

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 3(D)
DATA BASE 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 ASSIGNED BY THE FEDERATION SECRETARY

- A. Enter updated "Chapter Officer Roster" F-7 information into the computerized database used to produce labels and various listings for the use of Executive Board members, Standing Committee members and Special Assistants to the President. Chapters are required to complete an F-7 by January 1 of each year or during the year when any change is made.
- B. Prepare a "Directory of Chapters" booklet with the Federation Secretary from information obtained from the National Report M-111 "Chapter Officer Roster", in conjunction with the most current F-7. All positions on the M-111 will appear in the Directory.
- C. Distribute the Directory of Chapters to:
 - 1. Chapter Presidents,
 - 2. Chapter Secretaries,
 - 3. Executive Board Members,
 - 4. Standing Committee Members,
 - 5. Special Assistants,
 - 6. Federation Past Presidents,
 - 7. National Field Vice President Region VIII, and
 - 8. National Legislation Office (2) copies.
- D. Assist the Federation Secretary with updating the Directory periodically and distribute any changes with Executive Board Minutes, to the Executive Board. Distribute copies as requested. **NOTE:** The Chapter Directory shall not be included on the Federation Web Site to ensure privacy.
- E. Update Computer records at least once a month to produce computer generated requirements such as labels, chapter sheets, listings of Chapter officers for Standing Committees, etc. in the event that the Federation Secretary records are not available for what ever reason. A copy of the computerized files should be sent to the Administrative Assistant and/or Federation Treasurer if there is no Administrative Assistant.