



CalCPA Education Foundation Board of Trustees Position Roles & Responsibilities

Chair

The Chair leads the Education Foundation Board of Trustees and is an officer. The position is responsible for the overall, annual advancement of the Education Foundation's goals and strategy, as well as fiscal oversight and volunteer leadership development. Working in close partnership with CalCPA's Chair & Chief Executive Officer, and in collaboration with the Board of Trustees and CalCPA staff, the Board Chair ensures effective integration, implementation, execution and forward progress of the Education Foundation strategic plan.

Specifically, the Chair:

1. Presides at all Board of Trustee meetings.
2. Works collaboratively with CalCPA's Chair & CEO to:
 - a. Ensure that the strategic plan is supported with necessary budget, programming and resource allocation.
3. Ensures that Trustees are adequately prepared and oriented to their roles and responsibilities, as well as helps facilitate leadership development that promotes a continued infusion of qualified, skilled, experienced and trained, future leaders of the Education Foundation.
4. Serves on the CalCPA Chair & CEO Goals and Performance Committee, and alongside the CalCPA Chair ensures confidentiality and completeness of the CalCPA Chair & CEO's personnel file.
5. Provides leadership to the Trustees and CalCPA Council (members of the Foundation), regularly articulating the Foundation's vision for the future and strategic priorities, as well as demonstrates a strong understanding of the Foundation's strategies, tactics, financials and business operations.
6. Collaborates with CalCPA staff to support the strategic plan and enterprise risk management initiatives.
7. Takes the initiative in the event issues arise which require immediate action, consistent with guidelines established by the Board of Trustees.
8. Appoints committee and task force chairs, and makes other appointments of volunteer leaders, as needed.
9. Responsible for the adequate involvement and reporting by the Board of Trustee Liaisons.
10. Attends meetings and prepares in advance.
11. Attends Officer meetings prior to Trustee meetings.
12. Serves on the CalCPA Board of Directors and Council and attends all meetings.



First Vice Chair

The First Vice Chair serves on the Education Foundation Board of Trustees and is an Officer. The position is responsible for overall customer development, as well as helping to define the Education Foundation's future strategic direction. Working in partnership with the Board Chair and the CalCPA Chair & Chief Executive Officer, and in collaboration with the Board of Trustees and CalCPA staff, the First Vice Chair ensures continuity of CalCPA's leadership and strategy.

Specifically, the First Vice Chair:

1. Serves as Acting Board Chair, and presides at Board of Trustee meetings, in absence of the Board Chair.
2. Helps drive the advancement and communication of customer trends, experience and future development opportunities.
3. Provides leadership and guidance to the Board of Trustees, in collaboration with staff, concerning the Education Foundation's strategic plan, strategic priorities and enterprise risk management.
4. Works with the Secretary/Treasurer and CalCPA to update the strategic plan and ensure alignment with budgeted resources.
5. Collaborates with CalCPA staff to support the strategic plan and enterprise risk management initiatives.
6. Leads by example, actively participates and openly shares ideas.
7. Serves as a member of CalCPA's Chair & CEO Goals and Performance Committee.
8. Serves on Education Foundation Committees as assigned.
9. Attends Officer meetings prior to Trustee meetings.
10. Attends meetings and prepares in advance.
11. Carries out additional assignments and appointments as mutually agreed upon with the Board Chair.



Secretary/Treasurer

The Secretary/Treasurer serves on the Education Foundation Board of Trustees and is an Officer. The position is responsible for overseeing the financial status and reporting of the Education Foundation.

Specifically, the Secretary/Treasurer:

1. Serves on the Board of Trustees.
2. Chairs the Education Foundation Finance Committee.
3. Co-Chairs the Joint Investment Committee, monitoring the Education Foundation's investments for conformity with investment and reserve policies.
4. Serve on the Education Foundation Bylaws Committee.
5. Serves as Board of Trustee Liaison to the Audit Committee.
6. Works with the CFO to review financial reports and present results to the Trustees and CalCPA Council.
7. Works with CalCPA to lead the Finance Committee and Trustees through the annual budget process.
8. Monitors the budget for alignment with the Education Foundation's strategic plan.
9. Periodically monitors expense reports of the Board Chair and Chair & CEO.
10. Serves as a member of CalCPA's Chair & CEO Goals and Performance Committee.
11. Participates the strategic planning and enterprise risk management process.
12. Leads by example, actively participates and openly shares ideas.
13. Attends meetings and prepares in advance.
14. Keep and/or ensures accurate records of the proceedings at Board and Council meetings, and of all matters of which a record shall be ordered.
15. Attends Officer meetings prior to Trustees meetings.



Vice Chair

The Vice Chair serves as a member of the Board of Trustees and is an Officer. Working in partnership with the Chair, First Vice Chair, Secretary/Treasurer, Vice Chair, CalCPA Chair & Chief Executive Officer and CalCPA staff, the Vice Chair provides continuity of leadership, as well as insights, experience, critical and strategic thinking on behalf of the Education Foundation.

Specifically, the Vice Chair:

1. Works with the Board Chair to promote the Education Foundation.
2. Chair the Education Foundation Awards Committee, working with CalCPA staff to oversee the awards criteria, process and annual selections.
3. Serves as Board Liaison, to state committees as assigned.
 - a. Touch base periodically to ensure a two-way exchange of information, as well as monitor progress on strategic goals and opportunities.
4. Participates in the strategic planning and enterprise risk management process.
5. Leads by example, actively participates and openly shares ideas.
6. Attends meetings and prepares in advance.
7. Takes on additional responsibilities as assigned by the Board Chair.



Trustee

Trustees serve as a member of the Education Foundation Board of Trustees. Working in partnership with the Board Officers, CalCPA Chair & Chief Executive Officer and CalCPA staff, Trustees provide leadership, insights, experience, critical and strategic thinking on behalf of the Education Foundation.

Specifically, Trustees:

1. Works with the Board Chair to promote the Education Foundation.
2. Adopts the annual budget.
3. Monitors accomplishments and progress of the strategic plan and enterprise risk management.
4. Establishes broad policies for the Education Foundation.
5. Communicates customer needs, interests, opinions and perceptions, ensuring diverse points of view are represented in the decision-making and development processes.
6. Serves as Board Liaison, to state committees as assigned.
7. Participates the strategic planning and enterprise risk management process.
8. Leads by example, actively participates, openly shares ideas.
9. Attends meetings and prepares in advance.
10. Manages additional responsibilities as assigned by the Board Chair.



Time Commitments

Please note that the below are estimates and may vary (i.e. increase) based on your location and travel needs.

<u>CalCPA Education Foundation Board of Trustees (Overall)</u>	
<i>See below for specifics about each position.</i>	
<u>Required Activities</u>	<u>Number of Days</u>
Board of Trustee Meetings	6
<ul style="list-style-type: none"> • September, December/January and May 	
Council (optional) and Annual Business Meetings	2 – 5
<ul style="list-style-type: none"> • July (2-days; required), November (optional; virtual), January (optional; 2-days) 	
Board Liaison Program Visits	2
<ul style="list-style-type: none"> • Based on State Committee assignments 	
Board Orientation	.5
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Additional Board meetings, Committee and/or Task Force meetings, preparation time and other miscellaneous duties	5 – 8
TOTAL ESTIMATED TIME COMMITMENT	15 – 22 Days



Chair

<u>Required Activities</u>	<u>Number of Days</u>
Board of Trustee Meetings	6
• September, December/January and May	
Council and Annual Business Meetings	5
• July (2-days; required), November (virtual), January (2-days including CPA Day)	
Board of Director Meetings	Included in Board above
• September, December/January and May	
Finance Committee Meetings	2
• Two 1-2 hour virtual meetings	
• One full-day in-person meeting	
CEO Goals and Performance Committee Meeting	1 – 2
• One 2-hour in-person meeting at the May Board meeting	
• As needed planning and follow-up virtual meetings	
AICPA Meetings (<i>only if on AICPA Council</i>)	7
• Three Council Meetings (May, October, March)	
<u>Recommended / Optional Activities</u>	<u>Number of Days</u>
State Committee Meetings	2 – 3
Joint Investment Committee Meetings (optional)	1
• Five 1-hour conference calls	
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Regular meetings with CalCPA Chair & CEO/Executive Team,	5 – 8
Task Force meetings, conference calls, Board committee meetings, other miscellaneous duties and preparation	
TOTAL ESTIMATED TIME COMMITMENT	24 – 34 Days



First Vice Chair

<u>Required Activities</u>	<u>Number of Days</u>
Board of Directors Meetings <ul style="list-style-type: none">September, December/January and May	6
Council and Annual Business Meetings <ul style="list-style-type: none">July (2-days; required), November (virtual), January (2-days including CPA Day)	5
CEO Goals and Performance Committee Meeting <ul style="list-style-type: none">One 2-hour in-person meeting at the May Board meetingAs needed planning and follow-up virtual meetings	1 - 2
AICPA Meetings <i>(only if on AICPA Council)</i> <ul style="list-style-type: none">Three Council Meetings (May, October, March)	7
Board Liaison Program Visits <ul style="list-style-type: none">Based on State Committee assignments, meeting / event dates	2 - 3
AICPA & CPA/SEA Leadership Conference <ul style="list-style-type: none">In conjunction with October Council meeting	3
<u>Recommended / Optional Activities</u>	<u>Number of Days</u>
Finance Committee Meeting <ul style="list-style-type: none">Budget review and approval	1
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Task Force meetings, conference calls, Board committee meetings other miscellaneous duties and preparation	4 - 7
TOTAL ESTIMATED TIME COMMITMENT	22 - 34 Days



Secretary/Treasurer

<u>Required Activities</u>	<u>Number of Days</u>
Board of Directors Meetings • September, December and May	6
Council and Annual Business Meetings • June (2-days), November (virtual), January (2-days including CPA Day)	5
Finance Committee Meetings • Two 1- to 2-hour virtual meetings • One full-day in-person meeting • As needed planning and follow-up conference calls	2 – 3
Investment Committee Meetings • Five 1-hour conference calls • As needed planning and follow-up conference calls	1 – 2
CEO Goals and Performance Committee Meeting • One 2-hour in-person meeting at the May Board meeting • As needed planning and follow-up virtual meetings	1
AICPA Meetings (<i>only if on AICPA Council</i>) • Three Council Meetings (May, October, March)	7
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Task Force meetings, conference calls, Board committee meetings other miscellaneous duties and preparation	2 – 3
TOTAL ESTIMATED TIME COMMITMENT	17 – 27 Days



Trustees

<u>Required Activities</u>	<u>Number of Days</u>
Board of Directors Meetings • September, December and May	6
Council and Annual Business Meetings • July (2-days; required), November (virtual), January (2-days including CPA Day)	5
Board Liaison Program Visits • Based on State Committee assignments, meeting / event dates	2 – 3
<u>Recommended / Optional Activities</u>	<u>Number of Days</u>
Finance Committee Meeting (optional) • November/January budget review and approval	1
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Task Force meetings, conference calls, Board committee meetings other miscellaneous duties and preparation	2 – 3
TOTAL ESTIMATED TIME COMMITMENT	16 – 18 Days



Immediate Past Chair *(not an elected position; this is for reference only)*

<u>Required Activities</u>	<u>Number of Days</u>
Board of Directors Meetings • September, December and May	6
Council and Annual Business Meetings • July (2-days; required), November (virtual), January (2-days including CPA Day)	5
CEO Goals and Performance Committee Meeting • One 2-hour in-person meeting at the May Board meeting • As needed planning and follow-up virtual meetings	1
Board Liaison Program Visits • Based on State Committee assignments, meeting / event dates	2 – 3
AICPA Meetings <i>(only if on AICPA Council)</i> • Three Council Meetings (May, October, March)	7
<u>Ad Hoc Activities</u>	<u>Number of Days</u>
Task Force meetings, conference calls, Board committee meetings other miscellaneous duties and preparation	1 – 2
TOTAL ESTIMATED TIME COMMITMENT	15 – 25 Days



Reimbursement Policy

Transportation

Transportation costs to attend Trustees' meetings will be reimbursed at coach airfare or the appropriate mileage rate approved by the IRS. Trustees' meetings include the three regularly scheduled meetings in September, December, January, and May. In addition, Officer and Trustees' orientation meetings and the Foundation Annual Meeting will be covered by this policy. Meeting dates are set in advance so that Board members can take advantage of advanced purchase savings. Since the meetings are held throughout the state or in nearby states, Board members will usually fly at least twice a year. Transportation costs for spouses or guests to attend any meetings will not be reimbursed. Trustees will be reimbursed for taxi or shuttle costs. Car rentals should not be necessary.

Meals

All travel related meals are reimbursed for Board of Trustee members. The Foundation will cover the cost of spouse/guest dinner on the night preceding the board meeting only.

Accommodations

Hotel room costs for regularly scheduled trustee meetings will be charged to the master account and Board members will be asked to pay for individual miscellaneous charges upon checkout. Hotel sleeping room reservations will be made in advance for each Board member. The reservation will be guaranteed for late arrival.

Reimbursement Forms

Trustees must request reimbursement. The reimbursement forms will be available at all meetings.

Questions?

If you have any questions or require any assistance, please contact:

Cheryl Smith, Senior Executive Assistant to the Executive Team
(650) 522-3102
cheryl.smith@calcpa.org.