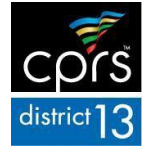


**2021 - 2022**  
**District 13 Board of Directors**  
**Duties of Officers**



**President:** *(President-Elect shall progress to the office of President-Elect after serving their one year term as President-Elect.)*

- Serves as Chair of the District 13 Board of Directors and shall preside at meetings of the District and the District Board of Directors.
- Reports Legislative updates to the District 13 Board of Directors.
- Serves on the Board of Directors as a voting member.
- Serves as Program Chairperson for District 13 by planning and coordinating all elements of the general membership meetings.
- Serves on the Nominating Committee.
- Coordinates, plans and presides the District 13 Board Retreat.
- Performs other duties pertinent to the office of President.

**President-Elect:** *(Vice-President shall progress to the office of President-Elect after serving their one year term as Vice-President.)*

- Presides at meetings of both the District 13 Board of Directors and general membership meetings in the absence of the President.
- Shares the President's Report at the District 13 Board of Directors.
- Serves on the Board of Directors as a voting member.
- Assists the Directors with the planning and coordinating of all District 13 membership meetings.
- Serves on the Fall Forum/Mini Conference planning committee.
- Serves on the Nominating Committee.
- Performs other duties pertinent to the office of President-Elect.

**Vice-President:** *(Three year successive term. Voted in by District 13 members every years.)*

- Presides at meetings of both the District 13 Board of Directors and general membership meetings in the absence of the President-Elect.
- Serves on the Board of Directors as a voting member.
- Assists the Directors with the planning and coordinating of all District 13 membership meetings.
- Develops and maintains the District 13 annual calendar.
- Serves on the Fall Forum/Mini Conference planning committee.
- Serves on the Nominating Committee.
- Performs other duties pertinent to the office of Vice-President.

**Secretary:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

Keeps minutes of the official business meetings and provide a master copy to the Communications Officer for distribution.

- Serves on the Board of Directors as a voting member.
- Develops and compiles a timeline for each of the District 13 membership meetings.
- Conducts official correspondence as directed.
- Performs other duties pertinent to the office of Secretary.

**Treasurer:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

- Receives and distribute District 13 monies as provided in the approved District 13 budget and maintain a line item general ledger.
- Presents any proposed expenditures not provided for in the approved budget to the Board of Directors for approval.
- Makes monthly financial reports to the Board of Directors and the membership.
- Serves on the Board of Directors as a voting member.
- Serves on the Scholarship Committee.
- Prepares an annual financial report for the state office of California Park and Recreation Society.

- Maintains a list of accounts receivables and submit invoices to appropriate agencies and vendors as needed.
- Works with the Audit Committee on the bi-annual internal audit.
- Works with the Hospitality Committee to assist with on-site registration and fee collections.
- Performs other duties pertinent to the office of Treasurer.

**Director of Communications:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

- Performs the duties of the District 13 webmaster by keeping the website up-to-date with current information relative to the Board agendas and minutes, Treasurer's Reports, meeting announcements, and other business relative to the agencies within District 13.
- Serves as the liaison between the Board of Directors and the web programmer.
- Compiles, layout, edits and mails District 13 materials including the tri-annual newsletter.
- Develops the monthly program flyer and post on line.
- Serves on the Board of Directors as a voting member.
- Performs other duties pertinent to the office of Director of Communications.

**Director of Fundraising:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

- Serves on the Board of Directors as voting members.
- Recruits for sponsorships for District 13 general meetings and scholarships
- Heads the Conference Scholarship program.
- Plans and coordinates the annual Holiday Cheer event held in December of each year.
- Performs other duties pertinent to the office of Director of Fundraising.

**Director of Logistics:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

- Serves on the Board of Directors as voting members.
- Secures locations for District 13 general meetings.
- Plans and coordinates meals for District 13 general meetings.
- Plans and coordinates the annual Awards and Installation Banquet held in March or April of each year.
- Performs other duties pertinent to the office of Director of Logistics.

**Director of Recruitment:** *(Two year term. Voted in by District 13 members after completion of 2 year term or vacancy.)*

- Serves on the Board of Directors as voting members.
- Recruits speakers and volunteers for District 13 general meetings.
- Develops, collects and reports date of District 13 general meeting evaluations.
- Plans and coordinates the annual Recreation Leader Training held in June of each year.
- Performs other duties pertinent to the office of Members at Large.

\*Up for election for 2021-2022 BOD