

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(D)
SPECIAL ASSISTANT TO THE PRESIDENT
DOCUMENT CONTROLLER**

Appointee serves as the Federation Document Controller to provide valuable assistance to the Federation President and Executive Board with the various Federation Documents.

I DUTIES & RESPONSIBILITIES

- A. Must possess computer skills with Microsoft Office.
- B. Performs a review of Federation Documents and prepare them in a standardized format, ensuring that the documents can be easily updated.
- C. Provides recommendations for update or consolidation of Federation documents to the Federation President
- D. Coordinates revisions of documents with appropriate members of the Executive Board/Committee Chairs, and provides final version to the Federation President for review/approval.
- E. Prepares and distributes Federation Documents, as necessary to the members of the Executive Board
- F. Provides backup copies of all documents to the Federation Secretary, and/or Treasurer.
- G. Performs other duties as assigned.