

**SENATORIAL LEADER
And
CONGRESSIONAL DISTRICT LEADER
For
NEW MEXICO
Dated 9 JUNE, 2016**

Purpose.

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

The purpose of the Congressional District Leader (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.

These positions are the primary point of contact for congressional offices on the ground. They are not meant to replace the chapter legislative

For the May 2016 - April 2018 term, the SLs and CDLs shall be appointed by the Federation Vice President for Legislation. If a vacancy should occur in the SL appointment the Federation Vice President will assume the responsibilities. If a vacancy in a CDL appointment the Federation Vice President for Legislation in conjunction with the Federation President shall appoint a replacement.

The SLs

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

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.

- a. 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;
- b. Attempt to schedule at least one annual meeting during a New Mexico work period with the Senator;

- c. Arrange for quarterly 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;
- d. Hold at least one skype meeting yearly with your local senator's office and the Washington DC Senators office;
- e. Participate in the monthly Legislative Webinar presented by the NARFE Legislative Department. While a SL may not be able to participate in the call every month, he or she will review the webinar on the National Headquarters Legislative Department website;
- f. 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 SL by the NM FNLC;
- g. Wear and encourage NARFE members to wear NARFE badge or logo apparel items at all events;
- h. Provide feedback from the Senator and/or staff to all NM NARFE members;
- i. Provide a follow-up report on Senatorial meetings and events to the NM FNLC, and the NARFE Legislative Department at advocacyinaction@narfe.org. This report is to include a summary of the meeting, attendees, and if possible a photo;
- j. 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;
- k. 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;
- l. 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. Become known by your assigned Congressman/Congresswoman and/or his/her staff so as to be recognized by the Congressman/Congresswoman, or at least the staff, on a first name basis;
- b. Attempt to schedule at least one annual meeting during a New Mexico work period with the Congressman/Congresswoman;

- c. Arrange for quarterly meetings with the Congressman/Congresswoman and/or staff to advocate for NARFE issues and to gain the Congressman's/Congresswoman's sponsorship or co-sponsorship of issues that NARFE supports;
- d. Hold at least one skype meeting yearly with your local Congressman's/Congresswoman's office and the Washington DC Congressman's/Congresswoman's office;
- e. Participate in the monthly Legislative Webinar presented by the NARFE Legislative Department. While a CDL may not be able to participate in the call every month, he or she will review the webinar on the National Headquarters Legislative Department website;
- f. Attend, when possible, and notify NARFE members of periodic meetings, town hall meetings and other events including NARFE-PAC events where the Congressman/Congresswoman is speaking. One source of information of these events is to be provided to the CDL by the NM FNLC;
- g. Wear and encourage NARFE members to wear NARFE badge or logo apparel items at all events;
- h. Provide feedback from the Congressman/Congresswoman and/or staff to all NM NARFE members;
- i. Provide a follow-up report on Congressional meetings and events to the NM FNLC, and the NARFE Legislative Department at advocacyinaction@narfe.org. This report is to include a summary of the meeting, attendees, and if possible a photo;
- j. 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;
- k. 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;
- l. Coordinate and/or cooperate with as needed, the Chapter Legislative Chairs in accomplishing all other duties;

CONTACT INFORMATION for SLs and CDLs

For the term of April 2016 – April 2018 the following individuals have been appointed by the New Mexico Federation President to serve as Senatorial Leaders (SL) and Congressional District Leaders (CDLs). The SLs and CDLs will work under the general direction of New Mexico Federation's National Legislative Chair, Sharon Reese, to carry out the *Field Plan* approved by the New Mexico Federation Executive Board on June 9, 2016.

SLL for Senator Tom Udall:

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SLL for Senator Martin Heinrich:

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CDL for Representative Michelle Lujan Grisham, CD#1:

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CDL for Representative Steve Pearce, CD#2:

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CDL for Representative Ben Ray Lujan, CD#3:

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