



California Stormwater Quality Association™

## Policy and Procedure

### Title: Leadership Roles and Responsibilities

#### Purpose

The purpose of this policy and procedure is to establish the roles and responsibilities of the California Stormwater Quality Association's (CASQA's) leadership, including its Officers and Executive Director (see organization chart). Many of the responsibilities listed below are contained in the CASQA Bylaws as well as the Executive Director consultant agreement. This Policy is not intended to and shall not modify the authorities and responsibilities of CASQA Officers or the Executive Director as defined in the Bylaws or Executive Director consultant agreement.

This policy and procedure addresses the following leadership roles and responsibilities:

Officers	Staff
Chair	Executive Director
Vice Chair	
Secretary	
Treasurer	
Executive Program Coordinator	
Immediate Past Chair	

#### Chair

General powers of the Chair include:

- Direct, and control the activities and affairs of the Board and its officers (Bylaws 5.06)
- Be held responsible for the administration of CASQA in all its activities (Bylaws 5.06)
- Act as the "duly authorized representative" of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person for that specific purpose (Bylaws 5.06)

The authority and duties of the Chair are listed below. As deemed appropriate, the Chair may delegate many of the identified duties to any of the Board of Director Officers or CASQA staff.

- Carry out all policies established by the Board of Directors, and to advise on the formation of those policies (Bylaws 5.06)
- Attend meetings of the Board of Directors and its committees (Bylaws 5.06)

- Chair the Board of Director's meetings and assist in facilitating the General Member meetings
- Prepare a specific plan on an annual basis for the achievement of the long-range objectives and goals as adopted by the Board of Directors, and to periodically review and evaluate that plan, and to report to the Board of Director's on that plan's execution (Bylaws 5.06)
- Promote effective and economical working relationships with other charitable organizations (Bylaws 5.06)
- Represent CASQA (Bylaws 5.06)
- See that CASQA is in compliance with applicable laws and regulations and to assure review of and prompt action on reports and recommendations of authorized planning, regulatory and inspecting agencies (Bylaws 5.06)
- Oversee, together with a personnel committee of the Board, the performance of the Executive Director (Bylaws 5.06)
- Oversee the performance of the selected contracts (see master list of contracts)
- Participate as described in CASQA policies (see policies and procedures manual)
- Perform any other duty that may be necessary in the best interest of CASQA (Bylaws 5.06)
- Select the Executive Program Committee and present to the Board for their review and approval (Bylaws 6.03).
- Hold and conduct check and account signing privileges in CASQA's best interest

### **Vice-Chair**

The Vice-Chair shall:

- Perform all duties of the Chair, if the Chair is absent or disabled (Bylaws 5.07)
- Select the Executive Program Committee and present to the Board for their review and approval (Bylaws 6.03).
- Chair the Executive Program Committee
- Oversee the performance of the selected contracts (see master list of contracts)
- Participate as described in CASQA policies (see policies and procedures manual)
- Hold and conduct check and account signing privileges in CASQA's best interest

**Secretary**

The Secretary shall:

- Keep or cause to be kept, at the principal executive office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board of Directors (Bylaws 5.08)
- Keep or cause to be kept, at the principal executive office in the State of California, a copy of the Articles of Incorporation and Bylaws, as amended to date (Bylaws 5.08)
- Give, or cause to be given, notice of all meetings of the Board of Directors and of committees of the Board of Directors (Bylaws 5.08)
- Keep the corporate seal in safe custody (Bylaws 5.08)
- Hold and conduct check and account signing privileges in CASQA's best interest

**Treasurer**

The Treasurer shall:

- Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of CASQA's properties and transactions (Bylaws 5.09)
- Send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board of Directors (Bylaws 5.09)
- Deposit, or cause to be deposited, all money and other valuables in the name of, and to the credit of, CASQA (Bylaws 5.09)
- Disburse the funds as the Board of Directors may order (Bylaws 5.09)
- Render to the Chair of the Board of Directors, and the Board of Directors, when requested, an account of all transactions as Treasurer and of the financial condition of CASQA (Bylaws 5.09)
- Oversee the performance of the selected contracts (see master list of contracts)
- Chair the Finance Committee
- Hold and conduct check and account signing privileges in CASQA's best interest

**Executive Program Coordinator**

The Executive Program Coordinator shall:

- Coordinate the logistics and programs for the quarterly, full-day membership meetings

- Provide updates on the meeting logistics and programs at the Board of Directors and Executive Program Committee meetings
- Hold and conduct check and account signing privileges in CASQA's best interest

### **Immediate Past Chair**

Although there are no specific duties assigned to the Immediate Past Chair, the Past Chair may assist the Chair, Vice Chair and/or Executive Director with the activities and affairs of CASQA.

### **Executive Director**

The Executive Director shall:

- Submit to the Board of Directors an annual budget showing the expected receipts and expenditures (Bylaws 5.06)
- Select, employ, control, and discharge all administrative officers and employees authorized by the Board of Directors (Bylaws 5.06)
- Require that all physical properties are kept in good repair and operating condition (Bylaws 5.06)
- Supervise all business and financial affairs such as the maintenance of financial transaction records, collections of accounts, and purchase and issuance of supplies in accordance with principles of prudent business management (Bylaws 5.06)
- Submit regularly to the Board of Directors or its authorized committees, information regarding CASQA's financial activities and by preparing and submitting other such special reports as may be required by the Board of Directors (Bylaws 5.06)
- Help lead the organization through its early years as a non-profit corporation and establish a firm foundation for the organization's educational and scientific mission (consultant agreement)
- Prepare written and verbal testimony (consultant agreement)
- Coordinate CASQA management activities by conducting the following subtasks with the Board of Directors and Executive Program Committee (EPC) (consultant agreement):
  - Develop a Strategic Vision for CASQA
  - Assist in coordinating the CASQA meetings by conducting the following subtasks:
    - Prepare for, participate in, and assist in conducting follow-up actions for bi-monthly, 1/2-day Board of Directors meetings including meeting minutes
    - Attend and coordinate a full-day Annual Planning meeting of the joint Board of Directors and EPC
    - Prepare for, participate in, and assist in conducting follow-up actions for bi-monthly, 1/2-day EPC meetings
    - Prepare for, participate in, and as necessary, coordinate with organizers/conveners of quarterly, full-day membership meetings
    - Support Subcommittee Chairs by providing direction and guidance

- Attend meetings of individual CASQA members as needed and requested, and with prior CASQA approval
- Prepare both an Annual Work Plan and Annual Budget
- Oversee implementation of the Annual Work Plan; and if revisions to tasks, budgets, or schedules are needed, work with the task managers to ensure that the EPC and Board of Directors are informed and approve the revisions, as needed
- Be responsible for the preparation of the Annual Report (consultant agreement)
- Develop and maintain a Policy and Procedures Manual (consultant agreement)
- Retain and recruit CASQA members (consultant agreement)
  - Prepare regular bi-weekly member updates and transmit these to CASQA members
- Ensure that CASQA communications are provided, including telephone service, paper and electronic mail services, information request services, and BMP Handbook order fulfillment oversight (consultant agreement)
- Provide invoicing services for both annual renewals and as needed in response to membership applications/requests (consultant agreement)
- Track and advise CASQA Board of Directors on emerging issues and opportunities (consultant agreement)
- Identify and describe to the Board of Directors opportunities to increase the value of CASQA membership (consultant agreement)
- Assist the Board of Directors by acting as a liaison (consultant agreement)
- Participate as described in CASQA policies (see policies and procedures manual)

The Executive Director may:

- Assist the Board of Directors, and Executive Program and Finance Committee in managing projects and contracts (consultant agreement)