

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 3 (B)  
EXECUTIVE BOARD RECORDING 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 & Responsibilities**

- A. Attend all Executive Board meetings and assist the Federation Secretary in recording the official minutes of said meetings
- B. Record the Official Minutes of all Executive Board Meetings and compile said minutes into final print copy and forward to the Federation President for approval prior to sending to the Federation Secretary for printing and mailing.
- C. Forward the notice of Executive Board meetings, together with proposed agenda and directions to the meeting site, no later than ten (10) days prior to such meeting to each member of the Board, all Federation Past Presidents, and all Standing Committee Chairs.
- D. Be the custodian of and safeguard the Federation Recording equipment

**II. Duties Assigned By The Federation Secretary**

- A. Forward the notice of Executive Board meetings **no later than ten days** prior to such meeting to each member of the Board, all Federation Past Presidents, and all Standing Committee Chairs.
- B. The Recording Secretary will record, transcribe, assemble and forward the Minutes of the Executive Board meetings **within 60 days** after convention ends to the Secretary for Distribution.
- C. Receive the DVP **Executive Board** Reports and file them with the Executive Board meeting minutes. Send a copy of all Executive Board reports as an attachment to the Executive Board Minutes to each member of the Executive Board.