

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 6(D)  
SERVICE COMMITTEE**

**I Article II, Section 2. (4) of the Federation By-Laws** outlines the basic duties of this Committee. Executive Board Guideline No. 6, "Policy for Standing Committees" and these Guidelines provide more detail. The Chair and each Committee member should become thoroughly familiar with these directives.

**II DUTIES & RESPONSIBILITIES (CHAIR)**

- A. Provide Committee members with a current copy of Service Officer Guide, FH-10, and motivate them to become familiar with the contents of the Guide for Chapter Service Officers.
- B. Keep the Federation President advised of activities of the Service Committee.
- C. Ensure that committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day earlier. Those so authorized must submit an Expense Report (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under State Conventions.
- D. Brief Federation Officers on all resolutions relating to Service that is to be considered at the State Convention.

**III DUTIES & RESPONSIBILITIES (COMMITTEE MEMBERS)**

- A. Knowledgeable of retirement, life insurance, and health plan benefits, Medicare, Social Security, death benefits, Veteran benefits, etc., and assists Chapter Service Officers when requested.
- B. Provide a reliable source of information to the Chapter Service Officers
- C. Refer questions to the Chair for guidance and advice when in doubt.
- D. Provide the Chairman with any information obtained, which will be beneficial to other Committee members and Chapters with a copy to the DVP.
- E. Attend District meetings and assist with seminars.
- F. Attend Federation Convention Committee meeting which may include formulating resolution recommendations, and the Service Seminar.
- G. Perform other duties as assigned.

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**IV LEGAL OPINIONS**

- A. Neither the Chair nor a Committee member should attempt to provide legal opinions.**
- B. When a legal question is involved, it will be forwarded to the Executive Board for resolution.**