

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 3(A)
ADMINISTRATIVE ASSISTANT TO THE FEDERATION SECRETARY

Appointee shall serve as an assistant to the Federation Secretary, sharing some of the workload, which is spelled out below.

I Duties (General)

- A. Share some of the workload that is assigned to the Federation Secretary, leaving that person time to provide basic services to the chapters and membership
- B. Maintain in a secure place “Backup Copies” of all Federation computerized records used by the Secretary.
- C. Assist the Secretary throughout the year with “bulk” mailings of:
 - 1) Executive Board Meeting Minutes which include the Executive Board Reports from District Vice Presidents
 - 2) Summary of Convention
 - 3) Constitution & Bylaws
 - 4) Call to Convention
 - 5) Request for Committee Members
 - 6) Directory of Chapters
 - 7) Resolutions Books
 - 8) Other Miscellaneous material

II The following duties are assigned to the Assistant by the Federation Secretary only during a convention year and only in event the Federation Secretary is unable to fulfill these duties.

- A. Complete and forward to the National office a **Form F-22** “State Federation Convention report” as soon as possible after completion of the Convention. .
 - 1. This Report shall be reviewed and approved by the Federation President, prior to sending to the National Office.
 - 2. A Picture and Bio of the Incoming Federation President shall also be attached to this document.
- B. Prepare and forward letters of appointment, with a request for acceptance or declination, to the individuals selected by the President to serve on the Convention Committees. Appointees are to be notified at least 30 days prior to the convention.
- C. Complete a **CSFC 8 “Delegate-Voting Credential”** from information obtained from the **CSFC 4** for the “Voting Representative” and a **CSFC 9 “Delegate-at-Large Voting Credential” (DAL)** and a **CSFC 11 “Proxy Voting Credential”** as listed on the **CSFC 4**.

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 3(A)
ADMINISTRATIVE ASSISTANT TO THE FEDERATION SECRETARY

1. If no Voting Representative is listed, contact the Chapter President to have one designated. Establish a Credential Committee Recap Report – CSFC 10a for these forms by District, and Chapter.
 2. These forms will be taken to convention with copies of the Credential Committee Sign in CSFC 10 and CSFC 10a and given to the Chair of the Credentials Committee.
 3. A copy of the CSFC 10a will be given to the chair of the Ballot and Tellers for use during the balloting process.
- D Send Recognition Luncheon invitations to all Federation Past Presidents.
1. If the Past President is unmarried, include a guest in the invitation. Surviving spouses of Past Presidents shall also receive an invitation for themselves and a guest.
 2. When acceptances are received, list names and spouses for the Convention Committee and forward copy to the Federation Treasurer for payment of luncheons to the Convention Host Committee Chair and a copy to the Master of Ceremonies of the Recognition Luncheon (usually the Immediate Past President).
- E Prepare Courtesy Resolutions (to Convention Host Committee, National officer representing Headquarters, Region VIII Field Vice President, Federation President, any member of the staff of National office (such as – Legislative Chair, etc.), and hotel staff. Mail or forward a copy of each courtesy resolution to the named individual [unless recipient is given the resolution at the convention].