

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(A)
SPECIAL ASSISTANT TO THE PRESIDENT
CHAPTER REVITALIZATION**

The Special Assistant for Chapter Revitalization shall be appointed by the Federation President and serves as the Federation advisor for the wellness of Chapters. The Federation President, when informed that a Chapter is experiencing vitality problems, may assign the Special Assistant to assist that Chapter toward revitalization.

I. The Special Assistant:

- A. Will represent the Federation response to the appropriate District Vice President and/or Chapter who requested the assistance.
- B. Shall coordinate the activities, as necessary, with the Federation President, Federation Executive Vice President, appropriate District Vice President and/or Chapter president.
- C. May lead an On-Call Team of Federation Past Presidents and/or experienced NARFE members to assist the concerned Chapter.
- D. Will in coordination with the appropriate District Vice President submit to the President an after action report at the completion of each chapter revitalization assignment.
- E. Performs other duties as assigned.

II. Chapter Revitalization procedures, depending on situations and circumstances, are complex and varied. The following references should be used as guidelines:

- A. NARFE: Chapter & Federation Officers Manual (F-10)
- B. POINTS TO PONDER Issue 07-01 “CSFC On-Call Team”
- C. “CSFC ON-CALL TEAM CONCEPT”