# CalCPA Board and Council, and AICPA Council

# Nomination Information Packet

CalCPA Nominations Committee
Tim Good, Chair
Staff Liaisons: John Angelo and Jill Gorman

## CalCPA Board, CalCPA Council and AICPA Council
## Nomination Information Packet and Guidelines

The CalCPA Nominations Committee is now soliciting candidates for leadership positions for CalCPA Board, CalCPA Council and representatives to AICPA Council. Please take some time to thoroughly review this packet, containing useful information about the open positions and other details related to CalCPA nominations and leadership. Interested nominees must complete an online application that includes:

1. Completed online application containing:
   - Position(s) Sought
   - Biographical Information
   - Educational Background
   - Professional Background
   - CalCPA, Chapter and AICPA Activities
   - Other Leadership Roles
2. Personal Statement
3. Professional Photo

Each candidate is encouraged to provide as much information as possible to aid the committee in selecting the best candidates. Additional information regarding candidate qualifications may be submitted, but is optional. All candidates will also be interviewed by the Nominations Committee by videoconference, in-person or by conference call.

CalCPA's Nomination Committee will meet in January to consider the applications for CalCPA statewide positions and AICPA Council representatives and will vote to determine the slate. The results will be combined into a committee report and the final report on nominations for the year 2017-2018 will be submitted to the membership of CalCPA with the notice of the June 29-30, 2017 Annual Meeting in Las Vegas. Formal election of candidates will be held at this meeting.

This year, CalCPA has transitioned to an online application process to make the experience easy and more efficient for the nominee(s). All information/materials should be submitted online no later than 11:59pm (midnight) on **Monday, December 4, 2017**.

**Online Application Information**
- To apply through this new online platform, you will be required to create an account (this is separate from your CalCPA website account information). It's a very short and very simple form, which once completed, will automatically redirect you to login.
- Once this is complete (about 3 minutes), you'll be able to start filling out your application.
- You can start, stop, save and continue your application at any time.
   - Simply save it and then log back in at your convenience. You'll see your "in progress" application on the page right when you log in.
- You will receive email notifications/reminders/confirmations throughout the application process.

*Click here to access the online application.*  **We look forward to seeing your application!**

If you have any questions regarding Nominations or the application process, please contact:
- John Angelo at (818) 546-3508 or via e-mail, john.angelo@calcpa.org
- Andrea Torres at (818) 546-3510 or via email at andrea.torres@calcpa.org

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**Criteria for Nomination and
Recommended Leadership Characteristics**

- Be an active member of CalCPA
- Be able to speak well in public
- Have charisma
- Feel passion for CalCPA and the profession
- Be aware of the issues
- Be a team player
- Exemplify the ethical values of the profession
- Be able to turn conflict into consensus
- Make the appropriate time commitment and manage time accordingly
- Enjoy the support of your family, firm or company
- Have prior leadership experience (or equivalent firm experience)
- Be empathetic and a good listener
- Be able to generate enthusiasm in others about CalCPA and to recruit others into leadership positions

**Job Descriptions**

# CalCPA Board:

### CalCPA Chair

The chair is responsible for the overall annual advancement of CalCPA goals. Working in close partnership with the CalCPA CEO, and in collaboration with the board of directors and the council, the chair ensures effective integration of plans with implementation.

Specifically, the chair:
- Serves as chair of the council.
- Presides at all council meetings and board of directors meetings.
- Works collaboratively with the chief executive officer to:
- Set the agenda for council and board of directors meetings.
- Coordinate the Annual Plan of Work and Strategic Planning processes.
- Ensure that the Strategic Plan is supported by budget, programming and resource allocation and presents to the board of directors a proposed plan with measurable goals.
- Serves as the primary CalCPA spokesperson to the membership, to the media, and to other audiences, as appropriate.
- Communicates with council members so they are adequately prepared and oriented to their roles and responsibilities. Provides for a leadership development process that promotes a continued infusion of qualified, trained future leaders of CalCPA.
- Communicates regularly with CalCPA members and leaders, in person and via CalCPA publications.
- Meets with chapters and state committees.
- Serves as chair of the Chief Executive Officer Goals and Performance Committee, and ensures confidentiality and completeness of the chief executive officer's personnel file.
- Provides leadership to the council and the membership, articulating both a vision for the future and an understanding of the issues in CalCPA's strategic plan.
- Takes the initiative in the event issues arise which require immediate action, consistent with guidelines established by the board of directors and council.
- Appoints all committee and task force chairs and members, and makes other appointments of volunteer leaders as needed.
- Serves on the Education Foundation Board of Trustees, unless this is delegated to the chair-elect.

**CalCPA First Vice Chair**

The first vice chair is responsible for the annual review and update of the Strategic Plan of CalCPA. Working in partnership with the chair and CEO, and in collaboration with the board of directors and the council, the first vice chair ensures continuity of leadership of CalCPA.

Specifically, the first vice chair:

- Serves as acting chair of the council, and presides at council meetings and board of directors meetings in the absence of the chair.
- Is responsible for the Strategic Planning process.
- Provides leadership to the council, board of directors, and the membership, in collaboration with staff, concerning the Strategic Plan.
- Works with the secretary/treasurer and senior staff to develop and coordinate the Plan of Work with the budget development process.
- At the request of, or in the absence of, the chair, serves as the spokesperson to the membership, the media, and to other audiences and organizations, as appropriate, including the AICPA and state society forums.
- Serves as a member of the Chief Executive Officer Goals and Performance Committee.
- Is responsible for the adequate involvement and reporting by the board of director's liaisons with CalCPA state committees and task forces. The chair shall appoint the liaison with the concurrence of the first vice chair.
- If requested by the chair, serves on the Education Foundation Board of Trustees.
- Serves on other assignments and appointments as mutually agreed upon with the chair.

**CalCPA Secretary/Treasurer**

The secretary/treasurer is responsible for overseeing the financial status and reporting of CalCPA.

Specifically, the secretary/treasurer:

- Serves on the Council and Board of Directors; attends officer meetings prior to Board and Council meetings.
- Chairs the Finance Committee and participates as a member of the Audit Committee.
- Chairs the Investment Sub-Committee and monitors CalCPA's investments for conformity with investment and reserve policies.
- Works with the CFO to review financial reports; presents them to the Council and Board.
- Presents the budget goals for approval and presents the annual budget to the Board of Directors and Council.
- Monitors the budget for conformity to the Strategic Plan.
- Monitors the expense reports of the chair and chief executive officer.
- Serves as a member of the Chief Executive Officer's Goals and Performance Committee.
- Prepares the Treasurer's message for the CalCPA Annual Report.

**CalCPA Vice Chair**
The vice chairs of CalCPA serve as members of the council and board of directors. Working in partnership with the chair, first vice chair, secretary/treasurer and CEO, the vice chairs provide continuity of leadership of CalCPA. The vice chairs will assume specific responsibilities assigned by the chair.

Specifically, the vice president:
- Serves as board liaison to a state committee to ensure our state committees have a voice on the board.
- Additionally, vice chairs are assigned to chapters that are not represented on the board.
- As a liaison your responsibility is to:
  - Introduce yourself to the state committee chair/chapter president.
  - Touch base periodically to monitor chapter/committee progress on strategic goals (i.e., membership growth, student/educator outreach, etc.).
  - Attend one chapter/committee meeting if possible.

# CalCPA Council:

As the governing body of CalCPA, the council is responsible for the overall operation of CalCPA. The council is responsible for the long-term, strategic advancement of CalCPA. The council is fiscally responsible for the overall operation of CalCPA. The council evaluates and approves measurable outcomes, evaluates progress, and ensures that adequate resources are provided to achieve desired objectives.

Specifically, the council:
- Is responsible for the development and adoption of a Strategic Plan, approves the Annual Plan of Work and the Annual Budget.
- Monitors accomplishments and progress of the Strategic Plan.
- Establishes broad policies for CalCPA, including legislative, regulatory, and public policy.
- Communicates member needs, interests, opinions and perceptions, and ensures that diverse points of view are represented in the decision-making process.
- Communicates to members and chapters the activities, plans, accomplishments and offerings of CalCPA, and encourages member and chapter participation and involvement.
- Approves the creation of new programs and services, and the elimination of programs and services which are no longer necessary or are inconsistent with the achievement of the Strategic Plan.
- Approves changes in the relationship of CalCPA with the Foundation, CAMICO, the Board of Trustees of the Group Insurance Trust, the Political Action Committee, and other affiliated organizations.
- Represents member interests through oversight and monitoring of the activities of the chair, the board of directors, and adherence to the Strategic Plan and Plan of Work.
- Assures the development of a leadership development and leadership training

process for CalCPA. The council meets three times a year. Council members are expected to attend all meetings.


**CalCPA Council Member at Large**
The member at large position is designed to increase member representation beyond the automatic council seats that each chapter has available to them. The responsibilities of the Council focus on strategic planning and policy making on behalf of the membership. Council members serve to represent what's best for the profession and the organization rather than the individual's own interest or gain.

The basic requirements of the member at large position are to:
- Attend 3 council meetings.
- Commitment to be current on professional issues.
- Be prepared in advance of meetings by reading meeting packet materials.
- Be an active participant in discussions.

# AICPA Council:

**AICPA Council Representative**
Elected through the CalCPA nominations process (and recommended to the AICPA) to serve as one of the CA delegation to AICPA Council, which establishes AICPA policies and procedures and enacts resolutions that are binding on the board of directors, officers, committees and staff. The AICPA makes the final selections.

- Active AICPA member.
- Attend 2 council meetings, one in May and one in October.
- Remain well-informed of developments within the profession and at the AICPA.
- Represent the best interests of the accounting profession and the public irrespective of any special interest, geographic, demographic or personal constituency.
- Prepare for and participate in all parts of the council meetings.

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**Time Commitments**

**CalCPA Board of Directors**

| **Required** | **Number of Days** |
| --- | --- |
| Board of Directors meetings | 4 |
| • July, September, December, May | |
| Council meetings | 4 |
| • June, November, January | |
| Ad hoc activities | Approx. 5 |
| • Board dinners are the night prior to meeting | |
| • Miscellaneous calls and meeting preparation | |

**CalCPA Council**
The council meets three times a year, twice in business session and once in a leadership development and orientation program. Councilmembers are expected to attend all meetings. Preparation for council meetings includes at least two hours to review the meeting packet materials in advance of each meeting and communication of relevant agenda content to local chapters and other constituency groups.

| **Required** | **Number of Days** |
| --- | --- |
| Council meetings | 4 |
| • June, November, January | |
| Ad hoc activities | Approx. 5 |
| • Pre-Council coordinating conference calls and dinners | |

**AICPA Council**
The AICPA Council meets twice a year, once in the fall and once in the spring. Representatives serve a 3-year term.

| **Required** | **Number of Days** |
| --- | --- |
| Council meetings | 6 |
| • October, May | |
| Ad hoc activities | Approx. 2 |
| • Pre-Council coordinating conference calls and dinners | |

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**Reimbursement Policy**

**Board of Directors**
Board of Directors members will be reimbursed for expenses, as defined below, to attend board meetings or subcommittee meetings.

This policy does not cover spouse/guest participation, except for the chair, immediate past chair, first vice chair, treasurer and other guests or their spouses at the discretion of the chair.

At meetings of the council, board members are treated the same as other council members.

*Transportation*
Airline fare should be coach or economy and maximum discounts should be sought whenever possible when making travel arrangements. In the event of a change in travel plans requested by CalCPA, change fees or ticket forfeiture expenses are reimbursable. Local auto travel will be reimbursed at the IRS established rate. Parking expenses, tolls, and transportation between the airport and the hotel will be reimbursed. If the hotel provides complimentary airport shuttle transportation, CalCPA will not reimburse committee members for alternate transportation. In instances where car rental is necessary, CalCPA will cover the costs of a reasonably priced rental car.

*Accommodations*
Hotel costs for a standard sleeping room will be paid for by CalCPA the number of nights specified in the meeting notice. If the meeting location is fairly remote and it is difficult for air transportation until the day after the meeting adjourns, one additional standard sleeping room night may be reimbursed.

*Meals*
All reasonable travel related meals are reimbursed for board of directors members. CalCPA will bill the committee member for spouse and guest dinners.

*Reimbursement Forms*
Requests for reimbursement are submitted by filling out an expense reimbursement voucher form and sending the form, including documentation, to the CEO.

**Council**
If an overnight stay is required, CalCPA pays for council members' lodging at CalCPA council meetings. CalCPA's executive office notifies all council members via facsimile or email approximately one month before the council meeting of the date(s), time(s),location number of nights lodging to be paid by CalCPA, and the expiration date for the room block reserved by CalCPA.

To make room reservations the council member must call the designated hotel to reserve their room, using a credit card, before the expiration date of the hotel room block. If the

reservation is made after the expiration date of the hotel room block and results in an increased room rate, CalCPA will charge the council member for the difference.

If the designated hotel has space, council members must stay at the designated hotel to be eligible for payment of lodging. Generally, CalCPA will not pay for a council member's lodging at any other facility. In the event that the designated hotel does not have sufficient space, council members will be reimbursed for the amount of the room charge at the designated substitute hotel.

The council member will be responsible for costs associated with reservation cancellations with less than 48-hours notice and no-shows.

*One-day Council Meeting*
CalCPA does not usually pay lodging. If the meeting times or location require councilmembers to arrive the night before the council meeting or stay the night after the meeting ends, one-night's lodging at the designated hotel is paid by CalCPA.

*Two-day Council Meeting*
One-night's lodging will be paid by CalCPA for the night between the two meeting days. If the meeting times or location require councilmembers to arrive the night before or to stay the day after the council meeting, two-night's lodging is paid by CalCPA.

*Personal Expenses, Incidentals, Upgrades and Other Charges*
At check-in council members are expected to present a credit card to cover personal expenses and incidentals. When checking out the member will be charged by the facility for food, honor bar, incidentals, and any additional room nights. The lodging and parking to be paid by CalCPA will be charged to a master bill and paid by CalCPA. Should a council member fail to provide for payment of personal expenses, CalCPA will bill the member for any such costs.