

CFC CAMPAIGN CABINET CHARTER

The Campaign Cabinet will consist of six volunteers to provide regular oversight and support to the Combined Federal Campaign in the San Diego and Imperial counties. The Campaign Cabinet will perform its duties for the campaign year appointed. Campaign years start 1 March and complete 28 February. The members may be reappointed for up to three campaign years.

1. Establishing a Local Campaign
 - a. The CFC Campaign Cabinet for the San Diego CFC will consist of representatives from the four groups of federal employees that make up the campaign for San Diego and Imperial counties. The four groups are Navy, Marine Corps, Federal non-DoD civilians, and Post Office.
 - b. The four groups will be represented in the Cabinet as follows:
 - i. One USN military representative
 - ii. One USN civilian representative
 - iii. One USMC military representative
 - iv. One USMC civilian representative
 - v. One Federal civilian
 - vi. One USPS representative
 - c. Members should have a minimum of 10 years of service in the government.
2. The responsibilities of the Campaign Cabinet include the following plus any additional tasking that may be assigned by the Chair of the Local Federal Coordinating Committee (LFCC):
 - a. All members of the Campaign Cabinet should develop an understanding of campaign regulations and procedures.
 - b. Maintaining minutes of Cabinet meetings and forwarding any recommendations to the LFCC Chair for approval.
 - c. Monitoring the work of the Principal Combined Funds Organization (PCFO), and inspecting closely the annual audit required of the PCFO.
 - d. Ensuring that, to the extent reasonably possible, every employee is given the opportunity to participate in the CFC, and ensuring employee designations are honored.
 - e. Establishing a network of employee key workers and volunteers and participating in interagency briefing sessions and kick-off meetings.
 - f. Ensuring that the PCFO includes in key worker training instructions to encourage employees to designate the charitable organizations they wish to receive their donations and specific information on how general designation monies are distributed.
 - g. Ensuring that no employee is coerced in any way to participate in the campaign.
 - h. Bringing allegations of coercion to the attention of the LFCC Chair, providing a mechanism to review employee complaints of undue

coercion in federal fundraising, and recommending appropriate action, if required, to the LFCC Chair.

- i. Ensuring that contributions are distributed in accordance with the method described in Office of Personnel Management (OPM) regulations.
- j. Ensuring that the PCFO does not use the services of consulting firms, advertising firms or similar business organizations to perform policy-making or decision making functions in the CFC.
- k. Ensuring that the activities and functions of the PCFO are kept separate from any non-CFC operations of the organization. The Campaign Cabinet should verify that the PCFO keeps and maintains CFC financial records and interest bearing accounts separate from the PCFO's non-CFC financial records and bank accounts.
- l. Recommend to the LFCC a PCFO to act as its fiscal agent and campaign coordinator on the basis of presentations made to the Campaign Cabinet as required by OPM regulations.
- m. Determining the eligibility of local organizations that apply to participate in the local campaign.
- n. Ensuring that the list of charities determined by the OPM Director of CFC Operations to be nationally eligible to participate in all local campaigns is reproduced in the Charity List in accordance with OPM instructions.
- o. Ensuring that the Charity List and pledge forms are produced in accordance with OPM regulations and instructions from the Director of CFC Operations.
- p. Determining whether each local federation, federation member, and unaffiliated organization that applies to participate in the local campaign has completed the sanctions compliance certification required by OPM regulations.