

	<b>POSITION DESCRIPTION</b>	Page: 1	Of: 1
	Section: STATE OFFICER	Original Date: 4/5/95	
	Subject: REGIONAL PRESIDENT-ELECT	Revision Date: 8/99	
		Review Date: 3/2001	

**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 to perform the duties of President-Elect and President when that becomes necessary.
4. Elected by the members state-wide and serves on the Regional Board of Directors (RBOD) as a voting member

**DUTIES:**

1. Reports to the Regional President and is responsible to both the RBOD and to the members of the region.
2. Assumes the duties, authority and responsibility of the Regional President in the President's absence, resignation and at the end of the President's term of office.
3. Serves as a voting member in CSPR and performs any assignments from the SEB.
4. Serves as an ex-officer, nonvoting member of all Regional Committees.
5. Attends the State Executive Board (SEB) meeting held immediately prior to the end of the term of office as President-Elect as a nonvoting member in order to become better acquainted with the SEB in preparation for assuming the office of Regional President.
6. Assumes responsibility for any tasks assigned by the Regional President
7. Becomes increasingly familiar with the organization of the Region and CSPR as a whole.
8. Reviews this position description near the end of the term of office and includes any suggested changes in it as a 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 SEB.

**TERM OF OFFICE:** One year (as President-Elect, one year as President and one year as Immediate-Past-President)

**ABILITIES:** The President-Elect is in training for the office of President and automatically becomes President when the latter's term of office expires. Clear, effective communication skills and the ability to elicit cooperation from other people are important for this office.

**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