



**CPRS DISTRICT X  
POSITION JOB DESCRIPTION  
ADMINISTRATORS' SECTION  
REPRESENTATIVE**



**FUNCTION:**

Serves as a voting member on the District X Board of Directors. Acts as liaison between Section members represented and District Board and State Board.

**RESPONSIBILITIES:**

The duties of the Section Representatives shall be as follows:

- A. Serves on the District Board of Directors.
- B. Acts as liaison between Section represented and District X, and as liaison between the Section State Board and District X Board.
- C. In collaboration with other Section Representatives, conducts trainings of interest to Section member.
- D. Submits articles and photos detailing Section activities for Ten Type.
- E. Responsible for meeting the annual District X Goals as approved by the Board of Directors.

**SPECIFIC SECTION DUTIES:**

- A. Acts as liaison between the State Legislative Committee and the District X Board and members. Attends monthly conference calls and/or meetings of the State Legislative Committee.
- B. State board may have additional duties for Section Representative, including writing articles for publications, committee work, conference activities, etc.

**TIME LINE:**

Monthly:	Attend Legislative Committee meetings/conference calls
April:	District meetings begin, Installation dinner
May:	Meet with District Director to plan member trainings, Prepare and submit budget request
December:	Begin recruitment for Section replacement (2nd year only)
February/March:	Prepare files to be provided to incoming Section Representative (including evaluation and suggestions for next year – odd years only), CPRS Conference