**It’s Election Time!**

District 3 is currently looking for motivated recreation professionals to fill 4 key board positions:

Vice-President Secretary

 Director of Programs Director of Membership

 Candidate Interest forms due by 5:00pm on Tuesday, November 10.

**HOW TO APPLY:**

**Please use the attached form or send email with the following information**

1. candidate name, email and phone
2. current job title
3. current agency name
4. 100 word candidate statement
5. digital photo (formal or informal)\*
6. 100 words on their CPRS leadership experience(s )\*

\* = optional but highly encouraged

**WHAT DO THESE POSITIONS DO?**

**Vice-President – 3 year term**

* Serve as the Legislative Representative for District 3.
* Ascends to the office of President-Elect in the case of a position vacancy or in the general election cycle.
* Serves as a committee chair for Holiday Luncheon and a minimum of one (1) District 3 event per year.
* Solicits sponsorships for District 3 events and activities.
* Chair of the Fall Institute or representative for the Fall Forum (depending on

year designation).

**Secretary – 2 year term**

* Records Board meeting minutes and distributes a copy to each board member.
* Records business of regular meetings when appropriate and distributes all meeting notices.
* Responsible for all correspondence regarding District 3 business.

**Director of Programs – 2 year term**

* Provides accurate and unbiased reports to the general membership on Board decisions.
* Provides support for the Lunch and Learns and other educational sessions.
* Serves as a committee chair for a minimum of two (2) District 3 events per year.

**Director of Membership – 2 year term**

* Serves as Chair of Nominations and Elections Committee.
* Reviews membership reports and send letters to elapsed members.
* Represents District 3 general membership on all matters before the Board.
* Serves as a committee chair for General Membership Meeting.

**Send Candidate materials to: Kathryn Monroy,** kathryn.monroy@cityofconcord.org

Question? 925-671-3074