

## **CBA Vice Chair**

**Established by:** Bylaws

**Position Summary:**

The Council of Board Administrators (CBA) elects a Vice Chair at its annual CBA meeting in even-numbered years. The Vice Chair shall be responsible for keeping a record of Annual Forum sessions of the Council. The Vice Chair shall notify Council members of the date, time, and place of Council meetings. The CBA Vice Chair is automatically appointed to the CBA Nominating Committee and FSBPT Education Committee while vice chair and will participate in the annual Leadership Issues Forum.

**Term of Vice Chair:** Two years

**Number of meetings (estimated):**

Two:

- Leadership Issues Forum (usually in summer)
- Annual CBA Meeting/FSBPT annual 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 meeting
- Participate in the follow-up telephone planning conference for the Annual Meeting

**Position Functions:**

- Record Annual Forum sessions of the Council
- Serve as vice chair of the CBA Nominating Committee
- Notify Council members of the date, time, and place of council meetings
- Participate in the Education Committee functions as assigned

**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