

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 12
IMMEDIATE PAST PRESIDENT

Article II, Section 1a, states the Immediate Past President shall be a member of the Federation Executive Board.

I DUTIES & RESPONSIBILITIES

- A. Attend the California State Convention and all meetings of the Executive Board.
- B. Conduct the Eulogy Ceremony at the CSFC Convention
 - 1. Coordinate with the Convention Host Committee for a Federation flower arrangement and long stem roses and other materials and equipment used in the ceremony.
- C. Preside as the Master of Ceremony for the Recognition Luncheon at the CSFC Convention.
 - 1. Inform Convention Host Committee of seating arrangement for the Federation Past Presidents and spouses, and surviving spouses.
 - 2. Prepare a brief oral biography of each Past President to be honored.
 - 3. Arrange with Convention Host Committee for corsages for the ladies and boutonnieres for the men.
- D. Consult with and advise successor upon request.
- E. Surrender all records, files, and other materials upon leaving office.
- F. Perform other duties as assigned.