



Committee Descriptions

EXECUTIVE COMMITTEE

Made up of the current officers of CPF, the immediate Past-President, and other Board members as deemed appropriate, the Executive Committee is responsible for day-to-day decision-making in matters of policy, as well as the actions required to implement policy. Policy determined by this committee between full Board meetings must be affirmed at the next such meeting. This committee is also charged with responsibility for personnel matters, budget management, meeting schedules, and insurance. The committee reviews by-laws and operational policy, monitors easements, and has all other legal oversight responsibilities. The committee is also responsible for the long-range planning functions necessary for the organization's financial stability and growth.

ANNUAL CONFERENCE COMMITTEE

The Annual Conference Committee is chaired by a Board member and composed of the Executive Director, CPF Board members, and volunteers of the local sponsoring organization. Its purpose is to plan and carry out the annual California Preservation Conference.

SUBCOMMITTEES

- Conference Oversight
- Conference Programs (in conjunction with the Education Committee)

AWARDS COMMITTEE

Made up of Board members, the Awards Committee supports the advocacy mission of CPF. This committee is responsible for coordinating the annual Preservation Design Awards program as well as the President's Awards ceremony at the annual California Preservation Conference. This committee is also responsible for continuous monitoring and tracking of award-winning efforts.

SUBCOMMITTEES

- Preservation Design Awards
- President's Awards

BOARD DEVELOPMENT COMMITTEE

Made up of Board members and non-Board members who are appointed yearly at the Board's organizational meeting in July, the Board Development Committee is responsible for proposing a slate of nominees for approval by the Board prior to the Annual Membership Meeting, and for ensuring timely public notice of the slate and the election. The committee also recommends candidates to fill board vacancies that occur between regular yearly elections, and selects a proposed slate of officers to be elected at the Board's organizational meeting in July.

DEVELOPMENT COMMITTEE

The Development Committee ensures the financial security of CPF by proposing and implementing annual underwriting and fundraising campaigns. Chaired by one or two Board members, and composed of Board members and non-Board members, this committee raises funds for CPF's programs and workshops as well as the annual conference, and seeks grant opportunities that will support the mission of the organization. The committee prepares an annual fundraising strategy -- including special events, product development, and grant writing. The committee identifies possible grant and underwriting opportunities, pursues appropriate donor prospects, constructs other fundraising approaches such as appeals, and works with individuals, associates, and local groups to realize its planned efforts.



EASEMENT COMMITTEE

Designated Board members are responsible for monitoring and evaluating the easement program as well as ensuring that legal obligations pertaining to easements are carried out.

EDUCATION COMMITTEE

Made up of Board members and non-Board members, the Education Committee supports the educational mission of CPF. This committee is responsible for proposing the annual program of CPF workshops, study tours, and Preservation Conference study sessions and mobile workshops; for developing the content of these programs; and for identifying and recruiting qualified speakers for each program. This committee also serves as a sounding board when new initiatives are proposed or developed, and consults with the Executive Committee in cases where there is a lack of agreement.

SUBCOMMITTEES

- Conference Programs
- Workshops
- Webinars
- Doors Open California

LEGISLATION AND ADVOCACY COMMITTEE

The Legislation and Advocacy Committee is composed of Board members and non-Board members. It supports the advocacy mission of CPF by advising on legal issues and strategies and monitoring legal actions in conformance with Board direction. The committee evaluates requests for legal assistance and establishes CPF's legislative strategy to be carried out in conjunction with the Executive Director and others who may be retained to assist in the process. When new policy on legislative matters, special attention within the sphere of public policy, or existing policy interpretation is required, the Legislation and Advocacy Committee takes the lead, but ensures that actions are in conformance with Board desires by consulting with the Executive Committee.

MEMBERSHIP COMMITTEE

The Membership Committee is responsible for the retention and recruitment of members of the organization. Composed of Board members and non-Board members and working with CPF staff, the committee tracks membership composition, determines membership categories, and monitors membership renewal efforts. This committee also oversees the maintenance of membership records and works to develop programs to expand and diversify membership.

STRATEGIC PLAN COMMITTEE

The Executive Committee and the Executive Director serve on the Strategic Plan Committee, which develops, prioritizes, and implements long-term planning goals for the organization.