative Liaison (SLL) is to be the key NARFE representative who presents NARFE's position to the Senator and his/her staff. Each SLL will coordinate legislative efforts among the NARFE chapters within the state.

The purpose of the Congressional District Liaison (CDL) is to be the key NARFE representative who presents NARFE's position to the Member of Congress (MC) and his/her staff representing that Congressional District. Each CDL will coordinate legislative efforts among the NARFE chapters within his/her Congressional District.

For the April 2015-April 2016 term, the SLLs and CDLs shall be appointed by the Federation President or by recommendation of the Federation Executive Board.

For the final year of its term ending in April 2016, the Federation Executive Board authorizes the appointment of SLLs and CDLs. The intent is to enhance political advocacy and to gain experience that the next Board can use to establish a 2-year CDL term of office starting January 1<sup>st</sup> of the new Congress (i.e., January 1 of the odd numbered years) and ending December 31<sup>st</sup> of the second year, and to establish an appropriate term of office for SLLs.

The SLLs

1. Qualifications

- a. Be a registered voter in New Mexico.
- b. Represent NARFE in a professional manner; dress should be casual business attire.
- c. Be familiar with current legislative issues.
- d. Have access to email and the internet and be familiar with the NARFE website, Legislative Action Center, Protect America's Heartbeat, and other advocacy programs that may be established by NARFE Headquarters.

2. Duties

- a. Work under the general direction of the New Mexico Federation National Legislative Chair (NM FNLC) to solicit and gauge the collective will of NARFE members, but will primarily schedule own activities as the need arises.

- b. Become known by your assigned Senator and/or his/her staff so as to be recognized by the Senator, or at least the staff, on a first name basis.
- c. Attempt to schedule at least one annual meeting during a New Mexico work period with the Senator.
- d. Arrange for periodic meetings with the Senator and/or staff to advocate for NARFE issues and to gain the Senator's sponsorship or co-sponsorship of issues that NARFE supports.
- e. Participate in the monthly Legislative Webinar presented by the NARFE Legislative Department.
- f. Participate in the monthly Protect America's Heartbeat (PAH) conference calls presented by the NARFE Legislative Department.
- g. Attend, when possible, and notify NARFE members of periodic meetings, town hall meetings and other events including NARFE-PAC events where the Senator is speaking. One source of information of these events is to be provided to the SLL by the NM FNLC.
- h. Wear and encourage NARFE members to wear NARFE badge or logo apparel items at all events.
- i. Provide feedback from the Senator and/or staff to all NM NARFE members.
- j. Provide a follow-up report on Senatorial meetings and events to the NM FNLC, and the NARFE Legislative Department at [advocacyinaction@narfe.org](mailto:advocacyinaction@narfe.org). This report is to include a summary of the meeting, attendees, and if possible a photo.
- k. Attend, when possible, the NARFE biennial Legislative Training Conference. The New Mexico Federation will make every effort to partially fund attendance at this training opportunity if attendance is not funded by NARFE National Headquarters.
- l. Request reimbursement of travel expenses for round trips of 10 miles or more at the rate authorized in the Federation Guidelines Reimbursement of Expenses by submitting an Expense Report to the Federation Treasurer in accordance with the budget as established by the Federation Executive Board.
- m. Coordinate and/or cooperate with as needed, the Chapter Legislative Chairs in accomplishing all other duties.

#### The CDLs

### 3. Qualifications

- a. Be a registered voter and reside in the respective Congressional District.
- b. Represent NARFE in a professional manner; dress should be casual business attire.
- c. Be familiar with current legislative issues.
- d. Be familiar with all chapters located in the Congressional District.

- e. Have access to email and the internet and be familiar with the NARFE website, Legislative Action Center, Protect America's Heartbeat, and other advocacy programs that may be established by NARFE Headquarters.

4. Duties

- a. Work under the general direction of the New Mexico Federation National Legislative Chair (NM FNLC) to solicit and gauge the collective will of NARFE members in the Congressional District, but will primarily schedule own activities as the need arises.
- b. Become known in your Congressional District (CD) by the Member of Congress and/or his/her staff so as to be recognized by the Member, or at least the staff, on a first name basis.
- c. Attempt to schedule at least one annual meeting during a CD work period with the MC.
- d. Arrange for periodic meetings with the MC and/or staff to advocate for NARFE issues and to gain the MC's sponsorship or co-sponsorship of issues that NARFE supports.
- e. Participate in the monthly Legislative Webinar presented by the NARFE Legislative Department.
- f. Participate in the monthly Protect America's Heartbeat (PAH) conference calls presented by the NARFE Legislative Department.
- g. Attend, when possible, and notify NARFE members in the CD of periodic meetings, town hall meetings and other events including NARFE-PAC events where the MC is speaking. One source of information of these events is to be provided to the CDL by the NM FNLC.
- h. Wear and encourage NARFE members to wear NARFE badge or logo apparel items at all events.
- i. Provide feedback from the MC and/or staff to NARFE members within the CD.
- j. Provide a follow-up report on congressional meetings and events to the NM FNLC, and the NARFE Legislative Department at [advocacyinaction@narfe.org](mailto:advocacyinaction@narfe.org). This report is to include a summary of the meeting, attendees, and if possible a photo.
- k. Attend, when possible, the NARFE biennial Legislative Training Conference. The New Mexico Federation will make every effort to partially fund attendance at this training opportunity.
- l. Request reimbursement of travel expenses for round trips of 10 miles or more at the rate authorized in the Federation Guidelines Reimbursement of Expenses by submitting an Expense Report to the Federation Treasurer in accordance with the budget as established by the Federation Executive Board.
- m. Coordinate and/or cooperate with as needed, the Chapter Legislative Chairs in accomplishing all other duties.