



CESA State Board Policy

Title	Transition of Board Officers	Original Approval Date Aug 2016
		Revision & Re-adoption Date(s) Jan 2017 Dec 2023
Purpose	The Purpose of this policy is to describe the transition activities of current and newly identified officers, following the Annual Meeting with members and beginning of the next calendar year.	
Section	The Association Board adopted the following policy:	
1.0	Policy 1.0 specifies the duties of the Officers of the Association Board which includes the President, Secretary, and Treasurer. Nothing in this Policy shall override the established Policy 1.0. While newly appointed Officers assume authority at the start of the calendar year, there are several activities that can take place between the Annual Meeting and the first day of the new calendar year to assist in the transition between the current Board of Directors and newly appointed Board of Directors' acceptance of the duties of the position.	
2.0	<p>The current President and newly appointed President and Vice President shall:</p> <ul style="list-style-type: none"> • Review the Association's Strategic Plan, goals, objectives, and support documents. • Review key decisions made over the year. • Review relationship issues with key agencies, as noted in the Legislative Platform Policy; and • Review relationships with key associations, as noted in the Legislative Platform Policy. • Identify the needs of current State Committees and ensure all committees have chairs in place by the beginning of the year and provide direction, goals, and objectives. Refer to Committee and Committee Chair Policy. • Create and present to the State Board any ad-hoc committees needing to be formed to meet strategic plans and goals for the next year. 	
3.0	<p>The current and newly appointed Vice-President/Secretary shall:</p> <ul style="list-style-type: none"> • Review the location of meeting notes from the last year. • Review copies of current constitution, policies, and other documents. • Review copies of historical data (former years' notes, newsletters, etc.). • Review action items remaining from previous meetings. • Exchange passwords for document access and control; and • Review membership lists. 	
4.0	<p>The current and newly appointed Treasurer / Chief Financial Officer shall:</p> <ul style="list-style-type: none"> • Prepare new signature cards for accounts. • Exchange State Board financial records. • Exchange State Board tax records and filings; and 	

	<ul style="list-style-type: none">• Exchange contact and treasury information for each of the Chapter Treasurers.• Conduct external audit, as necessary.
5.0	This document will be updated with additional transitional items as the Association Board directs during the completion of duties throughout the year in coordination with the CESA Executive Director.