

CCBE Board of Directors Roles and Responsibilities

Members of the CCBE Board of Directors establish the vision, mission and CORE beliefs and values for CCBE, and ensure that activities and programs remain focused on those goals and the issues identified in CCBE's Policy Platform. The CCBE Board of Directors is committed to serving an organization that is dedicated to equity and knowledge by being engaged, tenacious, and champions for education. The board has several responsibilities in building an effective governing board. They include:

Statewide Leadership

- Direct positions and policies which are consistent with CCBE's Policy Platform.
- Provide advocacy on behalf of children, public education, county boards of education and school districts.
- Serve on Board of Directors and other standing committees, and task forces. Each board member is expected to serve as an active, ongoing member of at least one committee. This requires several meetings per year plus individual committee task completion time. Presently committees include bylaws and standing rules, and budget/audit.

Regional and Constituency Leadership

- Provide two-way communication with local county board members and school districts.
- Encourage participation in state and federal legislative advocacy by board members.
- Recruit county board membership in CSBA and CCBE.
- Support and participate in CCBE's and CSBA's activities and events.
- Support and participate in county board member training.

Corporate Responsibilities

- Attend regular meetings of the board, which are each approximately one to three hours in duration. The board meets at least three (3) times per year, one (1) annual retreat and at special meetings upon the call of the President or at the request of three (3) members of the Board of Directors. Be accessible for personal contact in between board meetings.
- Act on behalf of the CCBE General membership between meetings.
- Adopt the annual budget for the organization and disseminate the budget to the membership.
- Adopt the Standing Rules, Bylaws and Regulations, and the Policy Platform subject to review by the general membership.
- Receive reports on organization operations.
- Designate committees and task forces as deemed necessary to carry on the work of CCBE. Ratify appointments of the President, including all appointments to committees in accordance to the bylaws and standing rules.
- Recommend procedures for periodic review of bylaws, standing rules and policies.
- Recommend procedures for adoption of resolutions.
- Abide by the approved Code of Ethics.
- Act on behalf of CCBE's membership between membership meetings.
- Endorse a candidate(s) for CSBA Director-at-Large, County.
- Ensure nomination and election of officers, again in accordance with authority granted by the bylaws.
- Ensure an effective nomination and election process for new board directors, again in accordance with authority granted by the CCBE and CSBA bylaws.

- Responsibly review and act upon committee recommendations brought to the board for action.
- Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- Participate in the annual board retreat.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of the organization.

The Board of Directors is comprised of:

- a. The Executive Committee with voting rights, shall be counted in the determination of a quorum.
- b. Eighteen (18) delegate assembly members, who represent county boards, elected from the CSBA geographic regions. (Note: There are 24 CSBA geographic regions; however, the Los Angeles county delegate represents regions 21, 22, 23 and 24.)
- c. Chairs of all committees and task forces. Committee chairs who are not directors will serve as ex-officio members, shall not be counted in the determination of a quorum and are without voting rights.
- d. County board members serving on the CSBA Board of Directors that are not officers of CCBE will not be included in the determination of a quorum and serve as ad hoc members.

All the above individuals (items a – d) must be members of CSBA and of CCBE member boards.