

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

**REQUIREMENTS:**

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

**DUTIES:**

1. Reports to the Regional President and is responsible to the Regional Board of Directors (RBOD) and to CSPR's members. Serves as a voting member of the RBOD.
2. Maintains a ledger, entering and recording all income and expenses of the region. Verifies the accuracy and currency of the account. Keeps a list of CSPR members whose dues are paid.
3. Sends regular financial reports to the State Treasurer.
4. 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.
5. Usually serves as a member of the State Budget and Finance Committee.
6. Assumes other powers and performs other duties prescribed by the Regional President.
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:** Two years, ending in a year which ends in an odd-numbered digit.

**ABILITIES:** The Regional Treasurer must be a person of unquestioned integrity. The Treasurer must be willing and able to attend meetings throughout the region. A knowledge of how to keep financial records will be helpful.

**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