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REQUIREMENTS:

1. Must be an Active or Life member in good standing.
2. Possess the skills, desire and ability to perform the duties of this office.
3. Elected by CSPR members state-wide in years ending with an even-numbered digit.

DUTIES:

1. Reports to the Regional President and is responsible to the SEB and to CSPR's members.
2. Takes careful, accurate and detailed notes of the proceedings of quarterly regional membership and RBOD meetings as a basis for preparing the minutes. Within a month after a meeting, sends the initial draft of its minutes to those members who should receive them.
3. Is prepared to read the minutes to the membership at their next meeting for any correction and approval.
4. Enters any corrections approved by the attendees to the minutes and initials them.
5. Prepares and certifies the correctness of the minutes and enters them in the official Minutes Book. Records the approved minutes as the official minutes of the organization with the date of their approval, cosigning them with the Regional President to attest to their validity.
6. Calls the roll when so directed by the presiding officer, using a list of CSPR members whose dues are paid. (The Regional Treasurer keeps a current list of paid-up members.)
7. Provides the presiding officer or a member with the exact wording of a pending motion or of one previously acted on.
8. Brings to each meeting the Minutes Book, a copy of the Bylaws, copies of approved policies and procedures, a list of standing and special committees and a copy of the parliamentary authority adopted by the Society.
9. Searches the minutes for information when requested by officers or members.
10. Preserves all records, reports and official documents of the region except those specifically assigned to the custody of others (e.g. financial records to the Treasurer). Sends the original, corrected and certified copy of all minutes to the State Secretary for filing in CSPR's official, permanent records.
11. Provides the Chairperson of each committee with a copy of the motion referring the subject to the committee, and instructions and other documents that may be useful.
12. Signs official documents of the region to attest to their authenticity.
13. Carries on the official correspondence of the region as directed, except that correspondence assigned to others.

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14. Assists Regional President with preparation for membership meetings by sending agendas and other meeting information to members in the region, all out-of-state members, State President and Secretary and Regional President of the other region.
15. Sends copies of minutes of quarterly regional meetings to all members of the region, all out-of-state members, the State President and Secretary and the Regional President of the other region.
16. Performs any other duties as prescribed by the Regional President and SEB.
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. 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: Two years, ending in a year which ends in an even-numbered digit.

ABILITIES: The Regional Secretary serves as the chief recording and corresponding officer of the region as well as the custodian of the regional records of this organization, working under the direction of the Regional President. The Secretary maintains files for correspondence and reports submitted. The Secretary calls attention to actions in the minutes that have not yet been accomplished, deadlines and dates for taking certain actions. This officer must be willing and able to attend meetings throughout the region.

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