



CALIFORNIA STATE ASSOCIATION OF

PA|PG|PC

## EXECUTIVE BOARD FREQUENTLY ASKED QUESTIONS

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Below is a brief list of frequently asks questions related to serving on CA PA|PG|PC Executive Board. For a full outline of duties and responsibilities, please review the Association’s bylaws [here](#) as well as an overview of specific fiduciary responsibilities all Boards, by law, are required to follow [here](#).

❖ ***What does the Board do? What is the scope of their work?***

The Board functions as a high-level governance body establishing policies, leading the strategic direction of the Association, overseeing Association finances, monitoring performance and advocating on behalf of the organization.

❖ ***How many Board members does CA PA|PG|PC have?***

Our Bylaws allow for 11 Board members.

❖ ***What is the difference between the different “types” of Board members?***

Our Association offers two types of Board Membership that are elected into office at the Association’s Annual Meeting (with two seated past presidents to provide historical information to assist new leadership):

- Member-elected Officers: 5
- Member at Large: 4
- Past President (1<sup>st</sup> & 2<sup>nd</sup>): 2

❖ ***How long is the Board term of office?***

Each position is a term of one (1) year with an ascension process rolling each candidate up to the next position on the Board. With that assumption, a member could serve on the Board for up to eleven (11) years.

❖ ***How does the Board function?***

Five member-elected officers lead the Association Board as the Executive Committee and include: the President, President-Elect (VP), Treasurer, Secretary and Sargent at Arms. We

also have Chairs for various committees such as Audit, Bylaws and Conference Committee. Together they lead with the Executive Leadership team, which guides the Board and sets meeting agendas. In addition, ad hoc committees are used as needed.

A great deal of work happens in committees, who then elevate recommendations to the full Board for higher-level discussions and decision-making. We aim to find consensus on strategic and programmatic issues, although respectful differences of opinions are healthy and welcomed.

❖ ***Where and when does the Board meet?***

The Board meets monthly. These meetings alternate by video-conference call or in-person gatherings. Committees set their own schedules and generally meet monthly via conference call.

- Second Wednesday of each month at 10:00am, via a conference call. Plan for this meeting to be at least 1 hour and can often extend to 1 and ½ hours, depending on the agenda.
- The Executive Board shall meet during each conference and at least once before each conference to coordinate and plan the conference agenda and Association Business.
- The Executive Board meets on the Sunday before the 1st day of the PAPGPC Conference to finalize last minute details for the conference.
- The Executive Board meets the last day of the conference, to introduce and welcome new board members to the board, conduct conference review and to finalize outstanding details from the conference.

**Please Note:** the Association cannot vote on Association business unless there is a quorum of six (6) voting members

❖ ***What are the expectations regarding monthly time commitments for Board members?***

This varies each month depending on the type of Board meeting (call vs. in-person), the nature of the agenda, and the number of committees each Board member serves on. A general meeting schedule for the board is as follows:

- Monthly Board Calls last between 1.5-2 hours. Board members should plan at least 1 hour in advance to review materials.
- Quarterly Board meetings last 1.5 to 2 days. Board members should plan 1-2 hours in advance to review materials, plus travel to/from meetings.
- Each Board member is asked to participate in at least 1 committee. Committees meet monthly for about 1 hour. Committee work may also entail 1-2 hour's prep/follow-up effort each month.
- All Board members are asked to participate in regional efforts and engage in networking with our members. This may entail occasional calls, emails and eventually listserv/forum activities to engage the member community online.

- Board members also put in extra time around special statewide events such as our Annual Membership Meeting, Board retreats, etc.

❖ ***What if I can't attend every Board meeting?***

Consistent participation is important; however, the Board understands occasional scheduling conflicts and has processes, which allow for communication around such absences. For further details on Board member absences, please see the Association's bylaws under Article VI-Executive Board | Section 9. Removal.

❖ ***Will I receive compensation as a Board Member?***

Like other non-profits, Board members do not receive any compensation from the organization for their service. Reimbursement is provided for basic travel expenses on certain official organizational business.

❖ ***Is the Executive Director a member of the Board?***

No, CA PA|PG|PC's Executive Director is not a member of the Executive Board. S/he works closely with and reports to the Board, participating in most calls and meetings as well as each of the Board committees.