

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
**POLICY 11(O)**

**SPECIAL ASSISTANT TO THE PRESIDENT  
ADMINISTRATIVE ASSISTANT**

**I Duties & Responsibilities:**

- A. Appointed by the Federation President as a Special Assistant.
- B. Incumbent must be motivated and capable to complete the assigned duties in a timely manner.
- C. Review, edits, and updates Federation records and files as directed by CSFC President, to comply with changes in the Constitution & Bylaws.
- D. Make necessary changes/additions in the CSFC Policies & Guidelines as directed, for approval by the Executive Board as appropriate.
- E. Other duties as assigned.

END