



AGA Membership – The Basics

Member Classifications

Members and non-members are identified in the AGA database by their 'type.' We house thousands of records in the system besides paid members. These other records, for the most part, are non-members of AGA (ie, prospects).

Dues Paying Members:

Types

- F = full member (government employees with three or more years of financial management experience – includes those working for academia) - \$90
- P = private sector member (individuals working for commercial activities/ventures that are actively engaged in and support AGA's purpose and objectives) -\$150
- E = early career member (government employees with less than three years experience) -\$45
- S = student member (full time students) -\$30
- R = retired member (fully retired) - \$30
- PCORP and SCORP = AGA Corporate Partner member – these are private sector organizations that have joined AGA as an organization primarily for marketing purposes - (ie, Oracle, Booz Allen Hamilton, etc.) - \$6,000 and \$3,000

Advantage Group Members

Individual Full members that are linked to a group. AGA still receives \$90 from each individual.

- PGRP = Employer pays the entire \$90 per person
- GCRP = Employer pays \$45 per person (individual pays \$45)
- SGRP = Employer pays \$30 per person (individual pays \$60)

Non Dues Paying Members

- L = lifetime member – these members have paid their membership for 40 years and were granted lifetime membership by the National Executive Committee (they do not have to remit annual dues)

Status

- A = Active - membership is paid in full
- S = Suspended – membership has not been paid on time

AGA Fiscal Cycle, Join Dates, Paid Thru Dates

AGA's fiscal year is April 1 – March 31 and membership dues fall in this cycle. All individuals who join within the month are given a join date which coincides with the first day of the month. All members are placed on the annual AGA fiscal cycle (April 1 – March 31). For instance, if a member joins on July 14th, his/her join date is July 1st and his/her paid thru date is the immediate March 31st. Same for a member who joins on March 2nd – his/her join date is March 1st and his/her paid thru date is the immediate March 31st.

All members receive an annual dues renewal invoice in February covering the next fiscal cycle, except for the immediate prior year new members. They haven't yet realized a full year's worth of membership. For instance, the date is February 2003 and dues invoices are pulled for all members except those new members who joined starting in July 2002 to the

current date. The new members will be sent interim renewal invoices later in the year to cover the pro-rated amount due that will take them to the annual cycle (April 1 – March 31). The following year, those members fall onto the annual renewal cycle.

Annual renewal dues are due to be paid by March 31st. Sixty days later (grace period), those members who have not paid their dues are *suspended* from the active membership roster. When suspended members remit payment to AGA, they are *reinstated* to active membership.

Suspended members who fail to remit payment by the next March 31st officially become *former members*. At some point in the future if a former member remits payment for dues, they are considered a *new member* of the Association.

Non-Members in the AGA database

Types

- N = non-members who hold the CGFM designation (*membership PROSPECTS!*) – they pay a \$65/year renewal – vs. \$30 members pay
- NR = non-members who hold the CGFM designation who are retired (they do not have to renew the designation)
- EXAM = non-members who are enrolled in the CGFM program – they need to pass three exams to earn their CGFM (*membership PROSPECTS!*)
- I = inquiry – non-members who have contacted AGA for information or participated in a conference or audio conference (*membership PROSPECTS!*)
- CPM – an individual who works for one of our Corporate Partner organizations, but is not an individual member (*membership PROSPECTS!*)
- J = Journal magazine subscriber - \$95/domestic and \$115/internationally – most of these are libraries

NOTE: All of these types have a Status of ‘A’ because these types aren’t dues paying members and therefore do not get suspended.

- Z = members who contacted AGA and indicated that they no longer wanted to be a member – Resigned (have a Status of ‘S’)
- X = deceased member (have a Status of ‘S’)

AGA also houses lots of *former members* in its database. These individuals didn’t renew their memberships and were suspended. We never ‘throw away’ names because we can always contact these individuals in the future for membership and other AGA products.

Demographic Information

We track a vast amount of demographic information on each member, including:

- Employer (Federal, State, City, Private, Academia, etc.)
- Agency (Dept of Energy, EPA, State Dept, etc.)
- Certifications (CGFM, CPA, CIA, CFE, etc.)
- Fields of Study (Accounting, Auditing, Budgeting, etc.)
- Degrees Earned (Bachelors, Masters, etc.)
- Birth date and Age Range
- Title
- Promotion Code (how they became a member – through a specific conference, direct mail campaign, etc.)

Sponsor Tracking

We track members who recruit new members into the Association. Sponsors need to make sure that their name and/or ID is included on the Sponsor Line of their recruits' membership applications.

Chapter Dues

- Dues Amount – chapter dues rates are set by each chapter and can be adjusted annually with the National Office no later than December 1st, to be effective beginning January 1st of the dues year.
- Dues Billing - The member is invoiced for chapter dues along with the renewal invoice for national dues.
- Dues Collection - All dues are to be returned to the National Office in the business reply envelope enclosed with the member's invoice. If the full amount is not paid the National Office will invoice for the balance due.
- Chapters are not encouraged to collect chapter dues directly because that short-circuits the National Office systems. That eliminates the receipt of information contained on the chapter treasurer's report from National, and results in duplicate and/or improper partial payment invoices.
- Payment to Chapters - Monthly chapter reports (chapter dues collected by the National Office) identify all payments received. These reports show the date of payment, the amount received and the amount distributed between National and the chapter. All monies due the chapter are sent to the chapter Treasurer with the reports.

Welcoming New Members

The New Member Program is designed to increase the retention rate among new members. The highest drop off in membership can be seen in first and second year members. This is a “trial” period for many members, if they like what they see, they will continue their membership. During their first year of membership, new members receive:

- **Welcome Email** – Emailed at the end of each week to new members for that week. Welcomes the new member and lets them know when they will receive new member information and when they will start receiving their publications.
- **New Member Kit** -- Mailed 1-4 weeks after payment is received at AGA. Kit includes a welcome letter from the National President, an ID Card, a Certificate, a chapter president contact listing, Affinity Program Brochures, CGFM information and any upcoming conference announcements.
- **New Member Survey** -- Emailed four months into the members' membership, they are asked to evaluate and provide feedback on AGA's benefits and services.

Specific Membership Projects

- *Chapter Recognition Program*
The objective of this program is to provide a guide to AGA chapters in providing a well-rounded operation for professional growth of its members. It is also a program for recognition of the individual chapter's performance compared to a standard or benchmark. The program incorporates reporting in the areas of chapter administration, education/training events, communications, membership, certification, and community service and awards programs. Chapters are recognized for their efforts each year at the annual Professional Development Conference (PDC).

- *AGA Member-Get-A-Member Campaign and Leadership Challenges and Retention Contests* - national programs to encourage current members and AGA leaders to recruit friends/colleagues with exciting incentives.

Membership Resources Available to Chapter Leaders

- Monthly Membership e-mail update along with Membership Report.
- Bulk membership applications and informational brochures.
- Members Only Access to run membership reports and labels.
- Members Only Site access to electronic Chapter Bylaws, New Chapter Formation Manuals, Affiliate Chapter Formation Manuals, Chapter Leadership Manuals, Public Relations Guidebook, and Community Service Guidebook.

Recruiting Tools

National Office has bulk supplies of various membership-marketing pieces available for you to promote the Association at various chapter events. Call the Customer Satisfaction Center at 1.800.AGA.7211 to request that bulk copies be sent to you. These can also be ordered online via the Members Only site.

- *Get Connected 4-Panel Membership Brochure*
The membership brochure contains information about AGA benefits/services, periodicals, conferences and dues amounts (both chapter and National dues).
- *Double Sided Membership Application*
8 ½" x 11" double sided membership application.
- *Ten Reasons to Join AGA*
8 ½" x 11" double sided flyer
- *Discover the Benefits of AGA Membership*
8 ½" x 11" double sided flyer

Membership/Customer Satisfaction Center Staff

We are here to assist you in anyway we can!

Jessica Jones – Chapter Services Manager

jjones@agacgfm.org

- Chapter Recognition Program
- New Chapter Formation and Chapter Assistance
- Chapter Officer Directories
- Member Recognition Certificates
- Address Changes
- Chapter Transfers
- Members Only Site Assistance
- Chapter Membership Reports
- Bulk Membership Supplies
- AGA Merchandise Program
- Community Service

Rica Muhammad – Membership and Conference Services Specialist

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- New Member and Renewal Data Processing
- Address Changes
- Chapter Transfers
- Members Only Site Assistance
- Chapter Membership Reports
- Renewal Invoices
- Replacement ID Cards
- New Member Sponsors

Kimberly Ferguson - Membership Manager

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- New Member Welcome Kits
- New Member Sponsors
- Membership Reports and Statistics
- Recruitment and Retention Campaign Development and Implementation
- Annual Renewal Packages
- Membership materials development
- Membership Articles in Topics and the Journal

Susan Fritzlen – Deputy Executive Director of Programs

sfritzlen@agacgfm.org

- Corporate Partner Membership Program
- New Chapter Formation and Chapter Assistance
- Members Only Site Assistance
- Chapter Membership Reports
- Membership Reports and Statistics
- Recruitment and Retention Campaign Development
- Survey development and administration

Toll-Free at 1.800.242.7211

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