

## **CCBE EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES**

The CCBE Executive Committee is comprised of the Officers of the CCBE organization (President, President-elect, Vice President and Immediate Past President) and includes the Treasurer and CSBA Director-at-Large, County. Members be active county board members that have paid in full the annual CSBA and CCBE membership dues.

Serving on the CCBE Executive Committee as an Officer ideally equates to a four-year commitment served in one-year terms as Vice President, President-elect, President, and Immediate Past President. The term of office of each officer and Treasurer shall be for one year commencing immediately upon the close of the annual meeting. The President-elect shall serve for one year and then shall automatically succeed to the office of President of the following year. The term for Treasurer shall be one year and may be re-elected for subsequent terms.

CCBE vice president, president-elect and treasurer elections occur at the December meeting. Immediately following this meeting, the CCBE president becomes CCBE immediate past president and CCBE president-elect becomes the incoming president. The September general membership meeting is similar to the December meeting with the exception of officer elections and changes in office.

County member boards have the opportunity to nominate a candidate for the CSBA Director-at-Large, County position by August 1 in odd-numbered years. CCBE's Board of Directors may endorse one or more candidate(s) from those nominated. The election for the CSBA Director-at-Large, County, is held at the CSBA Delegate Assembly meeting prior to the CSBA Annual Education and Trade Show. The term of the CSBA Director-at-Large, County shall be two years in accordance with CSBA's Bylaws Article IV, Section 5.

The CCBE Executive Committee's core values include:

- We tell each other like it is, respectfully and without fear.
- We engage in purposeful conversations to build clarity and improve relationships.
- Humor is good.
- We hold ourselves and each other accountable.

### **CCBE Executive Committee Roles and Responsibilities**

The Executive Committee shall transact business and act on behalf of the Board of Directors between meetings of the board and shall report its actions to the Board of Directors. The Executive Committee shall have the following duties and responsibilities in the governance of the CCBE organization:

- a. Initiate, review and recommend bylaws, standing rules, policies, goals, objectives and resolutions.
- b. Initiate and recommend the annual budget of CCBE.
- c. Initiate and approve programs and services within the budget.
- d. Initiate and recommend new unbudgeted programs and services and possible avenues of funding.

- e. Conduct an annual performance review of the CSBA/CCBE Program Manager and provide their input and recommendations to CSBA. The evaluation is completed by August.
- f. Review and approve for ratification all appointments for the President, including appointments to all committees called for by these rules and to all task forces.
- g. The Executive Committee at its first meeting shall review the current Bylaws and Standing Rules to review their responsibilities and the operations of the organization.

**The President shall:**

- Preside at all meetings of the CCBE General Membership, Board of Directors, and Executive Committee.
- Serve as ex-officio member of all committees except the Nominating Committee.
- Call special meetings if necessary.
- Appoint all committee chairs and recommend who will serve on committees and task forces.
- Work with the CCBE Program Manager in preparing agendas for board, executive committee and general membership meetings.
- Coordinate with Executive Committee and work with CSBA Assistant Executive Director on Program Manager's annual performance evaluation.
- Annually review the MOU between CCBE and CSBA and report any recommended changes to the Executive Office and Board of Directors.
- Act as a spokesperson for the organization.
- Serve as a member of the CSBA Board of Directors in accordance with CSBA Bylaws Article IV Section 2 (b) and shall give reports to the CSBA Board of Directors at meetings of the CCBE Executive Committee and Board of Directors.

**The President-elect shall:**

- Attend all board meetings.
- Serve on the executive committee.
- Assist and understand the responsibilities of the board president and be able to perform these duties in the absence of the President.
- Recommend members to the CSBA President-elect to serve on the CSBA Legislative and Annual Conference Committees.
- Serve as chair on the CCBE Annual Conference Planning Committee
- At the direction of the President, perform such responsibilities as may be assigned.

**The Vice President shall:**

- Attend all board meetings.
- Serve on the executive committee.
- Serve as the liaison to collect article topics to be included in the County Perspective section in the CSBA School*News* monthly newsletter.
- Serve as vice chair on the CCBE Annual Conference Planning Committee
- At the direction of the President, perform such responsibilities as may be assigned and assume responsibilities of the president in the absence of the board president and president-elect.

**The Immediate Past President shall:**

- Attend all board meetings.
- Serve on the Executive Committee.
- Serve as a Delegate-at-Large to CSBA Delegate Assembly for one year.
- Serve on the CSBA Legislative Committee and as liaison on the CCSESA Legislative Committee.
- At the direction of the President, perform such responsibilities as may be assigned.

**The Treasurer shall:**

- Attend all board meetings.
- Serve on the Executive Committee.
- Have a basic understanding of financial accounting for nonprofit organizations.
- Work with the Program Manager to ensure that appropriate financial reports are made available to the board on a timely basis.
- Work with the CCBE Program Manager in preparing the annual budget and presenting the budget to the board for approval.
- Periodically review the budget, monitor expenses, and present financial reports to the Executive Committee, Board of Directors and General Membership.
- Certify a quorum has been met at Board of Directors and General Membership meetings.
- Serve as chair of the Budget/Audit committee
- At the direction of the President, perform such responsibilities as may be assigned.

**The CSBA Director-at-Large, County shall:**

- Assist CSBA in addressing critical issues which may have an impact on counties and serve as an effective two-way communication link between CSBA and CCBE Officers, Directors and county board members.
- Present annual reports to the CCBE General Membership at the CCBE Annual Conference.
- Attend all regularly scheduled CSBA and CCBE Board of Directors meetings.
- Attend all scheduled CCBE Executive Committee meetings.

**Meeting Location, Length and Schedule*****Location***

All meetings, except the retreat and September meeting, are held via teleconference. The meeting in September precedes the Annual conference and is held in the same city at a local restaurant or in the host hotel for the conference.

***Regular and special meetings***

Regular meetings of the Executive Committee are held at a time and place determined by the Executive Committee. Special meetings of the Executive Committee may be called by the President who will notify all members of the committee of the time, place and subject matter of a special meeting prior to the date of the meeting.

## ***Yearly Scheduled Required Meetings to attend***

### **1. CCBE Executive Committee Meetings**

The Executive Committee meets approximately ten times a year via teleconference calls and prior to CCBE and CSBA conferences. A doodle poll is sent to the Executive Committee at the beginning of the year to determine the dates and times. Members of the Executive Committee consist of the President, President-elect, Vice President, Immediate Past President, Treasurer and CSBA Director-at-Large, County.

- January (in-person meeting)
- February
- March
- April
- May (the week prior to the Board of Directors meeting)
- June
- August
- September (in-person dinner meeting prior to the Annual Conference)
- October
- November

### **2. Legislative Committee Meetings**

The immediate past president serves on the CSBA Legislative Committee who meets four to five times a year via teleconference and in-person meetings and as the liaison to CCSESA legislative committee.

### **3. County Perspective CSBA SchoolNews**

The vice president is the liaison of the County Perspective section included in the CSBA SchoolNews monthly newsletter and works with staff to identify relevant county topics and key contacts.

### **4. CCBE Annual Conference Planning Committee Meetings**

The president-elect serves as the chair and the vice president serves as the vice chair to the CCBE Annual Conference Planning Committee who meets face-to-face three times (January/February, May and September) has up to four to five conference calls (March, April, June & September) and must allow time as needed to accomplish the task to review and rate proposals during the year (May).

### **5. CCBE Board of Directors Meetings**

Three meetings per year are held in conjunction with CCBE Annual Conference in Sept. in Monterey, CSBA Delegate Assembly meeting in May in Sacramento and the CSBA Annual Education conference (alternating locations, north and south, early December), as well as conference calls.

### **6. CCBE General Membership Meetings**

Two meetings per year held in conjunction with CCBE Annual Conference in Sept. in Monterey and the CSBA Annual Education conference (alternating locations, north and south, early December)

7. **CSBA Delegate Assembly**

The president, immediate past president and CSBA Director-at-Large, County serve on the CSBA Delegate Assembly as Delegates-at-Large.

8. **CSBA Board of Directors Meetings**

The president serves for a one-year term and the CSBA Director-at-Large, County serves for a two-year term on the CSBA Board of Directors. They will need to attend five in-person meetings (four meetings in Sacramento; one meeting prior to Delegate Assembly meeting in alternating locations, north and south, early December.)

9. **Additional Meetings**

The president must also be available to serve association needs in Sacramento and to work with staff for approval of meeting agendas, planning and coordination of activities. Officers are also encouraged to attend CCBE and CSBA continuing education events scheduled throughout the year.