



## **Board of Director Liaison Program Collaborating with Chapters and State Committees**

### **Program Purpose:**

- Facilitate a two-way exchange and communication of information between CalCPA State Committees, Chapters and the Board of Directors.

### **Board of Director Liaison Responsibilities:**

- Enhance communication between CalCPA State Committees, Chapters and Board of Directors.
  - Introduce yourself via email/phone to State Committee Chair and Staff Liaison and/or Chapter President/Program Associate.
    - Coordinate this introduction with your Board Liaison partner if appropriate.
  - Attend at least one meeting per assigned Chapter and/or State Committee during the year.
  - Serve as an ongoing resource to State Committees and Chapters on CalCPA and professional information—sharing relevant and appropriate information from Board and Council meetings.
- Be prepared to provide a brief update during CalCPA Board meetings.
  - Contact Chapter State Committee Chair/Staff Liaison and/or Chapter President/Program Associate a couple weeks before every CalCPA Board meeting to discuss major highlights, accomplishments, coming attractions or challenges—in order to share information with the Board.

### **State Committee Chair and Chapter President Responsibilities:**

- Coordinate with Program Associate/Staff Liaison to invite Board Liaison to State Committee, Chapter Board meetings and/or large chapter events, like ABCs, student nights, etc.
- Communicate with Board Liaison about high-level ideas, issues, accomplishments or concerns that require Board attention.
- Provide Board Liaison with high-level updates to share with the Board.

### **Staff Liaison and Program Manager Responsibilities:**

- Introduce Board Liaison to Chapter President or State Committee Chair.
- Notify Board Liaison of all meeting and major event dates/times.
  - Send the schedule for the year in advance if possible.
  - Coordinate with Chair/President to invite Board Liaison to meetings/events.
  - If they can't attend, request a brief written update be provided.
- Ensure that Board Liaison receives relevant meeting materials/information.
- Serve as an ongoing resource and point of contact throughout the year.