

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(P)
SPECIAL ASSISTANT TO THE PRESIDENT
ALZHEIMER'S COORDINATOR**

Position is by appointment of the Federation President as a Special Assistant. The incumbent must be motivated and capable of achieving the goals and objectives of the program.

I DUTIES AND RESPONSIBILITIES

- A. Receive and record all contributions received from chapters and other sources on a tally sheet.
- B. Send monthly total contributions to Alzheimer's Research Association in the salmon-colored envelope provided by the Association.
- C. Distribute monthly fund report to Federation President and District Vice Presidents if applicable, regarding funds received and program status.
- D. Coordinate staffing of Alzheimer's table at conventions and other appropriate events to solicit donations and distribute literature.
- E. Prepare and make annual Alzheimer's report at Federation Convention, including total funds contributed.
- F. Present awards, if appropriate, during the convention.
- G. Order pamphlets, forms, materials, and other supplies from National Office
- H. Attend district meetings, training seminars and other Federation sponsored events, upon approval, to enlighten attendees on the latest advances in medical research and other pertinent information about the Alzheimer's program
- I. Prepare articles, upon request of the Federation President, for the Federation Publication.
- J. Perform other duties as assigned.