

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11 (N)

**SPECIAL ASSISTANT TO THE PRESIDENT
CONVENTION DAILY SUMMARY RECORDER**

The appointee shall serve as the official Daily Summary Recorder for the specific convention appointed.

I Duties & Responsibilities:

- A. Attend convention assigned.
- B. Document the highlights of the convention on a daily basis, controlling the information to one (1) page in length.
- C. Disseminate on a daily basis the documented Daily Summary to all members in the Federation via NARFE-Net as soon as possible following the convention business session for each day.
- D. Post a copy of the Daily Summary on the bulletin board.
- E. Perform other duties as assigned.