

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 11
SPECIAL ASSISTANTS TO THE PRESIDENT**

I. JOB DESCRIPTIONS AND/OR DUTY ASSIGNMENTS

- A. Article I, Section 2.c. of the Federation Bylaws authorizes the appointment of these positions by the Federation President.
- B. Positions and descriptions have been developed to assist the incumbent and to help eliminate errors and omissions. They are not inclusive, nor are they intended to be.

II. SPECIAL ASSISTANTS TO THE PRESIDENT

- A. POL 11 (A) Chapter Revitalization
- B. POL 11 (B) (Open for use)**
- C. POL 11 (C) Convention Site Selection Special Assistant
- D. POL 11 (D) Document Controller
- E. POL 11 (E) Assistant to Federation Treasurer
- F. POL 11 (F) F.E.E.A. Coordinator
- G. POL 11 (G) Federation Historian
- H. POL 11 (H) Federation NARFE-Net Coordinator
- I. POL 11 (I) Federation Web Master
- J. POL 11 (J) Federation Service Centers Coordinator
- K. POL 11 (K) NARFE-Pac Coordinator
- L. POL 11 (L) Parliamentarian
- M. POL 11(M) Federation Representative/Advisory Council
- N. POL 11 (N) Convention Daily Summary Recorder
- O. POL 11 (O) Administrative Assistant
- P. POL 11 (P) Alzheimer's Coordinator
- Q. POL 11 (Q) Active Federal Employee

III. SPECIAL ASSISTANTS TO THE SECRETARY: In addition, the Federation President, in coordination with the Federation Secretary, appoints the following Special Assistants to the Secretary:

- A. POL-3 (A) Administrative Assistant
- B. POL-3 (B) Executive Board Recording Assistant
- C. POL-3 (C) Convention Recording Assistant
- D. POL-3 (D) Data Base Assistant