

Director of Chapter Operations

Director of Chapter Operations Executive Director Exempt, Regular Full-Time

Responsible for overseeing Association activities related to: 1) chapter operations; 2) regional governance; and 3) audio conferences. Works with all departments and functions in the Association to implement the AGA Strategic Plan.

Chapter Operations

- Functions as the “go to person” when chapters need assistance
- Monitors the “health” of chapters to ensure they are providing quality services to the membership
- Maintains the AGA “Scorecard” that identifies those chapters needing assistance (either major revitalization or nurturing) and lists potential new chapters by region
- Offers solutions to issues and concerns raised by chapters and members
- Provides suggestions for improving chapter operations, such as recommending speakers and topics for chapter training events, referring chapter leaders to others that may help them succeed, etc.
- Acts as the National Office’s field representative to assist chapter leaders
- Visits chapters on request to provide guidance on chapter activities
- Assist in developing and updating tools to help chapters, such as the Chapter Leadership Manual, Advantage Group Membership Program, website Best Practices, etc.
- Encourage chapter leaders to support national activities, such as national conferences
- Coordinates GASB SEA presentations for chapters

Regional Governance

- Works with the Senior Vice Presidents for Regional Services (SVPRS), the Regional Vice Presidents (RVPs) and the Regional Coordinators (RCs) to oversee all current and future AGA chapters
- Monitors the implementation of the “Scorecard” that establishes the person(s) responsible for assisting specific chapters needing improvement and developing potential new chapters
- Functions as the National Coordinator for the RCs of Chapter Development and Assistance and holds quarterly conference calls with them to discuss their progress with troubled and developing chapters
- Attends Regional Chapter Officer Workshops (RCOWs) to discuss national initiatives, recommend solutions to chapter and regional problems, present “how to” sessions upon request, etc.

Audio Conferences

- Plans, organizes and hosts AGA’s series of audio conferences (AC) for chapters, government agencies, private firms and educational institutions
- Identifies AC subject matter
- Recruits speakers for the ACs
- Critiques Speakers’ presentations prior to the event
- Produces marketing materials to promote the ACs
- Works with other National Office staff in coordinating the registration and production of the ACs
- Hosts the 100 minute ACs
- Coordinates the AC operation with NASACT which also produces audio conferences
- Monitors the revenue and expenses associated with the ACs

Other Activities

- Provides technical assistance in producing AGA national conferences
- Takes the lead in planning and assists in producing AGA's first Internal Control and Fraud Conference
- Helps oversee the PDC Technical Committee to ensure a balanced program
- Liaison with the National Association of State Boards of Accountancy (NASBA)
- Manages the annual sponsorship application to NASBA so that the National AGA can offer continuing professional education credits for its educational programs
- Participates in local chapter activities to maintain working knowledge of chapter operations and issues
- Maintains relationships with other professional associations to benefit the AGA
- Acts as staff liaison to the AGA Ethics Committee
- Participates in quarterly NEC meetings