

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(Q)
SPECIAL ASSISTANT TO THE PRESIDENT
ACTIVE FEDERAL EMPLOYEE

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. Assist President by advising President on matters that primarily concern active federal employees
- D. Assist President in development of plans to recruit and retain active federal employees.
- E. Assist President by writing articles that mainly concern active federal employees for publication in Federation and Chapters newsletters.
- F. Other duties as assigned.