



CESA State Board Policy

Title	State Committee(s) Roles and Responsibilities	Original Approval Date April 2016
		Revision & Re-adoption Date(s) June 2024 January 2024 August 2017
Purpose	The purpose of this policy is to define the role and responsibilities of Committees, Committee Chair position(s), and committee members.	
Section	The Association Board adopted the following policy:	
1.0	Committees of the Association Board may be appointed by resolution of the Association Board. Committees shall be composed of two (2) or more members of the Association Board or one (1) member of the Association Board and one (1) or more members of the Association, and shall have such powers of the Association Board as may be expressly delegated to it by resolution of the Association Board, except with respect to specific as defined in the Constitution.	
2.0	<p>Establishment of CESA Committees:</p> <p>The CESA Executive Director will provide a list of current committee and their current assigned chair(s) or representatives to the President by the December strategic planning meeting. The President will ascertain if continuation of Adhoc and Outside Committees is still in the best interest of the organization based on the CESA Strategic plan.</p> <p>Standing Committees</p> <p>In order to maintain the business of CESA the following standing committees are hereby established:</p> <ul style="list-style-type: none"> ▪ Legislative* ▪ Membership ▪ Mentoring ▪ Public Affairs ▪ Training and Education ▪ Conference ▪ EM Certification Committee* ▪ Awards ▪ Policy* ▪ Website 	

Committee Chairs shall serve in a position for 1 year term, and shall not exceed 3 consecutive terms.

Committee Chairs must be a CESA member in good standing meaning your dues are paid and up to date.

Adhoc Committees

Committees may be added or deleted based on the business needs of the Association and its members. Determination of such actions will occur during Association Board Meetings.

A list of current Adhoc committees should be included on each Association Board meeting agendas.

Adhoc Committees may be assigned to reside under a standing committee as a subset of their goals and objectives as outlined in the strategic plan. AdHoc committees can be created as stand alone at the direction of the President for significant programs or projects.

Adhoc Committees will be reassessed every year during the Association Strategic Planning meeting on whether to continue support or sunset the committee

Outside Committee Representation

Members of the Association Board or general membership may be appointed by the Association Board to represent CESA on outside committees being organized by other organizations (example: CalOES, Cal Chiefs. IAEM) CESA members will represent the organization based on the conduct described in the CESA Constitution and is reminded they represent the entire organization and all its members. Any representative not acting in a professional manner may be removed at the direction of the Association Board. Representatives on outside committees are responsible for reporting to the Association Board as described within this policy.

A list of current Outside Committees representation should be included on each Association Board meeting agendas.

Outside Committee Representation will be reassessed every year during the January meeting whether to continue support or terminate participation on the committee.

** Refer to Section 3.0 for special considerations.

<p>3.0</p>	<p>Special Considerations</p> <p>The Association Board may consider the following committees exempt from the 3-year term limit based on the direct coordination with, historical necessity, and critical governance required by those committees with the Association Board.</p> <p>Those committees include:</p> <ul style="list-style-type: none"> • EM Certification Committee* follow the governance plan for the development line of succession. <p>The Vice President shall be part of the following committees and serve as backup in the event the chair and/or vicechair is unable to fulfill their duties for the following committees:</p> <ul style="list-style-type: none"> • Policy* • Legislation* • Awards* <p>The chair shall be an association board member (including the Immediate Past President) and may elect a backup for continuity.</p>
<p>4.0</p>	<p>Committee Chair Responsibilities</p> <p>Committee chairs are required to attend the monthly state board meetings and provide an oral report on the committee activities to the board</p> <p>All committee chairs are required to attend the state board meetings each quarter that cover the CESA State Policies to ensure policies are communicated, understood, and followed by all committees.</p> <p>If a committee chair is unable to attend, they are required to provide a written report using the CESA Committee Report Template and sending to state@cesa.net 7 days prior to the scheduled board meeting.</p> <p>Committee Chair(s) who have identified the requirement of additional funding in the budget will provide that information to the President, Executive Director, and Treasurer.</p> <p>The committee chair should attend the Annual CESA Conference and Training, and be prepared to speak to the membership about their program during the State Board President's summary of annual activities, and at the State Board meeting with the members during the state board all-member chapter meeting.</p> <p>Committee Chairs will participate in the annual strategic planning meeting with the state board to outline their priorities and needs for the coming year.**</p> <p>**Travel to the strategic planning meeting is addressed in the travel reimbursement policy.</p>

