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**REQUIREMENTS:**

1. Must be an Active or Life member in good standing.
2. Committed to advancing the goals of CSPR.
3. Possess the skills, desire and ability and time to perform the duties of this office.
4. Elected by the members state-wide, (usually as President-Elect) and is a voting member of the State Executive Board (SEB).

**DUTIES:**

1. Reports to the State President and is responsible both to the SEB and to the members of the Region and CSPR as a whole.
2. Prepares the Regional meeting agenda and forwards this agenda to the Regional Secretary at least 6 weeks before the meeting date.
3. Presides over the three Regional membership meetings and any special meetings of the Regional Board of Directors.
4. Attends the SEB meetings and represents the members of the Region. These SEB meetings alternate locations between south and north. The Regional President is compensated financially for necessary travel costs as budgeted.
5. Submits a report including accomplishments, problems and plans as appropriate for the Region to the State Secretary when requested in preparation for the SEB meetings.
6. Fills vacancies in Regional elected offices for the remainder of that term of office.
7. Serves as an ex-officer member of all regional committees and appoints other committees as necessary to conduct the activities of the region.
8. Directs, through delegation of authority and specific assignments to the President-Elect and/or the committee chairperson, the activities of each committee. Facilitates project completion through committee work and supportive intervention with the chairpersons.
9. Performs any duties prescribed by the SEB or State President.
10. Writes a report for each issue of the Society's newsletter summarizing meeting events and including the dates of forthcoming meetings in the region.
11. Promotes an effective communication network between members of the Northern and Southern regions and their boards.
12. Knowledgeable about CSPR policies, procedures and legal obligations. Conducts the business of the region according to these standards.
13. Participates in activities designed to enhance CSPR.
14. Represents and speaks for CSPR to other organizations and to the public.

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15. Maintains open lines of communication with all officers and members state-wide.
16. Elicits reports from the regional officers and chairpersons annually and uses these to write an annual report to the SEB summarizing the achievements and problems the region has experienced.
17. Submits a proposed budget request for the next fiscal year to cover the expenses related to this office to the State Treasurer in a timely manner.
18. Serves one year as Regional Immediate Past-President after completing the term of office as Regional President.
19. 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 SEB.

**TERM OF OFFICE:** One year as Regional President

**ABILITIES:** The Regional President fills three roles -- leader, administrator and presiding officer. This officer needs the ability to exercise tact and good judgement when carrying out the responsibilities of the position. This officer needs to communicate effectively, both verbally and in writing, and must be willing to travel to meetings around the state. Possessing a knowledge of parliamentary procedure will help in performing the responsibilities of the office. Performing the duties of this office requires a major time commitment.

**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

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