# cscr logo final.jpg

## Title: State President

**Primary Purpose:** Supervise and direct the business and the officers of CSCR.
Preside at all meetings of the members and at all meetings of the Board of Directors.

**Reports to:** Board of Directors of the California Society for Cardiac Rehabilitation.

**Serves:** A one-year term
Appointed by the presiding CSCR President and Board of Directors

**Requirements:** Current member of CSCR
Attend all Board of Director’s Meetings or Conference Calls
Attend Annual Educational Conference and Membership Meeting

**Principle Duties:**

1. **Board of Directors responsibilities**
	1. Reports
		1. Presents a written report reflecting position activity to date at each Board Meeting and Annual State Membership meeting
		2. When requested, presents a report of position activities to the Communication Director for Newsletter and Website publication
	2. Other Board responsibilities
		1. Is available for the Speaker’s Bureau
		2. Performs other duties as requested by the CSCR President and Board
2. **Board Meeting Activities**
	1. General Board Meeting preparation
		1. Attends, arranges and conducts all Board of Directors and Executive Committee Meetings
		2. Minimally, Winter (usually January), Spring (one day prior to annual conference), Summer (usually July) and Fall (late October or early November)
		3. If “face to face” meeting, make arrangements for meeting room and accommodations if necessary. Include meals, as needed
		4. Prepare agenda for each Board meeting and the annual membership meeting
		5. Mail agenda, directions and any instructions to the Board Members at least 1 week prior to the meeting
		6. Keep meetings on schedule and according to agenda
	2. Annual business meeting
		1. Schedules and conducts at the annual conference
		2. Prepares Agenda. (Secretary to type and distribute)
		3. Presides over meeting
	3. Presentation of awards and gifts
		1. Coordinates the nominations and approval for Regional and Board Awards
		2. Presents Regional and Board Awards at the Annual Business meeting or at the Conference luncheon
3. Position appointments
	1. Appoints non Director Positions, with the advice and guidance of Board of Directors
	2. AACVPR MAC Liaison positions (coordinate with AACVPR)
	3. Member at Large
4. Position Confirmation**s**
	1. Confirms Board positions following the selection by the Past President with the approval of the Board and the general membership
		1. President Elect
		2. Communications
		3. Education and Research
		4. Secretary
		5. Treasurer
		6. Regional Representatives
5. General Activities and Communications
	1. Communicates regularly with all Board and Committee Members, providing guidance and assistance as needed, keeping them apprised of AACVPR activities
		1. Oversee activities of all committees
		2. Request reports for all Board Meetings (coordinate with Secretary)
		3. Fields requests for information or concerns and responds or redirects to appropriate board member
	2. Is a liaison to the medical community regarding issues pertaining to Cardiac Rehab.
6. Financial responsibilities
	1. Co-signs checks as requested / needed
	2. Is listed on the CSCR Business account.
7. AACVPR Responsibilities
	1. Serves as affiliate state representative to AACVPR
	2. Attends affiliate society luncheon at annual AACVPR meetings
	3. Serves as Affiliate Representative to AACVPR and other organizations on an as-needed basis
	4. Maintains contact with other State/Regional Cardiac/Pulmonary Rehabilitation organizations
	5. Attends national conference, if budget allows
	6. Attends annual state affiliate workshop, if budget allows