

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 3 (C)
CSFC CONVENTION RECORDING ASSISTANT
TO THE FEDERATION SECRETARY**

Appointee shall serve as an assistant to the Federation Secretary, sharing some of the workload, which is spelled out below.

I. Duties & Responsibilities:

- A. Attend the convention assigned and ensure that all proceedings are recorded, and events are compiled into final copy as a Summary of Convention
- B. Coordinate with the Host Committee make arrangements for recording the convention.
- C. Ensure adequate recording equipment is set up. (Backup equipment should be available.)
- D. At the conclusion of the convention, compile the events, either by subject matter or chronologically, into a booklet called the Summary of Convention. Forward a copy of the document to the President who presided over the Convention for review and approval signature. After putting booklet into copy ready print, mail it to Federation Secretary for printing and mailing. A copy of the Summary of Convention shall also be forwarded to the Federation Webmaster, for posting.
- E. Prepare and submit an Expense Report, CSFC #15, for Convention expenses to the Federation Treasurer.

II. Duties Assigned By the Federation Secretary:

- A. Prepare and distribute a Summary of the Proceedings of the Convention **Within 90 days** of the close of the Convention to the following:
 - 1) Chapter Presidents,
 - 2) Chapter Secretaries,
 - 3) Federation Executive Board, Incoming & Out going
 - 4) Federation Past Presidents,
 - 5) Federation Standing Committee Chairs, Incoming & Out going
 - 6) Special Assistants to the Federation President, Incoming & Out going
 - 7) Send file to Federation Web Master for posting on the Web Site
- B. Receive of all Federation Officers Reports, and include them in the Summary of Convention as appropriate. These reports may also be published in the Federation Publication.