Sacramento CMSA

CALL FOR NOMINATIONS FOR 2027-2028 BOARD

All members of this chapter are encouraged to thoughtfully consider the leadership needs of Sacramento CMSA for 2027. A chapter is only as strong as its leadership and is dependent on the membership to offer up persons willing to share their wisdom as a board member.

The Sacramento CMSA Chapter 2027 Officers and Board encourage you to give this request careful consideration. Self-nominations are accepted and encouraged.

Please send your email with nomination information to the Nominations chair:
Susane Hao, Director at Large, Sacramento CMSA.
Email: susanehao@gmail.com cc: admin@sacramentocmsa.org
Nominations are currently being accepted and will close on 12/28/2026. Election will be held via email 01/06/2027 and end 01/22/2027. Installation immediately follows the election, and the chapter will be notified of their 2027 board members. The first meeting will be held in February 2027.

Thank you for your consideration on being on the 2027 Board.

QUALIFICATIONS FOR OFFICE
-Any Case Manager Member or Special Member of CMSA and Sacramento CMSA entitled to vote and in good standing shall be eligible for nomination and election to any elective office of the corporation.
Executive board (President, President-Elect/Vice President, Secretary, and Treasurer):
*Member must have been a board director for a minimum of 1 year.
Board Director:
*Must have attended at least 2 CMSA Sacramento events. Past experience of Sacramento CMSA committee volunteer strongly preferred.
-Committed to attend board meetings and board activities. (Board meetings are a mix of in-person and virtual meetings). Board meetings are once per month, virtually, and 1 in-person meeting.

ROLE OF THE BOARD
The Sacramento CMSA Board has the responsibility for managing the affairs of the Chapter, its direction, program priorities, resource allocations, as well, as financial performance and planning. The ultimate responsibility for the Chapter's programs, activities, and fiscal integrity rests with the Board of Directors. The Board sets the leadership tone for the chapter by:
-Planning the future of direction of the Chapter.
-Ensuring that the needs of the membership are met.
-Evaluating and approving the programs, priorities and activities of the Chapter.
-Establishing the policies to guide the conduct of the Chapter.
-Selecting the administrative staff and monitoring his/her performance.
-Setting financial benchmarks and monitoring for achievement.

-Upholding the Bylaws of the Chapter.
-Advocating for the chapter
-Delegating duties to the Administrative Assistant.

**Sacramento CMSA is fortunate to have a highly competent Administrative Assistant to execute the day-to-day operations of the Chapter. This position allows board members to do what board members should do - be leaders and visionaries for the Chapter*

POSITION DESCRIPTIONS (Terms are 1 year, or until a successor assumes office)

President

The President shall be the Chief Elected Officer of the Association and serve as Chair of both the Board of Directors and Executive Committee.
The President shall serve as a non-voting ex-officio member of all committees, standing or otherwise, except for the Nominating Committee.

The President serves as a voting member on those committees to which he/she is appointed a full member with voting privileges.
The President shall make all required appointments to Presidential Committees, task forces, and organizational representatives.
The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and influence the establishment of goals and objectives for the organization during the term of office. He/She shall act as spokesperson and inspirational leader.

Duties, Responsibility and Authority:

- ♦ Presides at and attends all meetings of the members, Board of Directors and Executive Committee. Develops agenda material.
- ♦ Sees that the Board of Directors, Executive Committee, and officers are kept fully informed on the conditions and operations of the Chapter.
- ♦ Works to see that basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors, and executed following Board approval.
- ♦ Appoints the chairs and members of Presidential Committees and task forces, outlines the purpose and duties of these committees and task forces, and monitors progress.
- ♦ Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.
- ♦ Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and Chapter to members by means of letters, publications or speeches.
- ♦ Acts as a spokesperson for the Chapter to the press, the public, legislative bodies, and related organizations.
- ♦ Presents an annual report at the annual membership meeting on the State of the Chapter.
- ♦ Exercises general supervision over the work and activities of the Chapter, Board, Executive Committee, and other Chapter committees.

♦ Sees that all orders and resolutions of the Board of Directors are carried into effect.
♦ Assumes a key role in the orientation and transition of the Vice President/President-Elect to the duties of the President.

Relationships:
Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership

Consults and advises on all matters pertaining to Chapter policies, programs and finances. Utilizes the services of the Administrative Assistant for administrative activities

Vice President/President-Elect
The Vice President/President-Elect is the second highest ranking elected officer of the Association, and at the conclusion of the President's term of office, automatically succeeds to the office of President.

Duties, Responsibility and Authority:
♦ In the absence or incapacity of the President, performs the duties and exercises the powers of the President
♦ Works closely with the current President to learn the duties of the Presidency to prepare to assume that office.
♦ Serves as a member of the Board of Directors, Executive Committee and other committees as assigned by the President.
♦ Represents the Chapter with other associations, industry groups, or other organizations as may be assigned by the President or Board of Directors.

Relationships:
Works closely with the President so as to fully understand the duties of that office and ensure a smooth transition. Utilizes the services of the Administrative Assistant for administrative activities.

Treasurer
The Treasurer is a key member of the President's "Cabinet", and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. Ensures the integrity of the fiscal affairs of the Association.

Duties, Responsibilities and Authority:

♦ Serves as member of the Executive Committee.
♦ Reviews Chapter expenditures and financial status on a regular basis to ensure overall
fiscal integrity.
♦ Ensures, in conjunction with Administrative Assistant, that the Chapter maintains accurate financial records.
♦ Ensures, in conjunction with Administrative Assistant that regular financial reports

are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.

- ♦ Ensures payment of all chapter expenses in a timely manner.
- ♦ Ensures, in conjunction with Administrative Assistant, that all required tax returns and other required filings are done as required in a timely manner.
- ♦ Submits, in conjunction with Administrative Assistant, Chapter financial accounts for independent annual review.
- ♦ Other duties as determined by the President or Board of Directors, which may include serving as chair or member of other committee.

Secretary

The Secretary is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official "keeper of the records".

Duties, Responsibility and Authority:

- ♦ Serves as member of the Board of Directors and Executive Committee
- ♦ Attends all meetings of the members of the Chapter, Board of Directors and Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.
- ♦ Conducts roll call of Membership, Board of Directors and Executive Committee meetings for the official records and to establish the presence of a quorum.
- ♦ Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.
- ♦ Ensures that the Chapter's correspondence is written and distributed in a timely manner.
- ♦ Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.

Relationships:

The Secretary may utilizes the services of the Administrative Assistant for administrative activities

Past President

The Past President position is that of advisor to and diplomat for the Chapter. The Past President serves as a member of the Executive Committee and Board of Directors.

Duties, Responsibility and Authority:

- ♦ Serves as advisor to the acting President of the Chapter.
- ♦ Oversees special projects of the Chapter.
- ♦ Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.

♦ Promotes interest and active participation in the Association on the part of the membership.
♦ Assumes a key role in the orientation and transition of the President-Elect to the duties of the President.

Relationships:
Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership. Utilizes the services of the Administrative Assistant for administrative activities. Represents the Chapter to other associations and industry groups, serving as an organizational liaison.

DIRECTORS

The Director's function is to represent the interests of the membership at large, regardless of the segment of the membership from which they may come or of their own point of view. It is the Director's responsibility to determine what the members need and want, and to bring these to the attention of the full Board.

Duties, Responsibility and Authority:

♦ The Director will be knowledgeable of the affairs and activities of the Chapter and will recognize the fiscal and legal responsibilities of the Board and individual Directors.
♦ The Director will provide constructive participation in the development and approval of sound short-range and long-range objectives.
♦ The Director in concert with the Board will review program progress to measure the effectiveness of the Chapter in accomplishing its purpose.

Relationships:
Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership. Utilizes the services of the Administrative Assistant for administrative activities.

You are encouraged to join us today.
Membership information: https://cmsa.org/membership/individual-membership/