

CBA Chair

Established by: Bylaws

Position Summary:

The Council of Board Administrators (CBA) elects a Chair at its annual CBA meeting in odd-numbered years. The CBA Chair is a leadership position. The Chair facilitates all forums of the CBA. The Chair acts as a representative and spokesperson for the CBA in all forums, soliciting input from CBA members as applicable, and disseminating CBA resolutions as appropriate. The CBA Chair is automatically appointed to the CBA Nominating Committee, Excellence in Regulation Committee, and FSBPT Education Committee while chair and will participate in the annual Leadership Issues Forum.

Term of Chair: Two years

Number of meetings (estimated):

Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT Annual Education Meeting (usually in autumn)

Conference calls/Webinars:

- Participate in FSBPT Education Committee planning sessions (three during the year done via webinar)
- Participate in telephone planning conferences for the CBA Annual Education Meeting
- Participate in Excellence in Regulation Committee telephone conferences
- Participate in the follow-up telephone planning conference for the Annual Education Meeting

Position Functions:

- Officiate at all CBA forums
- Serve as chair of the CBA Nominating Committee
- Organize, plan, and facilitate the annual CBA program and business meeting
- Report/respond to FSBPT Board as appropriate
- Initiate communications/solicit consensus to/from CBA members as warranted
- Participate in the Education Committee functions as assigned
- Serve on Excellence in Regulation Committee

Position Requirements:

- Member of CBA
- Strong leadership skills
- Strong oral and written communication skills
- Strong planning and facilitative skills
- Ability to relate well with peers
- Open to new ideas