



# Director's Handbook

## **Welcome to CEA!**

Thank you for participating as a member of the Board of Directors of the California Escrow Association. You are about to embark on an exciting, challenging and rewarding experience.

You have been chosen by your regional association to represent them at the state level, and with all privileges come responsibilities. In order to assist you in becoming an effective director as quickly as possible, we have put together this handbook as a resource for you. The goal is to provide you with information relative to your duties and some general information to help you adjust to your new position.

In addition to utilizing this handbook, you are urged to join committees to further enhance your experience and effectiveness. You have a DUTY to speak up and be heard. Never be afraid to approach your Committee Chairs, Portfolio Chairs or Executive Board Members. We are all here working towards a common goal.

### CEA Vision Statement

The vision of the California Escrow Association is to both lead and support the escrow settlement services and real estate and financial industries through our commitment to the professional and personal growth of the escrow practitioner.

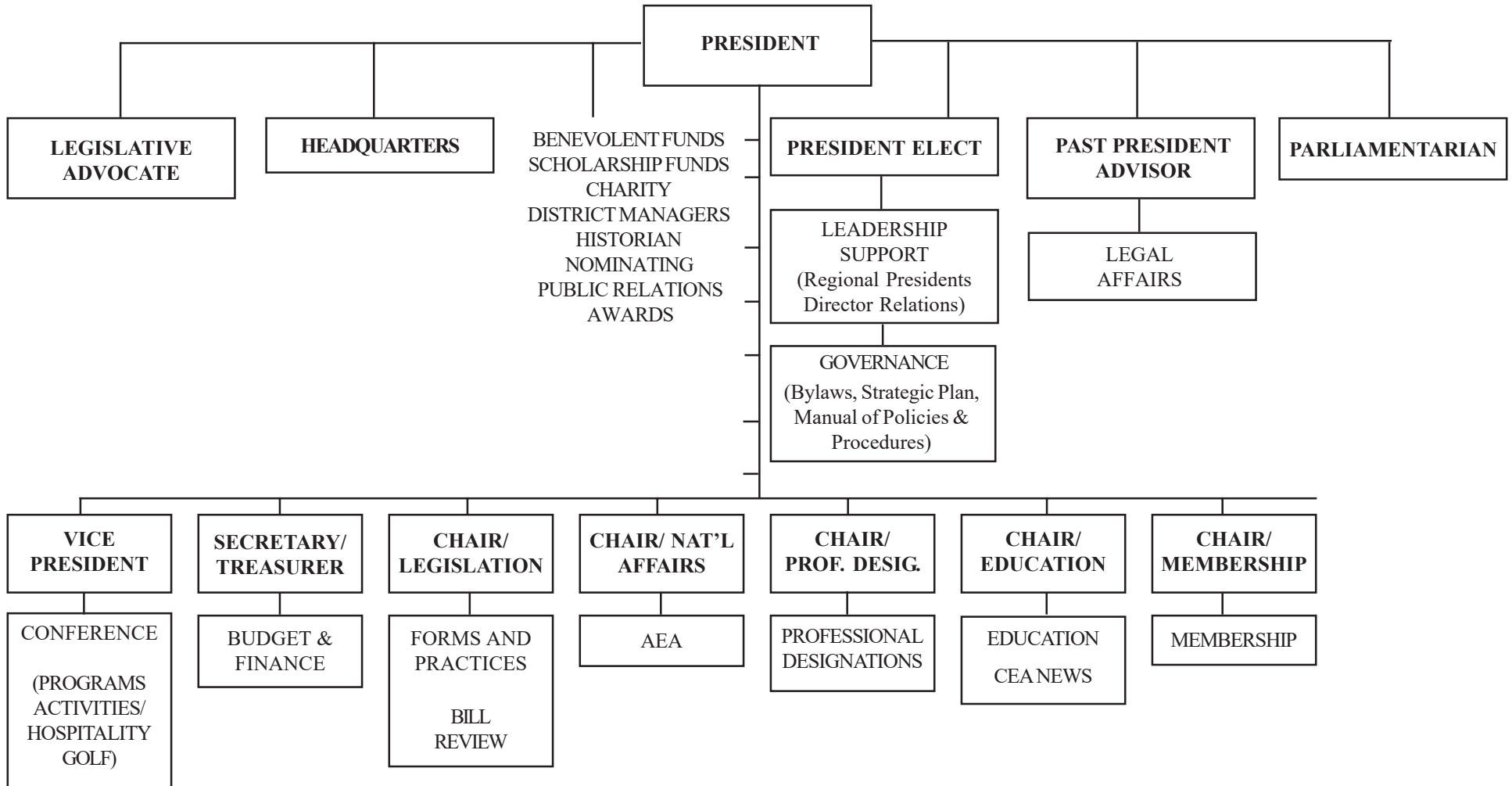
Each and every member of CEA will have the opportunity to deliver and receive information through modern technologies so as to continue to be an effective, educated professional and involved CEA member. This shall include but not be limited to legislative issues, modern training methods and membership information. CEA shall continue to identify and address the changing needs of the escrow professional and provide a forum for the issues of its diverse membership.

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# CALIFORNIA ESCROW ASSOCIATION

## *Executive Board Organizational Chart - 2017*



## Board of Directors Meeting Information

The CEA Board of Directors currently meets four times per year. The board meeting dates are confirmed each year at the Executive Board Planning Session in November. The annual schedule is provided to all Directors and is also available on the CEA website at [www.ceaescrow.org](http://www.ceaescrow.org). Additionally, a schedule specifically for each director's meeting will be e-mailed to the board members in advance of the meeting and will also be available on the online Board Portal at <http://www.ceaescrow.org/#pageBodResources>.

In advance of the meeting, you will receive a meeting notification with a link to the Board Portal and hotel information. Please use the Board Portal to RSVP. Lunch is served during each board meeting and it is important to have accurate counts for the lunches. Please note that regions will be billed \$25.00 as a no-show fee for any director who does not attend without informing Headquarters in advance. Directors who are unable to attend a board meeting should notify Headquarters in advance so that they can be marked as excused.

## Travel Information

Please be sure to make your hotel and travel reservations accordingly. CEA will have a block of rooms at the host hotel and reservation information will be included with each meeting notice. The Director's Meetings are prearranged for the year, and many hotels offer local ground transportation to and from the nearest airport. Directors coming from the same region are encouraged to carpool and room share whenever possible.

In the Director's Meeting notice you will receive from CEA Headquarters you will be informed of any available information about the hotel. Be sure to read your notice carefully.

## Director's Meeting Packets

Prior to each scheduled Director's Meeting, you will receive email links from CEA Headquarters. The email link will contain all the necessary information and materials that you will need for the upcoming meeting, including:

- Meeting Schedule
- Hotel Information
- Action items from the Executive Board and/or Headquarters
- Minutes from the Previous Meeting (will be housed on the Board Portal) for your reference
- Information regarding any important issues that will need to be addressed during the meeting.

It is imperative that you review this packet when you receive it so that you are prepared for the meeting. You are responsible to print/download your packet on your device for reference. Please be aware, however, that Wi-Fi is not usually available in the hotel meeting rooms, but power strips are.

All final committee reports, decisions, and voting on CEA business are a part of the board meeting session and are very important. It is vital to you and your region that you remain for the entire board meeting and let your vote be counted. Do not hesitate to ask questions during the meeting; this will allow you to make informed decisions for your region.

## Dress Code

Casual business attire is generally suggested for the CEA Board of Director's Meetings.

## District Managers

District Managers exist to assist the regions they serve. They, along with CEA Headquarters, may be one of your first resources if you have a question, problem, issue or suggestion. The CEA District Manager brochure is available on the CEA website and will guide you to the person or persons who can help you or a regional District Manager. The District Managers are comprised of Executive Board members.

## Committees

Committees are organized to enable you to better serve your regional association by being involved in all aspects that are important to CEA and your regional association. Please reference the board portal for a complete list of committees.

## Committee Meetings

Most all committee meetings are held telephonically via conference call so that the members-at-large have an opportunity to participate on a committee. The committee meeting schedules need to be set by the committee chairs in late December or early January so that committees can begin meeting early in the year. The committee meeting schedules are always available on the CEA website and in the board portal. The committee chairs are responsible for notifying the committee members of the call-in/meeting information and establishing the agenda; the logistics of providing the phone numbers and access codes to the committee chairs comes from Headquarters.

It is important for you to actively participate as a committee member, and you can participate on as many committees as you wish. If you have any questions, ideas or comments, be sure to speak up – it is your DUTY as a representative from your regional association, and it is what CEA is all about. If you do not understand a matter at hand, please ask.

Committee meetings usually follow the schedule below:

**Agenda:** An agenda outlining the order of business will be distributed.

**Roll Call:** The Secretary or the Committee Chair will need to call roll so that there is a record of attendance for the committee meeting.

**Minutes:** Minutes will also be distributed by the committee secretary for review, correction and approval by the committee. This is helpful information, as it will give you an idea of what has been happening with the committee. Note, upon approval, a copy of the minutes must be sent to Headquarters and the Portfolio Chair of the committee within ten days following each committee meeting to be uploaded to the board portal.

**Business:** As stated on the agenda, the committee chair will conduct the business and/or agenda items to come before the committee. Topics will be discussed and motions and votes taken, when applicable. The committee chair will guide the meeting and the secretary will take the minutes.

## Committee Close-Up Reports

All committees are required to submit a “Close-Up” report to Headquarters within ten days following the Board meeting. The chair of the committee should assign this task to one of the committee members. This Close-Up report will be published to the membership.

### 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](http://www.ceaescrow.org)

## Legislative Advocate

Michael D. Belote, Esq.  
California Advocates, Inc.  
925 L Street, Suite 1250  
Sacramento, CA 95814  
[mbelote@caladvocates.com](mailto:mbelote@caladvocates.com)  
916.441.5050