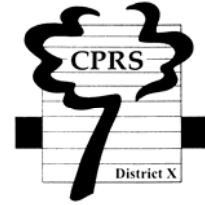




CPRS DISTRICT X POSITION JOB DESCRIPTION



PRESIDENT

FUNCTION:

Serves as a voting member on the District X Board of Directors and Executive Board. Presides at meetings of the Executive Board, Board of Directors and general meetings of the District. Represent the membership at the District Level.

RESPONSIBILITIES:

The duties of the President shall be as follows:

- A. Serves on District Executive Board and District Board of Directors.
- B. Presides at all meetings of the Executive Board, Board of Directors, and at all general meetings of the District.
- C. Prepares agendas for Executive Board, Board of Director meetings, and all general meetings of the District.
- D. Represents the membership at the District level.
- E. Annually assigns Board members to coordinate the activities of the various standing committees and special committees.
- F. Attends Region meetings in the event that the District Director is unable to attend.
- G. Sets dates, times and locations for District Board of Directors meetings and notifies the membership of those meetings.
- H. 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 District budget request
June:	Establish Board Goals & Objectives
July:	Adopt budget
July – September:	Approve Committee Chairs
September – March:	Preside over three General Membership Meetings/Programs
February/March:	Prepare files to be provided to incoming President (including evaluation and suggestions for next year), CPRS Conference, Purchase thank you gifts for Board