

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

The basic duties and responsibilities for the Secretary are set forth in the **Constitution and Bylaws, Article I, Section 4 and Executive Board Policies**.

The following is a detailed description of the performance requirement of the Secretary, and is **NOT** all-inclusive nor is it intended to be. This **policy** is presented to assist the Secretary and help eliminate errors and omissions. Microsoft Office software is to be used for all computer-generated documents.

To assist the Federation Secretary in the accomplishment of these duties, the below Special Assistants are authorized and the duties have been divided among five positions. However, if any of these Special Assistants are not appointed, it shall be the responsibility of the Federation Secretary to complete all required tasks.

- A. Administrative Assistant – See **Policy** 3(A)
- B. Federation Recording Secretary – See **Policy** 3(B)
- C. Convention Recording Secretary – See **Policy** 3(C)
- D. Data Base Secretary – See **Policy** 3(D)
- E. Forms – See **Policy** 3(E)

**I. Duties: (General)**

- A. Mail the listings of newly appointed Standing Committees with the Minutes of the Convention Executive Board meetings **within sixty (60) days** after the Post Convention Executive Board meeting to:
  - 1. Chapters Presidents
  - 2. Chapter Secretaries
  - 3. Federation Past President
  - 4. Standing Committee Chairs
  - 5. Special Assistants
  - 6. The Executive Board via First Class mail
  - 7. The Regional Vice President of Region VIII via First Class mail.
- B. Complete the State Federation Officer Roster, **F-7A**, as soon as possible after the election of Federation Officers, Committee Chairs, Special Assistants, and the entire roster of the National Legislation Committee, Public Relations Committee and the Service Committee and forward it to the National Secretary, as well as the Region VIII Vice President. In addition, whenever changes to names, address, phone, or e-mail of the Federation Officers occur, the Federation Secretary should submit an updated **F-7A**.
- C. Along with the President indicate the action taken by the Delegates at a Federation Convention on all Resolutions by signing and dating each resolution. Only those resolutions adopted by the Delegates at a State

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

Convention shall be forwarded to the National Secretary. This includes National Bylaws, National Legislation, and some General Resolutions if they are advisory in nature to the National Office. The adopted resolutions shall be attached to the Federation Convention Report, **F-22**.

- D. Attend the California State Convention and all Executive Board meetings.
- E. Be the official custodian of the Federation Charter and other assigned property along with the Historian. In addition, the incumbent should provide the Historian with documents, reports, photographs, awards, and print media as appropriate for safekeeping. If there is no appointed Historian, the Federation Secretary shall maintain these Federation Records.
- F. Update the Federation Constitution and Bylaws, in coordination with the Chair of the Constitution and Bylaws Committee according to Resolutions passed at the Convention **within 90 days** of the close of the Convention. The revised Constitution and Bylaws will indicate the changes with a black bar (line) on the left hand side of the page, next to the paragraph containing the change. The revised Constitution and Bylaws booklet will be mailed (and/or electronically transmitted, if desired) to the Executive Board, Chapter Presidents, Chapter Secretaries, Federation Past Presidents, and the Federation Standing Committee members. Provide a file of the revised Constitution and Bylaws to the Federation Web Master for posting on the Federation Web Site.

**II. Monitor the following duties assigned to the Administrative Assistant (POL 3(A)).** These duties are assigned only during a convention year and only in the event the Federation Secretary is unable to fulfill these duties. Reference **Policy** No. 3(A) for ongoing specific duties for the Administrative Assistant.

- 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. This Report shall be reviewed and approved by the Federation President, prior to sending to the National Office. 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 CSFC Forms 8, 9, 11 from information obtained from the CSFC

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

**4, Convention Registration**, for each person entitled to vote on a **CSFC 4**. Establish a file for this form by District, Chapter, and last name respectively. These forms will be taken to convention and given to the Chair of the Credentials Committee.

- D. Complete a **CSFC 8** Delegate Voting Credential, or a **CSFC 9**, Delegate-at-Large Voting Credential, from information obtained from the **CSFC 4** for the "Voting Representative" and "Delegate-at-Large" listed on the **CSFC 4**. If no Voting Representative is listed, contact the Chapter President to have one designated. Complete a **CSFC 11** Proxy Voting Credential from information obtained from **CSFC form 4**. Establish a file for these forms by District, and Chapter. These forms will be taken to convention and given to the Chair of the Credentials Committee.
- E. Send Recognition Luncheon invitations to all Federation Past Presidents. 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. When acceptances are received, list names and spouses for the Convention Host Committee Chair and forward copy to the Federation Treasurer for payment of luncheons to the Convention Committee and a copy to the Master of Ceremonies of the Recognition Luncheon (usually the Immediate Past President).
- F. 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 Judy Park, etc.), and hotel staff. Mail or forward a copy of each courtesy resolution to the named individual.
- G. Maintain a copy to the Data Base computerized files.

**III. Monitor the Following Duties Assigned To the Federation Recording Secretary:  
POL 3(B).**

- 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.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

- C. Receive the DVP Executive Board Meeting Reports and file them with the Executive Board meeting minutes. Send a copy of all Executive Board Meeting Reports as an attachment to the Executive Board Minutes to the Secretary for Distribution.

**IV. Monitor the Following Duties Assigned to the Convention Recording Secretary:  
POL 3(C);**

- A. Prepare and distribute a Summary of the Proceedings of the Convention **Within 90 days** of the close of the Convention to the following:
  - 1) Chapter Presidents
  - 2) Chapter Secretaries
  - 3) Federation Executive Board, Incoming & Out-going
  - 4) Federation Past Presidents
  - 5) Federation Standing Committee Chairs, Incoming & Out-going
  - 6) Special Assistants to the Federation President, Incoming & Out-going
  - 7) Send file to Federation Web Master for posting on the Web Site
- B. Receive all Federation Officers **Reports**, and include them in the Summary of Convention as appropriate. These reports may also be published in the Federation Publication.

**V. Monitor the Following Duties Assigned to the Data Base Secretary: POL 3(D)**

- A. Enter updated F-7 Chapter Officer Roster 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 **30<sup>th</sup>** 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:

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

- 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
  - 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 is not to be included on the Federation Web Site to ensure privacy of members' names, addresses, phone numbers and e-mail addresses.
- 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 whatever reason. A copy of the Secretary's computerized files should be sent to the Administrative Assistant and/or Federation Treasurer if there is no Administrative Assistant.

**VI. Duties of Newly Elected Federation Secretary:**

- A. Send **Form F-7A, Federation Officer Roster**, immediately after the State Convention to Headquarters with required data on newly elected Federation Executive Board, Committee Chairs, Special Assistants, and the entire roster of the National Legislation Committee, Public Relations Committee and the Service Committee.
- B. Order business cards and badges for new officers and Committee chairpersons as required. Order stationery with new officer listings as needed. Maintain sufficient supply of envelopes (legal and 6 x 9 size) to allow for necessary mailings and to provide to members of the Federation Executive Board.
- C. Prepare an appointment letter from the President to each member of Standing Committees confirming the appointment and requesting confirmation of acceptance. The President should forward the names of the nominees to the Secretary within **fifteen (15) days** of appointment. Contact the President and request a replacement if an appointee declines. Distribute a listing of the members of the Committees when all appointments are confirmed.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

- D. Confer with the outgoing Secretary to determine whether all tasks assigned have been completed; if not, take steps to complete.
- E. Update the “Directory Of Chapters” periodically with assistance of the Data Base Secretary to the Executive Board. Distribute copies as requested.

**VII Convention Duties & Requirements**

- A. Issue a “Call to Convention” **not later than December 1<sup>st</sup>** to all Member Chapters. This mailing package will contain the following materials, forms and instructions:
  - 1. Annual Dues & Membership Report, **CSFC Form 2** (with instructions)
  - 2. Chapter Officer Roster, **Form F-7**
  - 3. Nominees for Convention Committees, **CSFC Form 3** (to be received by the Federation Secretary **NO LATER THAN March 1**)
  - 4. Nominees for Standing Committees, **CSFC Form 6**
  - 5. Convention Resolution **Form CSFC 18** (Proposed Bylaws Amendment/Convention Resolution)
  - 6. Convention Registration, **CSFC Form 4**
  - 7. Convention Resolution Processing Instructions, **PO 8**
  - 8. Position Descriptions for the Executive Board Officers
  - 9. Provide a file to the Federation Web Master for posting on the Federation Web Site
- B. The Federation Secretary sends copies of **CSFC #3** to the Federation President who makes the selection for the various Committees and **forwards** the selections to the Federation Secretary for preparation of letters of appointment.
- C. Verify the number of authorized Delegates allowed each Chapter when Registration Forms (**CSFC Form 4**) have been received from the Chapters (at least 60 days prior to Convention), using the Federation Treasurer’s “Annual Dues” report. This must be done before the Delegate Roster can be printed. Prepare the Delegate Roster for printing. Allow approximately three weeks for printing. The Delegate Rosters should be brought at convention time to the Chair of the Committee responsible for assembling the "Delegate Packets". Chair of the Convention Committee will supply the name and address of the person to receive the Delegate Rosters. The Delegate Rosters will be distributed to the Executive Board at the pre-convention meeting.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

- D. Maintain a database from information obtained from the CSFC 4 on all registrations for the convention. A copy of the Registration Report is found in the file folder marked "Convention Registration Reports". This report will be shared with the Convention Credentials Committee and with the Convention Committees: Registration, Delegate Packets and Meals.
- E. Upon the receipt of a Resolution in proper format, as outlined in **POL 8 Convention Resolution Processing Instructions**, with required signatures, the Secretary will assign the Resolution to the appropriate Convention Committee or Standing Committee designating the Resolution by Committee initials and a number (NBL: National Bylaws and Legislation; CBL Constitution and Bylaws; GR: General Resolutions, etc.). One copy of the Resolution will then be sent to the Chair of the Committee to which the Resolution has been assigned. The original is to be retained by the Secretary.
- F. Resolutions must be submitted to the Secretary **75 days prior** to the Convention. After printing, the Federation Secretary will send one (1) copy of the Resolution Book to each Chapter President, registered convention delegate, Executive Board, and Federation Past Presidents **50 days prior** to the opening of the Federation Convention for review and determination of chapter position for each resolution. Provide a file of the Resolution Book to the Federation Web Master for posting on the Federation Web Site. Those receiving Resolution Books should be told they must bring them to the convention for there will be no distribution with the Delegate Packets. Do not print more than fifty (50) extra copies.
- G. Supply Ballot and Tellers Chair with a Credentials Report Sign in and Recap (CSFC10/10a) containing the names, chapters and all pertinent information of the delegates eligible to vote and the amount of votes they are entitled to.
- H. The Secretary-Elect will assemble and distribute the minutes of convention Executive Board meetings **within 60 days** after convention end from the Executive Board Recording Secretary.

**VIII General Notes**

- A. Minutes of the Executive Board meetings will not be recorded by anyone except the designated Recording Secretary for the meeting. The Federation Secretary will retain original recordings of meetings until the minutes are approved by the Executive Board. A hard copy of the Secretary's records should be given to the CSFC Historian as permanent history of the

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

Federation actions; and all other records relating to District Vice President and Chapter correspondence will be given to the Historian after a two year period.

- B. The Federation Secretary should make announcements of Federation Standing Committee appointments.
- C. Use Third Class, bulk mail - non-profit, as much as feasible for Federation-wide distribution. Each Federation Board member normally receives one copy via First Class mail. Bulk mail normally includes each Chapter President, Chapter Vice Presidents, Chapter Treasurer, Chapter Newsletter, Chapter Membership Chair Chapter Secretary, Federation Past President, Standing Committee Chairs and Special Assistants to the President. Committee members, as may be considered appropriate, will receive mail at the same time. Those chapter members desiring a Federation Publication issue must request copies from the Federation Secretary.
- D. If requested to be a presenter for Secretary training at Federation or District Training Sessions, prepare material for such training. The format should cover forms needed to comply with National headquarters requirements and other forms provided by National which may be useful for operation of Chapter; and the Federation forms issued with the Call to Convention. These forms and publications are listed on **Requisition for Printed Supplies, F-18**, and may be ordered via the NARFE web site.
- E. Provide Position Descriptions for the four statewide elected offices to the Chair of the Nominating Committee for review of candidates for these offices. Provide Position Descriptions as requested to interested members who wish to apply for Executive Board positions.
- F. Secretary responsibilities are labor intensive. It is advisable that the Federation Secretary recommends the appointment of additional Special Assistants as required to those already authorized.
- G. Authorized to co-sign checks drawn on the Federation treasury for other Executive Board members.
- H. Prepare a "Calendar of Events in chronological order, listing requirements to be performed by Executive Board members. Provide this file to the Federation Web Master who will post it on the Federation Web Site. Update this file when necessary.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD POLICY NO. 3  
FEDERATION SECRETARY**

- I. A thorough briefing and/or training should be accomplished between the newly elected Secretary and the outgoing Secretary to ensure a smooth transition. All books, records, materials and equipment assigned must be transferred upon change of office.
  
- J. Executive Board Motions which establish policy should be added to this document immediately following the board meeting where the policy was approved. This effort should be coordinated with the Document Controller (if a Special Assistant has been assigned by the Federation President). The Document Controller/Federation Secretary should add the new policy to this document and distribute the revised document to Executive Board Members.
  
- K. Computer records should be updated at least once a month by the Data Base Secretary who would be able to use those records to produce all computer generated items, such as labels, chapter sheets, listings of Chapter officers for Standing Committees, etc. in case of the inability of the Secretary to provide these items due to injury, illness or death or the destruction of the records in the possession of the Secretary by natural disaster. A copy of the Secretary's computerized files should be held by the Administrative Assistant and/or the Federation Treasurer, if there is no Administrative Assistant.