



## **Overall Responsibilities of the CPA Board**

As CPA's most senior leadership body (and to satisfy its fiduciary duties), the board is responsible for:

- Determining CPA's mission, vision, strategic goals, and values;
- Selecting the chief executive (executive director);
- Supporting the chief executive and assessing their performance;
- Ensuring that effective organizational planning takes place;
- Ensuring that there are adequate organizational resources;
- Ensuring that organizational resources are managed appropriately;
- Monitoring programs in relation to mission, vision, strategic goals, and values;
- Enhancing the organization's public standing;
- Maintaining accountability and ensuring legal and ethical integrity; and
- Recruiting and mentoring new members and assessing overall board performance.

## **Individual Director Responsibilities**

Each CPA Board member is expected to:

- Support CPA's mission, vision, values, policies, programs, and needs;
- Read and understand the organization's financial statements;
- Serve as engaged advocates and ambassadors for CPA and fully engage in identifying and securing the financial resources and partnerships necessary for CPA to advance its mission;
- Leverage connections, networks, and resources to help fully achieve CPA's mission;
- Help identify personal connections that can benefit CPA's fundraising, public relations, and advocacy activities;
- Prepare for, attend, and fully participate in all board meetings annually;
- Actively participate in at least one committee;
- Support the CPA conference committee;
- Follow the organization's bylaws, policies, and board resolutions;
- Sign an annual conflict-of-interest disclosure and update it as necessary; and
- Maintain confidentiality about all internal matters of the organization



## **Mentors – New Director Support**

To help all new board members with the individual responsibilities listed above, the CPA executive team will support your participation by providing a board mentor and opportunities to learn more about the organization.

- If elected, new board members will be paired with a mentor who will provide support, and more detailed information, review board meetings, financial documents, and answer any questions.
- New board members will meet virtually with the CPA executive team to review responsibilities, discuss the function of the executive team, offer their support, and answer any questions.
- New board members will meet virtually with the CPA executive director to discuss the current initiatives, learn about the current CPA committees, offer support, and answer any questions.
- All board meetings are virtual, from 10 a.m. - noon. To review the 2023 board meeting schedule, please go [HERE](#).