

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

**REQUIREMENTS:**

1. Must be an Active or Life member in good standing.
2. Must be elected by CSPR's membership state-wide unless has been appointed by the State President to complete another member's term of office as President-Elect. A special election may be held to replace a President-Elect who is unable to complete the term of office.
3. Possess the skills, desire, ability and time to perform the duties of State President-Elect as well as those of State President in the absence of the President and when the current President's term of office ends.
4. Committed to advancing the goals of CSPR.

**DUTIES:**

1. Reports to the State President and is responsible to both the State Executive Board (SEB) and the members of CSPR. Serves as a voting member of the SEB.
2. Assumes the duties, authority and responsibility of the President in the President's absence or resignation and at the end of the President's term of office.
3. Serves as an ex-officer, nonvoting member of all state committees.
4. Assumes responsibility for any tasks assigned by the President or the SEB.
5. This officer is in training for the Presidency and works to become increasingly familiar with the organization and its members. Maintains open lines of communication with all state and regional officers and all state committee chairpersons.
6. Submits an article to the American Association for Cardiovascular and Pulmonary Rehabilitation **NEWS AND VIEWS** for the Winter issue and verifies this with the AACVPR managing editor at the National Office annually.
7. Reviews this position description near the end of the term of office and includes any suggested changes as part of this officer's final report to the SEB.
8. Responsible for the checking of the toll free number and following up on information that was asked.

**TERM of OFFICE:** One year as State President-Elect. Then serves one year each as State President and State Immediate Past-President.

**ABILITIES:** This officer needs leadership and effective communication skills, the ability to elicit cooperation from others and a strong sense of commitment to CSPR and its goals. The person holding this office needs to be willing and able to spend a considerable amount of time performing the duties of this office.

**REFERENCES:**

1. **Bylaws of California Society for Pulmonary Rehabilitation, as amended November 1993.**
2. **ROBERT'S RULES OF ORDER, NEWLY REVISED.** Scott, Foresman 1990.
3. **STANDARD CODE OF PARLIAMENTARY PROCEDURE,** third edition. By Alice Sturgis. McGraw-Hill, 1988.

**APPROVED by STATE EXECUTIVE BOARD on: April 5, 1995**

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