

# AGENDA ITEM

111 MAY 2015

**DATE:** May 7, 2015

**TO:** Members, Board Executive Committee  
Members, Board of Trustees

**FROM:** Robert A. Hawley, DED Acting ED

**SUBJECT:** Authority to Approve Executive Director Expenses

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## EXECUTIVE SUMMARY

The State Bar's Travel and Business-Related Expense Policy states that the Board or its designee shall approve the travel and business-related expenses of the Executive Director. The designee has historically been the Chief Financial Officer (CFO). In anticipation of the State Bar possibly being without an individual actually holding the title "CFO" for periodic periods of time, this seeks Board designation of another designee to approve the Executive Director's travel and business-related expenses.

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## BACKGROUND/DISCUSSION

The State Bar's Travel and Business-Related expense policy states that the Board or its designee shall approve the travel and business-related expenses of the Executive Director. The designee has historically been the Chief Financial Officer (CFO). In anticipation of the State Bar being, for interim periods of time, without an individual actually holding the title "CFO," designation of another, back up, designee to approve the Executive Director's travel and business-related expenses is hereby sought. The designee suggested is the Board member holding the Treasurer position.

## FISCAL / PERSONNEL IMPACT

None.

## RULE AMENDMENTS

None.

## BOARD BOOK IMPACT

None.

## **BOARD COMMITTEE RECOMMENDATION**

The Board Executive Committee recommends that the Board of Trustees approve the following resolution:

**RESOLVED**, that the Board of Trustees designates the State Bar Treasurer as an authorized representative to approve the travel and business-related expenses and purchasing card charges of the Executive Director as an alternative to the Chief Financial Officer (CFO) who is also so designated.

## **ATTACHMENT(S) LIST**

1. Administrative Advisory 15-01 Travel and Business Related-Expense Policy (January 2015)