



CPRS DISTRICT X POSITION JOB DESCRIPTION

AGING 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 X 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 members.
- 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. Attend Section State Board meetings.
- B. Maintain and update Section Representative's files and records.
- C. Publicize Section meetings and events through District X agenda/calendar, Ten Type, *fiftysomething* (Section newsletter) and direct mail/e-mail.
- D. Distribute copies of *fiftysomething* to District X Board members.
- E. State board may have additional duties for Section Representative, including writing articles for publications, committee work, conference activities, etc.

TIME LINE:

April:	District meetings begin, Installation dinner
May:	Meet with District Director to plan member trainings, Prepare and submit budget request
June:	1st State Board meeting (generally held in Section President's City)
November:	Annual Bass Lake Conference, 2nd State Board meeting
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, 3rd State Board meeting

