

**1 Board Policy Standing and Ad Hoc Committees**  
**Approved by Board of Directors April 9, 2022**

## **Board Standing and Ad Hoc Committees**

### **Bylaws Section 2. Standing and Ad Hoc Committees; Appointment and Removal of Chairs**

- (a) The board of directors shall establish such standing committees to work under the president's direction as it shall determine necessary to accomplish the goals of the corporation. The board of directors shall notify the membership by letter, email, or notice in the corporation's newsletter, if it establishes or dissolves a standing committee.
- (b) The president may establish, and dissolve ad hoc committees as determined necessary, with ratification by the board.
- (c) The president shall appoint a chair of each committee, upon ratification of the board. The chair of the committee shall appoint the vice chair and other members of the committee except as otherwise provided by the policy manual. When a new president is elected by the board, the president may appoint new chairs upon ratification of the board or reappoint incumbent committee chairs without ratification by the board.
- (d) The board, or the president upon ratification by the board, may remove a committee chair with or without cause.

### **Bylaws Section 3. Committee Responsibilities**

- (a) Committees shall keep regular minutes of their proceedings
- (b) No committee shall have power or authority to take any action on behalf of the corporation, unless specific power and authority is delegated to that committee by the policy manual, a resolution, or other action of the board of directors.
- (c) A committee can take no action except when a quorum is present.

### **Standing Committees**

The following Standing Committees are established with the duties as prescribed.

#### **Audit**

The Audit Committee shall review the work of the CABOC Treasurer and the financial statements and records and, as appropriate, report to the CABOC Board and Executive Director.

Audit Committee actions, at the direction of the CABOC Board or on its own discretion, may include, but not be limited to, review of bank statements, checks, and other disbursements, including electronic disbursements; receipts of dues, contributions, training session fees, grants, and other funds; periodic financial statements and reports to outside entities, such as tax returns and grant reports; and other tasks as deemed necessary.

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The Audit Committee shall also review CASBO financial systems and procedures, including after any changes in such. The Audit Committee shall report to the board at least quarterly.

#### Conference

- Plan and conduct annual conference.
- Plan and conduct regional conferences and training workshops.

#### Finance

- Prepare a financing plan for Board approval.
- Consider but not limited to the following plan elements:
  - membership fees.
  - conference fees
  - training fees
  - Board member annual donations
  - grants
  - endowment
  - advertising rates, newsletters, and website
  - conference sponsor fees
  - webinar sponsor fees
  - product sales
  - monthly recurring donations
  - corporate sponsors for various publications
  - Facebook birthday donation
  - YouTube sales of training materials
  - District annual subscription fees for training
  - fundraising campaigns
  - challenge donation 50% match
  - corporate employee (active/retired) donation match
  - Associate member fees and advertising rates

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- Review annual budget.
- Review monthly financial statements.
- Monitor the Anedot donor database

### **Legislation**

- Prepare an annual legislative program to implement the Little Hoover Commission February 2017 recommendations.
- Seek sponsors for legislative program.
- Promote the passage of legislative program.

### **Members Database <sup>1</sup>**

- Solicit and maintain current via California Public Records Act requests and other means the name and email address of active Proposition 39 Citizens' Bond Oversight Committee (CBOC) members and enter Constant Contact electronic marketing system.
- Maintain current Excel database of districts (K-12 and Community College) with active Proposition 39 CBOC.
- Recruit voting CABOC members.
- Recruit Advisors.
- Manage Constant Contact electronic marketing system.

### **Public Relations**

- Maintain a current list of media contacts.
- Prepare and distribute press releases.
- Prepare and distribute via Constant Contact an electronic newsletter.
- Manage the website.
- Conduct surveys/polls of stakeholders.

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<sup>1</sup> This is not the database of CABOC voting members, which is a separate list on Constant Contact. Current and former CBOC members can join CABOC as voting members to elect directors and govern the corporation.

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**Training Materials**

- Prepare and publish on website “Best Practice” standards.
- Prepare and publish on website Legal Compliance and Best Practice Manual.
- Prepare and publish on website FAQs and their answers.
- Respond to website Help Desk requests.
- Prepare other training materials as needed.

**Nominations-Elections**

- Conduct annual election of Board Directors in accordance with Bylaws Article 5, Nomination and Election of Directors.

History: Original March 14, 2020, complete revision June 12, 2021, amended August 21, 2021, amended February 12, 2022, amended April 9, 2022