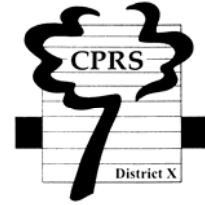




**CPRS DISTRICT X
POSITION JOB DESCRIPTION
PARK OPERATIONS SECTION
REPRESENTATIVE**



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 quarterly State Board Meetings when held in Southern California.
- B. Survey Section members for quarterly meeting topics and items of concern.
- C. Report State Board actions to District X Board & Section members.
- D. Assist and support other Section representatives in planning, organizing, and coordinating district events.
- 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, survey District X membership
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 – even years only), CPRS Conference