

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(E)
SPECIAL ASSISTANT TO THE PRESIDENT
ASSISTANT TO FEDERATION TREASURER**

Appointee serves as Assistant to the Federation Treasurer.

I DUTIES & RESPONSIBILITIES

- A. Maintain “Backup Copies” of the Federation’s computerized records used by the Treasurer in a secure location.
- B. When possible, or practicable, become familiar with the procedures necessary to perform the duties of the Federation Treasurer.
- C. Perform with other duties as assigned