



CCCBA Board of Directors Roles and Responsibilities

Serving on the CCCBA Board of Directors can be a highly meaningful experience for any member. It offers a unique opportunity to actively contribute to the legal profession and make a positive impact on the legal community. Being part of the board provides a platform to engage with fellow legal professionals, exchange knowledge and ideas, and shape the direction of the association. Board members have the chance to advocate for important legal issues, develop and implement policies, and promote access to justice. Additionally, serving on the board can enhance one's leadership skills, expand professional networks, and foster personal growth. It is a role of responsibility and influence that allows members to leave a lasting legacy in the legal field while actively contributing to the betterment of the profession as a whole.

RESPONSIBILITIES

- **Mission and Strategy:** Ensure that the organization has a clear mission and strategy to achieve its goals.
- **Financial Oversight:** Ensure that the organization is financially stable and has the resources necessary to achieve its goals. This includes reviewing and approving budgets, financial reports, and financial strategic plans.
- **Governance:** Establish and maintain the organization's governance policies and procedures. This includes ensuring compliance with legal and regulatory requirements, and ethical standards.
- **Leadership:** Select and support the organization's executive director or CEO. This includes setting performance goals, monitoring progress, and providing guidance and support.
- **Community Relations:** Represent CCCBA to the community and promote its mission and goals. This includes building relationships with community leaders and organizations and advocating for the organization's interests.
- **Evaluation and Accountability:** Evaluate the organization's performance and ensure accountability to stakeholders. This includes monitoring progress towards goals, evaluating programs and services, and reporting results to stakeholders.
- **Risk Management:** Identify and manage risks that could impact the organization's ability to achieve its goals. This includes developing risk management plans, monitoring risks, and taking steps to mitigate potential threats.
- **Board Development:** Recruit and develop a diverse and effective board. This includes identifying potential board members, providing training and support, and evaluating the board's performance.
- **Legal and Ethical Compliance:** Ensure that the organization operates in compliance with all applicable laws, regulations, and ethical standards. This includes monitoring compliance with legal and regulatory requirements and establishing and enforcing ethical standards and codes of conduct.
- **Attend Meetings:** CCCBA Board of Director Meetings are held monthly except August and December. A mandatory Board Retreat is held in early December in lieu of the December Board meeting.

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ROLES

- **President:** The President is the top officer of the board of directors and responsible for leading the board in its governance duties. They preside over meetings, ensure that the board is fulfilling its obligations, and serve as a spokesperson for the organization.
- **President-Elect:** The President-Elect is the second-in-command of the board and supports the President in their duties. They may also take on special projects or responsibilities as needed.
- **Secretary:** The Secretary is responsible for keeping records of the board's activities and decisions, including meeting minutes and board resolutions. They may also be responsible for maintaining the organization's bylaws and other legal documents.
- **Treasurer:** The Treasurer is responsible for overseeing the financial affairs of the organization, including budgeting, accounting, and financial reporting. They also ensure that the organization's financial practices are in compliance with all legal and regulatory requirements.
- **Board Member:** Board members are responsible for providing guidance and oversight to the organization. They attend board meetings, participate in discussions and decision-making, and serve on committees or task forces. They also act as ambassadors for the organization, promoting its mission and values to the community.

COMMITTEES

Participation on the CCCBA Board of Directors includes the commitment to participate in one or more Committees of the Board. The committees on which directors may serve are currently as follows:

- Governance
- Audit
- Finance
- Nominating
- Communications
- Membership/Social
- Education
- Lawyer Referral & Information Service
- Pro Bono
- Diversity, Equity & Inclusion
- Wellness

This list is not exhaustive as additional committees and task force groups exist from time to time.

DIRECTOR'S TERMS AND FIDUCIARY ROLE

Terms: CCCBA Board terms are three years in length with the opportunity to run for a second term. In addition, a Director can participate in the Executive Committee track which could expand their term an additional five years. Board of Directors for CCCBA hold a

Fiduciary Role: As a Bar Association Board member, fiscal responsibility and liability are significant aspects of your role. You are entrusted with managing the association's financial affairs, including budgeting, financial reporting, and oversight of funds. It is crucial to exercise due diligence in financial decision-making, ensuring adherence to applicable laws and regulations.

Furthermore, as a board member, you may be held personally liable for any financial mismanagement or breaches of fiduciary duty. This liability arises from your duty to act in the best interests of the association and its members.

Therefore, it is essential to act prudently, responsibly, and in accordance with applicable legal and ethical standards to mitigate any potential financial risks.

Engaging in regular financial reviews, seeking professional advice when necessary, maintaining accurate records, and promoting financial transparency are all important measures to uphold fiscal responsibility. By fulfilling these duties, you can help safeguard the association's financial stability and protect the interests of its members while minimizing personal liability.

GOVERNING DOCUMENTS

Association Bylaws and other governing documents can be found on the www.cccba.org website under About CCCBA/ CCCBA Leadership/Board of Directors on the bottom left of the page or by clicking this link:

<https://www.cccba.org/cccbaleadership/board-of-directors/>

HOW TO APPLY

Please send to CCCBA Nominating Committee c/o Jody Iorns, Executive Director: jiorns@cccba.org the following:

1. A letter detailing why you are interested in serving on the CCCBA Board of Directors and the strengths/experience you bring to the Board,
2. Your resume/CV
3. Three letters of recommendation

For more information or if you have additional questions, please contact Jody Iorns, Executive Director at 925-370-2548 or jiorns@cccba.org