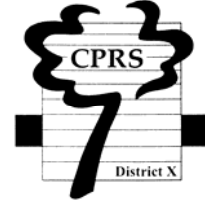




CPRS DISTRICT X POSITION JOB DESCRIPTION

PRESIDENT ELECT



FUNCTION:

Serves as a voting member on the District X Board of Directors and Executive Board. Interacts with the President and provides the support for the office in preparation for assuming the responsibilities of the Presidency.

RESPONSIBILITIES:

The duties of the President Elect shall be as follows:

- A. Serves on District Executive Board and District Board of Directors.
- B. Presides at meetings of District Board of Directors and of the District in the absence of the President and Past President.
- C. Prepares the annual District budget in cooperation with the Vice President of Finance.
- D. Appoints all standing committee chairpersons.
- E. Assists with the appointment of the Recreation Leaders Training Consortium Co-Chairs and acts as liaison to Consortium.
- F. Responsible for meeting the annual District X Goals as approved by the Board of Directors.

TIME LINE:

April:	District meetings begin, Installation dinner
May:	Prepare and submit budget request
June:	Establish Board Goals & Objectives
July:	Adopt budget
July – September:	Appoint Committee Chairs
February/March:	Prepare files to be provided to incoming President Elect (including evaluation and suggestions for next year), CPRS Conference, Collect donations from Board and purchase thank you gift for President, Purchase thank you gifts for Committee Chairs, Begin preparations for Installation dinner