



**CPRS DISTRICT X  
POSITION JOB DESCRIPTION  
VICE PRESIDENT OF PROGRAMS**



**FUNCTION:**

Serves as a voting member on the District X Board of Directors. Chairs Program Committee and assumes responsibility for coordinating all General Membership meetings and programs.

**RESPONSIBILITIES:**

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

- A. Serves on District Board of Directors.
- B. Presides at General Membership meetings of the District in the absence of the President.
- C. Chairs the Program Committee and coordinates a minimum of three (3) general membership meetings, workshops and/or socials. (One meeting will be in January to coincide with the Nominations Convention.)
- D. Notifies members of meetings and workshops available to the General Membership.
- E. Compiles and maintains annual calendar for District Board and membership (including meetings and trainings offered by affiliated organizations).
- F. Conduct 50/50 drawing at events to raise funds for CPRS Candidate PAC.
- G. 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   |
| July:              | Present Final Calendar to Board   |
| September – April: | Plan and conduct at least three (3) general membership meetings, workshops and/or socials                                     |
| January:           | Coordinate Nominations Convention with Past President to coincide with General Membership meeting                             |
| February/March:    | Prepare files to be provided to incoming VP of Programs (including evaluation and suggestions for next year), CPRS Conference |