



CalCPA Board of Directors, Council and AICPA Council Position Job Descriptions: Roles & Responsibilities

CalCPA Board:

CalCPA Chair

The Chair is responsible for the overall, annual advancement of CalCPA goals and strategy. Working in close partnership with the President & Chief Executive Officer, and in collaboration with the Board of Directors, Council and CalCPA staff, the Chair ensures effective integration, implementation and execution of strategic plans.

Specifically, the Chair:

1. Serves as Chair of the Council.
2. Presides at all Council and Board of Director meetings.
3. Works collaboratively with the President & CEO to:
 - Ensure that the strategic plan is supported with the necessary budget, programming and resource allocation.
4. Serves as the primary CalCPA spokesperson to the membership, media and other audiences, as appropriate.
5. Ensures that Council members are adequately prepared and oriented to their roles and responsibilities, as well as helps facilitate leadership development that promotes a continued infusion of qualified, trained future leaders of CalCPA.
6. Communicates regularly with CalCPA members and leaders, in person and via appropriate electronic channels.
7. Serves as Chair of the President & CEO Goals and Performance Committee, and ensures confidentiality and completeness of the President & CEO's personnel file.
8. Provides leadership to the Council and the membership, articulating both a vision for the future and an understanding of strategic priorities.
9. Takes the initiative in the event that issues arise which require immediate action, consistent with guidelines established by the Board of Directors and Council.
10. Appoints all state committee chairs, as well as task force chairs and members, and makes other appointments of volunteer leaders as needed.
11. Responsible for the adequate involvement and reporting by the Board of Director Liaisons with state committees, chapters and task forces.
12. Attends Officer meetings prior to Board and Council meetings.



CalCPA First Vice Chair

The First Vice Chair is responsible for overall membership development, as well as helping to define CalCPA's future strategic direction. Working in partnership with the Chair and the President & Chief Executive Officer, and in collaboration with the Board of Directors, Council and CalCPA staff, the First Vice Chair ensures continuity of CalCPA's leadership, strategy and membership.

Specifically, the First Vice Chair:

1. Serves as Acting Chair of the Council, and presides at Council and Board of Directors meetings in absence of the Chair.
2. Helps advance and communicate overall member development.
3. Provides leadership to the Council, Board of Directors and membership, in collaboration with staff, concerning CalCPA'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. At the request of, or in the absence of, the Chair, serves as the spokesperson to the membership, media and other audiences and organizations, as appropriate, including the AICPA and state society forums.
6. Serves as a member of the President & CEO Goals and Performance Committee.
7. Attends Officer meetings prior to Board and Council meetings.
8. Carries out 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:

1. Serves on the Council and Board of Directors.
2. Chairs the Finance Committee.
3. Chairs the Investment Sub-Committee and monitors CalCPA's investments for conformity with investment and reserve policies.
4. Works with the CFO to review financial reports and present results to the Board and Council.
5. Works with CalCPA to lead the Finance Committee, Board and Council through the annual budget process.
6. Monitors the budget for alignment with CalCPA's strategic plan.
7. Monitors expense reports of the Chair and President & CEO.



8. Serves as a member of the President & CEO Goals and Performance Committee.
9. Keeping and/or ensuring accurate records of the proceedings at Board and Council meetings, and of all matters of which a record shall be ordered.
10. Attends Officer meetings prior to Board and Council meetings.

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, President & Chief Executive Officer and CalCPA staff, the Vice Chairs provide continuity of CalCPA leadership.

Specifically, the Vice Chairs:

1. Work with the Chair to promote CalCPA statewide.
2. Serve as Board Liaisons, to chapters and/or state committees, as determined by the Chair.
 - Touch base periodically to ensure a two-way exchange of information, as well as monitor progress on strategic goals and opportunities (i.e., membership growth, student/educator outreach, etc.).
3. Participate in the annual strategic planning and enterprise risk management process.
4. Assume specific responsibilities assigned by the Chair.

CalCPA Council:

As the governing body of CalCPA, the Council is responsible for the overall fiscal, operational and long- term strategic advancement 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:

1. Helps develop, and then adopts, the annual budget.
2. Monitors accomplishments and progress of the strategic plan and enterprise risk management.
3. Establishes broad policies for CalCPA, including membership, legislative, regulatory and public policy.
4. Communicates member needs, interests, opinions and perceptions, ensuring diverse points of view are represented in the decision-making process.
5. Communicates to members and chapters the activities, plans, accomplishments and offerings of CalCPA, encouraging participation and involvement.



6. Approves changes in the relationship of CAMICO, CalCPA Health, the CPA Political Action Committee and other affiliated organizations.
7. Represents member interests through oversight and monitoring of the Chair's activities, the Board of Directors and adherence to the strategic plan.
8. Provides leadership training, development and advancement opportunities for CalCPA.
9. Participates in and attends the three Council meetings each year.
 - Preparation includes at least two hours to review the materials in advance of each meeting and communication of relevant agenda content to chapters and other constituency groups.

CalCPA Council Member at Large and Regional Representative

The responsibilities of the Council focus on strategic plan monitoring 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 baseline requirements of the member at large and regional representative positions are:

- Attend the three Council meetings.
- Commit to be current on professional issues.
- Prepare in advance of meetings by reading meeting materials.
- Actively participant in discussions.

AICPA Council:

AICPA Council Representative

Elected through the CalCPA nominations process (and then recommended to the AICPA) to serve as one of the California delegates 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 three Council meetings, in March, May and 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.