



**CPRS DISTRICT X
POSITION JOB DESCRIPTION
DISTRICT DIRECTOR**



FUNCTION:

Serves as a voting member on the District X Board of Directors and Executive Board. Acts as liaison between District Board and State Board through the Region V Representative.

RESPONSIBILITIES:

The duties of the District Director shall be as follows:

- A. Serves on District Executive Board and District Board of Directors.
- B. Represents District X to the Region 5 Representative.
- C. Reports all proceedings of meetings of the State Board to District Board and District membership.
- D. Works with Section representatives to coordinate member trainings offered throughout year.
- E. Responsible for meeting the annual District X Goals as approved by the Board of Directors.

TIME LINE:

Monthly:	Communicate with Region V Representative
April:	District meetings begin, Installation dinner
May:	Meet with Section representatives to plan member trainings, Prepare and submit budget request
February/March:	Prepare files to be provided to incoming District Director (including evaluation and suggestions for next year – every odd year), CPRS Conference