

	POSITION DESCRIPTION		Page: 1	Of: 1
	Section:	REGIONAL OFFICER	Original Date: April 5, 1995	
	Subject:	REGIONAL IMMEDIATE PAST-PRESIDENT	Revision Date:	
			Review Date: 3/2001	

REQUIREMENTS:

1. Must be an Active or Life member in good standing who has just completed a term as President of a region.
2. Committed to advancing the goals of CSPR.

DUTIES:

1. Reports to the Regional President and is responsible to the Regional Board of Director (RBOD) as a voting member of the RBOD.
2. Assists in the transition period for the new Regional President and other officers. Be available to give an historical perspective of CSPR and/or its activities. Serves as a resource to the other officers and members.
3. Usually serves on the Nominations and Elections Committee and as parliamentarian for the region.
4. Supports and assists President, as requested, in planing the year's activities, presiding over meetings and implementing any changes.
5. Continues committee work and attends regional and state meetings.
6. Submits a proposed budget request for the next fiscal year to cover expenses related to this office to the State Treasurer in a timely manner.
7. Reviews this position description near the end of the term of office and includes any suggested changes in it as part of the annual report to the Regional President. Sends a copy of suggested position description changes to the State Secretary so that officer can include the suggestions in the next report to the State Executive Board.

TERM OF OFFICE: One year

ABILITIES: The role of the Immediate Past-President is a consultant, advisor and resource to facilitate the transition period when new officers assume their new roles and duties.

REFERENCES: (same as those stated on Format for Position Descriptions approved by the SEB on April 8, 1992.)

APPROVED by STATE EXECUTIVE BOARD on: April 5, 1995