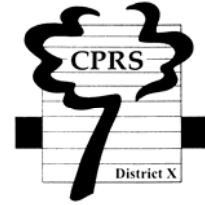




CPRS DISTRICT X POSITION JOB DESCRIPTION



VICE PRESIDENT OF CORRESPONDENCE

FUNCTION:

Serves as a voting member on the District X Board of Directors. Prepares, records, and distributes District X Board correspondence.

RESPONSIBILITIES:

The duties of the Vice President of Correspondence shall be as follows:

- A. Serves on District Board of Directors
- B. Records official minutes of District Board of Directors' meetings, and after board approval, submits minutes to CPRS on a monthly basis.
- C. After each board meeting, distributes receive and file requests to Board.
- D. Prepares official correspondence for Board and for District, including a welcome letter to be sent to all new members of the District, with a copy to the appropriate Section representative.
- E. Prepares and maintains an accurate Board roster.

TIME LINE:

Monthly:	Send minutes from District X Board meeting to CPRS state office
April:	District meetings begin, Installation dinner
May:	Prepare and submit budget request, Prepare District X Board Roster and obtain District X Letterhead
February/March:	Prepare files to be provided to incoming VP of Correspondence (including evaluation and suggestions for next year), Provide ratified Board roster to CPRS state office, CPRS Conference