

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 1  
PRESIDENT**

The basic duties and responsibilities of the President are set forth in Article I, Section 2, of the Constitution and Bylaws.

The duties and responsibilities of the President include oversight responsibility for all activities within the Federation. This guideline is presented as a ready reference to the President to assist with performance of these duties and responsibilities. This **policy** is **NOT** all-inclusive nor is it intended to be.

**I Specific Duties for President-Elect prior to Convention**

- A. Based on the Executive Vice President being the President-Elect, obtain from the Federation Secretary the roster of Chapter volunteers for the various Standing Committees for the ensuing two (2) year period.
- B. Appoint members to each of the Standing Committees and identify a Chair and Vice Chair for each committee,
- C. Prepare a tentative agenda for the Post Convention Board Meeting, which should include preparing a tentative budget, in conjunction with the Federation Treasurer, for the ensuing two (2) year period.
- D. If a presidential candidate, other than the Executive Vice President, is elected President, they may make changes to the Standing Committee appointments as they desire and of course modify the tentative agenda accordingly.

**II President's Duties After Election**

- A. Executive Board Meetings:
  - 1. Executive Board meetings may be scheduled as necessary and agreed upon by the CSFC Executive Board.
    - a. Pre-Convention (which shall be limited to one day only in length.)  
"All business not essential to be conducted at the one-day Pre-Convention meeting is to be deferred to a Post-Convention meeting.
    - b. **The Post-Convention business meeting (normally a two day meeting) is to be conducted in accordance with ARTICLE II, Section.1.f, of the CSFC Constitution & Bylaws.**
  - 2. At the Post Convention Meeting, after the gavel is passed from the

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previous president, obtain Executive Board review and approval of the proposed Federation Budget, which has been prepared in conjunction with the Federation Treasurer.

3. Ensure the District Vice Presidents are trained on their duties/responsibilities shortly after taking office.
4. Make arrangements for the next Executive Board meeting and prepare the agenda.
5. Appoint members for each of the Convention Committees no later than 30 days prior to the opening date of the next convention. Also appoint other assistants needed during the convention, such as timekeepers, leaders of the pledge of allegiance to the flag, facilitators of events, etc.
6. Appoint Special Assistants to coordinate completion of tasks within the Federation. Special Assistants and their duties are identified in CSFC Executive Board **Policy 11**.
7. May appoint ad hoc committees as deemed necessary.
8. Preside over the Post Convention Executive Board meeting, and, when appropriate, pass the gavel to the newly elected President. After the meeting, ensure that all materials, books and equipment assigned to the President are turned over to the newly elected President.

B. Training:

1. Review and approve Federation training plans, curriculum, schedules and presenter elections as submitted by Executive Vice President.
2. Encourage each member of the Executive Board to promote this Federation training with each chapter in their district.

C. National Conventions:

1. Serve as Delegate-At-Large at National Convention. If unable to attend, the Executive Board will select an alternate, generally the Executive Vice President.
2. Provide to members of the Executive Board copies of the applications for National Convention Committees. Approve applications for appointment

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to National Convention Committees and forward to the Region VIII Vice President.

3. Attend the National Legislative Conference and any other National or Regional related events.

D. State Convention:

1. Coordinate with the Convention Host Committee to review and approve convention planning and activities.
2. Prepare the convention program and arrange for it to be posted on CSFC Web Site and distributed via the NARFE-NET.
3. Coordinate with Convention Host Committee to arrange for Executive Board meeting rooms (pre [1 day]) and post-convention [2 days]).
4. Schedule and coordinate speakers for convention and banquet and prepare seating arrangements at head table for both Convention and Banquet (with the assistance of the Federation Parliamentarian).
5. Select Master of Ceremonies for both the Recognition Luncheon and Banquet. Generally the Immediate Past President performs the duties for the Recognition Luncheon.
6. Appoint a Federation Officer or Federation Past President to conduct the eulogy ceremony. Normally the Immediate Past President is delegated this duty.
7. Preside over convention and recognize and present awards to deserving individuals and groups.

E. Post Convention Duties:

1. Follow-up to ensure Constitution & Bylaws are updated based upon adopted resolutions; Summary of Convention is printed, distributed and posted on the Federation Web Site. Make appointments to fill vacancies on Standing Committees.
2. Meet with the Immediate Past President to discuss and concur regarding assignment of duties and responsibilities to the Immediate Past President for the ensuing term of office.

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F. General Duties:

1. Approve all Pre-retirement Seminar Expense Forms and forward them to National Headquarters.
2. Preside at all Executive Board meetings, Federation Conventions and any necessary special sessions of the Executive Board.
3. Authorized to assign zip codes and forward changes to National Headquarters.
4. Authorized to review and co-sign checks for vouchers submitted by other Executive Board members, Committee Chairs and Special Assistants.
5. Ensure Executive Board members, Special Assistants and Standing Committee Chairs perform their duties and responsibilities in accordance with:
  - a. CSFC Constitution & Bylaws
  - b. CSFC Executive Board Policies
  - c. Federation Convention Rules of Order
  - d. Robert's Rules of Order (Newly Revised)
6. Ensure that reports and materials received from the National Office, which are pertinent to the functions of this association, are received by the members of the Executive Board.
7. Ensure that notices of Federation Conventions in adjacent states are distributed to interested members of the Executive Board.
8. **Attend National Legislative Conference with the National Legislative Committee Chair.**