

**NEW
MEXICO FEDERATION
GUIDELINE**

NARFE/FEEA PROGRAM CHAIR
(Federal Employees Education and Assistance Fund)

The purpose of the New Mexico Federation FEEA Program Chair is to provide leadership in educating and collection of contributions. The New Mexico Federation President will appoint the Federation NARFE/FEEA Program Chair.

1. The NARFE/FEEA New Mexico Federation Chair shall:
 - a. Position is strictly voluntary. No monetary reimbursement will be made.
 - b. Maintain appropriate records for all Chapters within the Federation and provides reports on the contribution of funds.
 - c. The Chair shall report at all Federation annual meetings/conferences, provide information on FEEA, and provide a fundraiser.
 - d. Submit all funds obtained at the Federation annual meetings/conferences to the National FEEA Office for the appropriate NARFE/FEEA account
 - e. Assist the National FEEA office as requested by the Region VII Vice President in concert with the FEEA Executive Director.
 - f. The FEEA Federation Program Chair will be cognizant of the four FEEA Programs (Natural Disaster Fund, Emergency Loans, Scholarships, and Childcare Services).
 - g. Provide training for Chapter FEEA Program Chairs.
 - h. Assist Chapters in establishing a FEEA Program at the Chapter level.
 - i. Coordinate the fundraising endeavors for Chapters to support the programs.
 - j. The FEEA Federation Program Chair will encourage Chapter members to make tax deductible donations.