



State Committee Board Liaison Program Guidelines

Program Purpose: Facilitate a two-way exchange and communication of information between state committees and the CalCPA Board of Directors.

Board Liaison Responsibilities:

- Contact state committee chairs before each CalCPA board meeting to discuss accomplishments, challenges or concerns.
- Enhance communication between the state committee and board.
- Six to eight weeks before the board meeting check to see if the committee needs anything added to the agenda.
- Attend at least one committee meeting per year.
- Serve as a resource to the committee on CalCPA and professional information.

State Committee Chair Responsibilities:

- Communication with liaison ideas, issues or concerns that require board attention.
- Provide liaison with a committee update so they may share it with the board.

Staff Liaison Responsibilities:

- Notify board liaison of all state committee meetings. Send the schedule for the year in advance if possible.
- Add liaison to existing or future committee communication activities, such as e-mail groups or listserves.
- Ensure that liaison receives all committee information.