

CEA Board of Directors Elections

Directors of this Association shall be elected or appointed in accordance with the bylaws of the Regional Association they represent to serve. For additional information on elections including that of the Executive Board, please refer to the CEA Bylaws.

CEA Annual Awards

CEA presents annual awards to recognize and acknowledge individuals for their achievements throughout the year. Annual awards can include Rookie Director of the Year, Committee Chair of the Year and the Lifetime Achievement Award. Award submission forms are sent out to Directors for nominations. Awards are presented at the CEA Annual Conference.

Your CEA Notebook

You are now a CEA Director -- how do you stay organized and maintain all the necessary information to pass on to your regional association? While everyone has their own organizational methods, the following is a suggested manner in which to keep all your information handy and together.

Maintain your board items by either downloading them on to your handheld device or computer. Possibly file each board meeting in a separate folder and label accordingly.

You may want to have a folder for:

- Budget
- Governing Documents: Bylaws, Manual of Policies and Procedures, Strategic Plan
- Committee Descriptions & Committee Rosters
- Board of Director's Roster
- Executive/General Meeting Minutes

Saturday Luncheon

The Saturday Luncheon is scheduled and paid for by CEA for all Directors. All other meals are at your own expense. If you will be unable to attend the Saturday Luncheon, you must contact CEA Headquarters prior to the meeting (RSVP through Board Portal). Headquarters must guarantee meal quantities to the hotel and unexcused absences will be billed to the Director and Region. Oftentimes, there may be a guest speaker during the lunch and raffle drawings; however, all business is conducted during the board meeting portion of the day and not the lunch, unless a special meeting has been called for the lunch time.

Responsibility to Your Regional Association

As a CEA Director appointed by your region, you have a duty to attend and participate actively. If you cannot attend, you may send a guest from your region, *however they would attend without voting privileges*, which cannot be delegated by you. You have a duty to your regional association to report all business that is

conducted, voting that takes place, and policies that may change at CEA. It is important for you to take notes on the reports that are given by the committee chairs during the meeting.

Be sure to make arrangements with your President to be on the agenda of your regional membership meeting in order for you to make a report to the members as to the information obtained at the state level. In addition, you should write a CEA Director's Report for your regional newsletter, if any. You don't have to write a novel, just give a brief synopsis of what is important.

Meeting Costs

Travel and hotel expenses are your responsibility, as are all meals with the exception of the Saturday Luncheon. Your region may contribute to all or a portion of your costs; regional documents should have specific information relative to CEA Directors. Take the time to read them.

Meeting Guests

We encourage you to invite members from your regional association to experience the business conducted on a state level during the board meeting. Guests may attend, *without voting privileges*, the board meeting and lunch. Please notify CEA Headquarters through the Board Portal if you are bringing a guest. The cost for your guest to attend the Luncheon will be noted thereon. Payment for your guest will be due at or immediately prior to the luncheon. All checks are to be made payable to CEA.

Name Badges

You will receive your CEA Director's name badge at the first meeting of the year. This badge will be used for the entire year, and it should be worn during all of the meetings. This is your means of identification and it helps others get to know who you are. If a name badge is not available for you or if you lose your badge, please inform CEA Staff and a replacement will be provided to you as soon as possible.

Change of Address

Immediately notify CEA Headquarters in writing of any change of address, so that you will continue to receive all CEA Director notifications and mailings. It is important that Headquarters have your correct e-mail address on file.

PD Credits

PD Credits shall be provided in accordance with the Professional Designation credits guidelines available on the CEA website.

Committees

You can participate on as many Committee conference calls as you wish. If you "add" a committee please let CEA Headquarters know so that they may update the roster for the Committee chair and so that you can receive notification of the conference call dates/times.

Director Resignation

In the event that you cannot continue to serve as a Director due to personal obligations or other circumstances, please be sure both your regional association and CEA Headquarters are furnished with a written letter of resignation. Your regional association will also need to appoint or elect a new Director to fill your vacancy. Once again, it is imperative that you pass on all of your CEA information to the new Director so he/she may continue to represent your association to the best of their ability. Please refer to your governing documents or inquire of your District Manager with questions.

Governing Documents

As a new Director, you may access CEA governing documents through the board portal. It is important that you have read them and are familiar with the contents. Issues which require reference to the governing documents arise at almost every meeting. Having a working knowledge of the governing documents can help you make important decisions for your region. Should you have any questions about the governing documents, be sure to contact one of the Executive Board Members or CEA Staff.

There will always be CEA Staff at the Director's meetings to assist you. If your region has a problem or question, you can personally address these issues with the staff member(s) present. In addition, you can also discuss any issues with the Executive Board or with your District Manager.

Thank you for your service and participation.

CEA Headquarters

California Escrow Association
2520 Venture Oaks Way, Suite 150
Sacramento, CA 95833
Phone: 916.239.4075
Fax: 916.924.7323
www.ceaescrow.org

Legislative Advocate

Michael D. Belote, Esq.
California Advocates, Inc.
925 L Street, Suite 1250
Sacramento, CA 95814
mbelote@caladvocates.com
916.441.5050