



**Association of Government Accountants
Ozarks Chapter Executive Committee
Policies and Procedures Manual**

“Advancing Government Accountability”

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Ozarks Chapter of the Association of Government Accountants

POLICIES AND PROCEDURES

SECTION I

OVERVIEW, PURPOSE AND TERMINOLOGY

1. OVERVIEW

The Ozarks Chapter of the Association of Government Accountants (AGA) was formed on October 29, 1992. The geographic membership area includes Southwest Missouri. The Ozarks Chapter is based in Springfield, Missouri.

2. PURPOSE

The purpose of these policies and procedures is to ensure that the consistent operation of the chapter, and that the financial resources of the chapter are safeguarded against loss and are used in a manner that benefits all members. While these policies and procedures may not be all-inclusive, their functionality is in the spirit of accountability.

3. TERMINOLOGY

AGA: The national Association of Government Accountants.

CGFM: The Certified Government Financial Manager designation promoted by the AGA.

Chapter: The Ozarks Chapter of AGA.

CEC: The Chapter Executive Committee, which includes all elected and appointed positions as stated in the most recent approved chapter by-laws.

NCC: National Council of Chapters

NLT: National Leadership Training

PDT: The Professional Development Training, which is applied to training provided by both the National Office of AGA and the chapter.

Travel: Travel includes all pre-approved expenses including, but not limited to, mileage, parking, lodging, tips and other associated expenses. Expenses for travel shall be in accordance with established rates for meals, tips and other reimbursable items by the National Office of AGA. The chapter will NOT reimburse a member for violations of law (e.g. moving vehicle citations, parking tickets, etc).

SECTION II

CHAPTER EXECUTIVE COMMITTEE

1. DESCRIPTION

The Chapter Executive Committee (CEC) consists of the chapter's elected Officers, Chairpersons and the Chapter's National Council of Chapters (NCC) Representative with terms as defined in the Chapter Bylaws. The Chapter President serves as the CEC's presiding Officer. The CEC is responsible for all the business of the chapter and may present recommendations to the chapter for action. The CEC has primary authority over any Chapter committee.

2. DUTIES

Position descriptions and responsibilities are maintained for each Chapter Executive Committee position identified in the Chapter Bylaws and are presented in Addendum I of this Policies and Procedures Manual. They are consistent with all applicable Bylaws and Policies and Procedures and summarize the duties and responsibilities of each Officer and Chairperson.

3. EXPECTATIONS

It is expected that all CEC members will:

1. Respect one and another at all times.
2. Act honestly, in good faith, in an informed manner, and in the best interests of the chapter.
3. Avoid conflicts of interest and act in the best interests of the chapter.
4. Pursue the chapter's purpose & mission and adhere to the policies adopted by the CEC.
5. Represent the best interest of the organization.
6. Be informed about and support the programs and missions of AGA.
7. Attend CEC meetings and chapter functions; collaborate with CEC peers and maintain contact with AGA national leadership and staff as needed.
8. Make a personal commitment of time and resources to the organization.
9. Promote the organization and membership.
10. Carry out the CECs fiduciary responsibilities and review the chapter's monthly financial statements

4. RESIGNATIONS

A CEC member may resign his/her leadership position if unable to perform the tasks required of the position. A written resignation must be submitted to the Chapter President. It will be the Chapter President's responsibility to notify the affected leaders and the Nominating Committee, if necessary, to fill the vacancy. Filling of vacancies must be completed in accordance with Article VIII of the Chapter Bylaws.

5. REMOVAL

CEC members may be removed with cause by a vote of two-thirds (2/3) of the voting CEC members in accordance with Article VI of the Chapter Bylaws. Cause may include:

- Violation of law
- Violation of AGA's Code of Ethics
- Violation of the Chapter Bylaws or Policies and Procedures
- Not fulfilling position responsibilities
- Inappropriate behavior when representing AGA

6. RECORDS

Each Chapter Executive Committee member is responsible for maintaining the records in their respective areas. If there is a change in Officers or Chairpersons, then the incoming and outgoing Officer, Chairperson or Co-Chairperson should jointly review the files, retaining materials of future or permanent value.

Throughout each year, Chapter Officers may accumulate a considerable amount of correspondence and other material. Prior to the conclusion of the chapter year, each outgoing and incoming Officer, Chairperson or Co-Chairperson should jointly review the files, retaining materials of future or permanent value. Ideally, the CEC should approve a retention schedule for financial and similar records of a semi-permanent nature.

In general, the records that should be maintained on a long-term basis include:

- Membership records
- Chapter minutes
- Chapter policies and procedures manual
- Chapter financial records, including equipment and software records
- List of Chapter Officers
- National Office memoranda
- Chapter Recognition reports
- Annual chapter history
- Monthly chapter newsletters
- Citizen-Centric Report/Annual Report

SECTION III

NOMINATIONS AND ELECTIONS

1. CALL FOR NOMINATIONS

The Chapter Executive Committee will put out a call for CEC Officer and Chairperson nominations on January 1 and nominations/submission of interest are due by March 1.

2. SELECTION OF CEC SLATE

The Chapter Nominating Committee shall select from the names submitted to it by the Chapter membership, including members of the Nominating Committee, one candidate each for the Offices of President-Elect, Treasurer, Secretary and each Chair position, not later than March 1 of each year. All nominations must indicate their willingness to serve if elected.

3. INDEPENDENT NOMINATIONS

After the Nominating Committee presents to the membership the proposed slate of CEC members, twenty (20) percent of the Chapter members or twenty (20) members (whichever is less) may submit an independent nomination for President-Elect, Treasurer, Secretary or Chair. Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and be filed with the Chapter President-Elect by March 15 of any year.

4. ELECTIONS

When there is a contest for an Officer or Chair position, an election is required. The Chapter members shall cast the votes at a general membership meeting after **March 15** and not later than **April 30 or in a time frame outlined by the Chapter Bylaws and Procedures Committee**. Ballots will be prepared in such form as the Chapter's Bylaws and Procedures Committee may designate.

Results of elections shall be tabulated as designated by the Chapter's Bylaws and Procedures Committee, which shall certify the results to the Chapter President no later than **April 30**. When a member of the Bylaws and Procedures committee has his/her name in the voting, the member should recuse himself/herself from the tabulation. When there is not a contest for an elective Office, the Bylaws and Procedures Committee shall certify the election to the Chapter President without ballot.

Elected candidates take Office July 1 each year.

5. SELECTION OF NATIONAL COUNCIL OF CHAPTERS REPRESENTATIVE

The Chapter Nominating Committee will put out a call in December for nominations for Chapter Representative on the National Council of Chapters (NCC). Potential Representatives should be current CEC members whose terms expire on June 30, or recent CEC members with knowledge about current chapter activities and operations. Potential Representatives should be regularly involved with chapter events and knowledgeable about AGA programs and activities. The current NCC Representative is not eligible to be reappointed after 3 consecutive terms unless approved by the National Leadership Development Committee. All nominees must indicate their willingness to serve if approved by the CEC. All nominations are due by December 31.

The Chapter Nominating Committee shall select a candidate from the nominations for Representative and submit their selection to the CEC. The CEC shall approve a candidate by a majority vote in January as outlined in the Chapter Bylaws.

6. ELIGIBILITY

To be eligible for Office as President-Elect, Treasurer, Secretary, Chairperson or NCC Representative in the Chapter, a member must be a member in good standing. The Chapter Nominating Committee shall ensure that the professional background of the President-Elect, Treasurer, Secretary, Chairs and NCC Representative are commensurate with the duties of these positions.

7. CAMPAIGNING

Campaigning by candidates for elective Office is not permitted.

8. VACANCIES

In the event of a vacancy in the Office of President, the President-Elect will succeed. In the event of a vacancy occurring in the Offices of President-Elect, and such vacancy occurs prior to November 1, then the current Nominating Committee shall convene and select a nominee for the vacant position under procedures promulgated by the CEC. Such procedures shall allow for an independent nomination and a special election, if necessary.

In the event of a vacancy occurring in the Office of Treasurer, Secretary or Chair before the term is completed, a Chapter member will be appointed to serve the unexpired term. The current Nominating Committee will select a candidate from among the most current candidates for Office, and names submitted to it by the Chapter membership, and will make its recommendation to the Chapter President. The President shall appoint the individual to fill the vacant Treasurer, Secretary or Chair position, and the appointment shall be ratified by CEC.

SECTION IV

COMMITTEES AND TASK FORCES

Article IX of the Chapter Bylaws outlines the Chapter's Standing Committees. In addition, the Chapter President, upon ratification of the CEC, may establish additional committees and task forces. All committees are subject to the following policies.

1. MEMBERSHIP

The number of members comprising committees and task forces shall be determined by the scope of responsibility and work assigned.

The Chairs of Standing Committees are nominated and elected as Chairs of the CEC per the Chapter Bylaws. Chairs of additional committees or task forces shall be appointed by the Chapter President in consultation with the Chapter President-Elect and may serve more than one year. The Chapter Executive Committee shall ratify Chair assignments.

The Chapter President shall appoint the members of each committee or task force in consultation with the Chapter President-Elect and the Committee or Task Force Chair, ensuring that the committees and task forces, taken as a whole, are representative of the Chapter membership.

All members of committees or task forces must be members in good standing of the Association and the Chapter.

Chapter Nominating Committee: The Nominating Committee shall consist of:

- President
- President-Elect
- Past Chapter Presidents appointed by the Chapter President, including the Immediate Past Chapter President
- Immediate Past Chapter Treasurer

Chapter members seeking a Chapter Officer or Chair position are ineligible to serve on the Nominating Committee.

2. TERMS OF OFFICE

Members of Committees shall be appointed for a one-year term. The terms shall be such that one-third (1/3) of the Board or Committee membership shall be appointed each year. Members may be reappointed for an additional term.

Nominating Committee members will serve one-year terms.

Members of task forces shall be appointed for the duration of the task force.

3. RESPONSIBILITIES

The responsibilities of the committees and task forces shall be as specified in this Policies and Procedures Manual Addendum I approved by the Chapter Executive Committee.

The CEC shall communicate an annual request for member interest, seeking qualified members to serve on committees and task forces.

SECTION V

CHAPTER OPERATIONS

1. CHAPTER REQUIREMENTS

As a member and beneficiary of the National Office of AGA and a legal entity under the IRS, each AGA chapter has duties and responsibilities to maintain a legal and professional status.

The National Office **REQUIRES** certain activities for a chapter to remain in good standing. These requirements include

- Annual CEC review of Chapter Bylaws. Updates are made and approved by the membership, when necessary.
- IRS Form 990-N or E-postcard filed by the appropriate deadline.
- Annual CEC review of any required state filings. Complete any necessary action and records any actions taken in the CEC meeting minutes.
- Annual elections of Chapter Officers and submission of Officers to the National Office by the appropriate deadline.
- Submission of Chapter Strategic Plans and Goals to the National Office by the appropriate deadline.
- Usage of the appropriate Chapter and AGA associated logos in **ALL** communications.
- Preparation and dissemination of a written annual report to its membership.
- Annual independent review or audit of its financial statements.
- Chapter website is maintained and updated on a monthly basis.

2. DUES

The CEC sets annual chapter dues per Article XII of the Chapter Bylaws at a level it deems appropriate. This information must be reported to the National Office no later than December 1. The National Office collects chapter dues and remits them to the chapters on a regular basis.

3. MEETINGS

Chapter membership meetings are generally held once a month. Monthly meeting registrations can be made using the online meeting registration tool on the chapter website or by emailing the Membership Chair.

The chapter member and non-member costs of the meetings should be set and approved by the CEC at the beginning of the fiscal year. Students and one-time guests of members may attend regular monthly meetings for no charge. Meeting registration fees can be paid by cash, check or debit/credit card via PayPal. A small "service fee" may be charged on registrations paid via Paypal to cover the transaction costs.

A table should have AGA membership materials, CGFM materials and any available marketing materials for AGA. Preference would be that an AGA skirt or signage will be on the table.

4. CALENDARS

The chapter's fiscal year shall end at the close of business on the 30th day of June each year, per Article X of the Chapter Bylaws.

The chapter's membership year shall end at the close of business on the 31st day of March each year.

The chapter's recognition program year shall end at the close of business on the 31st day of May each year.

The chapter's leadership and educational program year shall end at the close of business on the 30th day of June each year.

5. INTERNAL AND EXTERNAL REPORTING SCHEDULE

Chapter Reports and Forms	Chapter Officer Responsible	Due Date
Annual Corporate Registration w/ Missouri Secretary of State	President	August 31
Statement of Change Registered Agent and/or Registered Office w/ Missouri Secretary of State	President	Immediately after change
Federal Form 990-EZ w/ IRS	Treasurer	November 15
Tax Exempt Status Form w/ Missouri Department of Revenue	Treasurer	Non-expiring
Annual Chapter Financial Review	President	September 30
1099-MISC with the IRS for paid speakers in previous year	Treasurer	January 31
Annual Chapter Budget	President/Treasurer	July 30

6. COMMUNICATIONS

Communication to members may be disseminated in writing or electronically (e.g. website, email).

SECTION VI

CHAPTER SEMINARS

8-hour CPE seminars are held twice each year (once in spring and once in fall). Registrations can be made using the online meeting registration tool on the chapter website or by emailing the Membership Chair.

Chapter member and non-member seminar fees should be set and approved by the CEC at the beginning of the fiscal year and kept at a minimum, so the chapter can meet its goal of providing quality CPE at an affordable cost. Seminar registration fees can be paid by check or debit/credit card via PayPal.

A table should have AGA membership materials, CGFM materials and any available marketing materials for AGA. Preference would be that an AGA skirt or signage will be on the table.

Registration fees for chapter seminars will not be refunded if notice of cancellation is not received by an appropriate date as set by the CEC. Substitutions for seminar attendees will be allowed.

SECTION VII

MEMBER EXPENSE REIMBURSEMENT

1. REIMBURSEMENT FOR NON-TRAVEL EXPENSES

The chapter will reimburse members who pay for regular chapter business expenses from their personal accounts. Members should provide the paid receipt (and any other appropriate paperwork that documents the transaction) to the Chapter Treasurer for reimbursement.

2. REIMBURSEMENT FOR TRAVEL EXPENSES ON AGA OR CHAPTER BUSINESS

Attendance at trainings or AGA business meetings is intended to advance chapter leadership skills, increase knowledge, expand resources and to recognize chapter members for their contributions and achievements. Since there is a professional development component, continuing professional education credits may also be available.

Any travel by a Chapter member for an AGA or chapter business purpose (including Lead, PDT, NLT, etc) should have prior CEC approval. Any Chapter member who attends a conference or meeting should collect, bring back and report any beneficial information to the CEC and the chapter.

The priority list for Chapter members who may attend a national event or meeting with full or partial chapter sponsorship is:

1. The National Council of Chapters Representative at the time of the event
2. The current Chapter President
3. The current Chapter President-Elect
4. The immediate Past-President (if he or she has not attended a conference or meeting in the past)
5. A CEC member who has not attended a conference or meeting in the past (first time attendee)
6. Any current Chapter member (including student members) in good standing who has not attended a conference or meeting in the past (first time attendee)

If a Chapter member is registered for a conference or meeting and is later unable to attend, any registration fee paid by the chapter shall be transferred (when appropriate and allowed by national AGA) to the next member who wishes to attend. If no other member wishes to attend, the chapter shall seek a refund, if allowed by national AGA.

Upon approval by CEC, member travel expenses that are directly related to travel to and from a national training conference or meeting that are not reimbursed or paid by the national Office will be reimbursed by the chapter. The following travel expenses are reimbursable by the chapter:

- Early conference/meeting registration
- Lodging, starting with the night prior to the event attended and each night through the conclusion of the conference or meeting
- Airfare (including 1 checked bag) or mileage for a personal vehicle at the standard IRS rate at the time of travel
- Airport and hotel parking

- Reasonable ground transportation to and from the airport and hotel
- Meals not provided at the conference or meeting

All appropriate documentation and receipts for CEC approved travel expenses should be submitted to the Chapter Treasurer for reimbursement as soon as practical after the completion of travel.

SECTION VIII

CGFM CERTIFICATION

Certification is a critical part of the mission of the Association of Government Accountants, and it's a major focus of the organization. The Certified Government Financial Manager (CGFM) is a credential conferred upon government professionals who fulfill education and experience requirements and pass a three-part examination. The examination includes material which covers a wide range of topics at the federal, state and local levels.

1. EXAM STUDY MATERIALS

Study guides for each of the three parts of the CGFM exam are available for purchase through the AGA website. Purchasing the study guides for all three parts can be expensive. To alleviate the additional cost to members, the chapter has purchased study guides and has them available for members to check-out for a reasonable amount of time. The Professional Certification Chairperson will loan these study guides on a first-come, first serve basis to members desiring to take the examination. Chapter members studying for the CGFM exams should only have one study guide checked out at one time.

Borrowed study guides should be returned to the Professional Certification Chairperson in the same or better condition in which they were loaned. Any study guides that are lost or have received significant damage (torn, missing or crumpled pages, pages with liquid spill stains or other exposures that render the pages unsightly or unreadable, etc) should be replaced at the expense of the member who had borrowed the guide. If the borrower does not replace the damaged study guide within a specified time period, the borrower will be restricted from borrowing future study materials.

The Professional Certification Chairperson may, within the available budget, purchase replacement study guides as necessary.

2. CGFM EXAM REIMBURSEMENT

Any Chapter member in good standing is eligible for CGFM exam reimbursement after successfully passing all three exams and receiving his or her official AGA award letter. The cost of the CGFM program application fee and the testing fees for all three parts of the examination can be reimbursed. No study materials purchased by the member are eligible for reimbursement. To receive reimbursement, the CGFM candidate should submit a copy of his or her official AGA award letter and documentation which supports their testing costs to the Chapter Treasurer.

SECTION IX

FINANCIAL CONTROLS AND GUIDANCE

1. FISCAL YEAR

The chapter's fiscal year begins on July 1 and ends on June 30.

2. ANNUAL TAX AND STATE FILINGS

Each year the Chapter Treasurer shall complete the proper tax forms for the organization. As a tax-exempt 501(C)(3) organization, AGA chapters **MUST** file either a 990-N, 990-EZ or a 990 annually with the IRS by the 15th day of the 5th month after the chapter's fiscal year end (November 15). Failure to file the pertinent return will result in the revocation of the chapter's tax-exempt status by the IRS.

The form an organization must use to file generally depends on its financial activity:

1. Chapters whose annual gross receipts are \$50,000 or less must file Form 990-N (E-Postcard).
2. Chapters with annual gross receipts between \$50,001 and \$200,000 and total assets less than \$500,000 file Form 990-EZ.
3. Chapters with gross receipts greater than or equal to \$200,000 or total assets greater than or equal to \$500,000 at the end of the tax year must file Form 990.

The chapter must also file with the Annual Corporate Registration with the Missouri Secretary of State.

3. BUDGET

An annual budget shall be established by the Chapter President, in consultation with the Chapter Treasurer and CEC. The budget shall provide an estimated list of expenses for the program year and the revenue sources that will support it. The budget shall be balanced, and the use of fund balance is allowed to balance the sources and uses of chapter funds.

The CEC shall review and approve the annual budget at the beginning of each chapter fiscal year. No funds should be expended for the fiscal year before the budget for that fiscal year is approved by CEC.

Modifications to the budget shall be in accordance with the most current version of the approved Chapter Bylaws.

4. BANK AUTHORIZATIONS AND ACTIVITIES

At least 3 CEC members (including the Chapter Treasurer) should have bank signature authority to ensure a back-up signer is available for emergency situations. The Chapter Treasurer should begin adding and removing signature authorities with the bank on July 1 after elections and appointments of new Chapter Officers are completed. The Chapter President, with the approval of CEC, has the authority to make changes in the financial institution used by the chapter.

In no event shall any Chapter Officer or CEC member procure a debit card, charge card, credit card or any other financial instrument on behalf of the chapter without prior approval by the CEC. Any member who performs this function will be immediately removed from his or her position and reported to the National Office of the AGA for ethics violations and permanent removal from AGA.

The Chapter Treasurer has express authority to create disbursements on behalf of the chapter. All check disbursements issued by the Chapter Treasurer shall be signed by the Treasurer and another CEC member who has bank signature authority to ensure dual controls. If the Treasurer is unavailable to sign a check disbursement, the 3rd check signer may sign in place of the Treasurer. All disbursements and transaction details should be recorded in the chapter's financial ledger.

Payments from members for meetings and seminars are paid by cash, check or PayPal. Payment methods and amounts received from each member are recorded on the meeting/seminar attendance list by the Chapter Membership Chairperson. This attendance list records the total funds received for the meeting. This attendance list, along with any cash and checks received by the Membership Chair, is submitted to the Chapter Treasurer for reconciliation and deposit. Any cash or checks should be deposited into the bank as soon as possible.

A deposit report from PayPal, combined with all cash and checks received, should tie directly to meeting attendance lists provided and funds received by the Chapter Membership Chairperson and any deposits made at the bank. All deposits and transaction details should be recorded in the chapter's financial ledger.

The Chapter Treasurer shall reconcile the chapter's financial ledger against the chapter's bank statement at the end of every month. After bank reconciliations are complete, the Chapter Treasurer shall prepare and submit the monthly financial statements (including all bank reconciliations) to the CEC for review and approval.

5. ANNUAL FINANCIAL AUDIT OR INDEPENDENT REVIEW

As a legal and professional financial accountability organization, it is highly recommended that the Chapter engage in an annual financial audit or an independent review of the Chapter's financial activity. The CEC should determine the best option (full audit or independent review) after considering the level of financial risk in the chapter and the cost and complexity of a full audit.

This audit or independent review should be designed:

- To ensure that the Chapter's financial policies and procedures are being followed
- To certify the accuracy of the books and records of the Treasurer
- To assure the membership that the Chapter's resources/funds are being managed in a businesslike manner within the regulations established for their use.

After the fiscal year is closed, the Chapter President should form the Financial Review Committee, according to Section IV – Committees and Task Forces of this Policies and Procedures manual. The President should select a current CEC member to chair this 3-person committee. At least 1 person of this committee should be selected from those Chapter members who are not currently on the Chapter CEC.

If the CEC determines that a full audit is necessary, then this committee should solicit bids from reputable area CPA firms and present the bids to the CEC for review and selection. The most cost-effective bid from a qualified firm should be engaged for the audit. The Financial Review Committee Chair will be the liaison between the Chapter and the audit firm.

Otherwise, this committee should review the annual Chapter financial transactions for accuracy, compliance with the Chapter's policies and procedures and appropriateness for the Chapter's activity and goals. Any issues discovered during the review should be noted on the Chapter Financial Review form (along with their remedies) and presented to the CEC.

The Chapter is required to file IRS form 990, 990N or 990EZ by November 15. To assist the Chapter Treasurer in meeting that deadline, the annual financial audit or independent review should be completed by September 30. The audit or review should be documented with the Chapter Financial Review form, noted in the CEC minutes and submitted to the Chapter Services Manager at the AGA National office (along with a copy of the CEC minutes that show it was approved) after the appropriate 990 form is filed with the IRS.

SECTION X

STUDENT RECRUITMENT

Student recruitment, membership and support is an important part of the AGA objectives. Mentoring and engaging students is critical to the future of government accounting and the AGA. The purpose of this section is to outline how the Chapter recruits and funds those recruitment activities.

1. EDUCATIONAL SCHOLARSHIPS

To support college students in the Southwest Missouri area and introduce them to AGA, the CEC may decide to include educational scholarships in the annual chapter budget. Only college students who are majoring in Accounting or a related field are eligible for these scholarships.

If educational scholarships are approved by the CEC, the Chapter President will form a Scholarship Committee as outlined by Section IV of these Policies and Procedures to oversee the student selection and scholarship award process. The Chapter President will appoint a Scholarship Committee Chairperson whose responsibilities are described in Addendum I to these policies and procedures. The Chairperson and the committee must be approved by the CEC in accordance with Article IX of the Chapter Bylaws and will report to the CEC.

2. STUDENT OUTREACH AND RECRUITMENT

During the planning and budget process for the program year, the Early Careers Chairperson will develop a plan and budget for student recruitment activities throughout the year. The student outreach budget should include the expected costs for the recruitment activities plus any costs allowed for student travel as described in the following section. These outreach activities can include, but are not limited to:

- Local training events, including free attendance to monthly Chapter meetings and one free session at Chapter educational seminars
- College and university fairs to market and promote AGA membership

- Chapter sponsorship of Accounting club meetings at local colleges and universities
- Member job shadowing and mentorship

3. STUDENT TRAVEL REIMBURSEMENT

Student members may occasionally be awarded National Collegiate Leadership Program (NCLP) scholarships by the National Office to attend conferences (NLT, National PDT, etc). These NCLP scholarships pay for the student's airfare, hotel and conference registration costs. The student is responsible for their incidental expenses (taxi, tips, meals outside of the conference, baggage fees, etc).

Any student member who receives an NCLP scholarship to attend a National conference may submit a student travel reimbursement request, in writing, for their incidental travel expenses. This reimbursement will have a \$500.00 maximum limit. This written request should be sent to the Early Careers Chairperson and include the following information:

- A brief student bio
- A detailed list of the receipts (date, vendor, amount, description) to be reimbursed
- Date and purpose of the trip
- Student review and feedback from the conference

The Early Careers Chairperson should present the reimbursement request to the CEC for approval. If approved, the written request and original receipts should be submitted to the Chapter Treasurer for reimbursement.

Student members, who are in good standing with AGA and the Chapter, may be eligible to attend National conferences using the Chapter travel budget and any Chapter scholarships provided by the National Office. Students are subject to the provisions and priority list outlined in Section VII – Member Expense Reimbursement, part #2. Students should submit a written travel request to the Early Careers Chairperson. The Early Careers Chair should present the student trip request to CEC for approval.

If the student has travel approved by CEC and no funds are available in the Chapter travel budget, a student may request a partial travel reimbursement of up to \$500.00 from the student outreach and recruitment budget. Only the travel expenses listed in Section VII – Member Expense Reimbursement, part #2 are eligible for reimbursement. After the trip, the Early Careers Chairperson should collect the original travel receipts and submit them, along with the written travel request, to the Chapter Treasurer for reimbursement to the student.

SECTION XI

ACHIEVEMENTS IN CHAPTER EXCELLENCE AWARDS

The objective of the Achievements in Chapter Excellence (ACE) Awards Program is to support, encourage and promote AGA's mission and to provide flexible guidelines to help the development of a well-rounded chapter. The National Council of Chapters (NCC) and the AGA National Office want to recognize chapters for maintaining baseline operations and for their varying levels of accomplishment. Unlike a competitive program wherein chapters compete against each other, the ACE Awards measures an individual chapter's performance against its own pre-established standards or benchmarks to self-evaluate its own strengths and weaknesses.

1. PROGRAM YEAR

The ACE Awards program year begins on June 1 and concludes on May 31. This is different from AGA's program year, which begins on July 1 and ends on June 30. The difference provides for continuity between Chapter Officers and allows time for the determination and preparation of the awards presented at the National PDT in July.

2. CHAPTER REQUIREMENTS AND GOALS

Before the start of each program year, the incoming Chapter President and CEC have a planning meeting to review the chapter activities REQUIRED by the National Office (see Section V – Chapter Operations) and set the chapter goals and plans for the coming year.

The Goals section of the ACE awards outlines the various reporting categories for each chapter. These objectives offer some basic activity goals, for which the chapter can earn points toward an ACE award. More information on the ACE awards (including effective practices for each activity category) can be found in the ACE Awards support manual.

After the chapter goals are determined, they should be emailed with the Chapter Strategic Plans to the AGA Chapter Services Manager by August 1, but no later than September 1.

Documenting the chapter's progress toward the goals and requirements should be done by the Chapter President-Elect. Failure to complete and document all required items will cause the chapter to be ineligible for any ACE Awards.

3. ACHIEVEMENT TIERS

Each objective of the ACE Awards can be achieved in one of three tiers. Points are earned at the level of the tier of the accomplishment. For example: If the chapter exceeds their membership growth goal, they receive 500 points for achieving the tier 3 goal. **Note:** Points are only earned at the highest level of achievement, **NOT** the total of all 3 tiers combined.

Unless noted, points are not earned for each instance of an occurrence – rather, they are earned at the highest level the chapter achieves during the year.

Bonus points are available in some of the chapter requirements and goal categories. These bonus points can be earned regardless of the tier level accomplishment for the category. For example: A chapter can earn 100 bonus points from the CGFM Candidate Support category if a member of the chapter earns the CGFM designation regardless of which tier is achieved.

4. REPORTING

Reporting on the chapter's progress toward the goals and requirements should be done by the NCC Representative. Progress toward the goals should be entered into the ACE award section on the National website.

Quarterly progress reports are due to the National Office by

- December 31 for the period June 1 through December 31
- March 31 for the period January 1 through March 31
- May 31 for the period April 1 through May 31

5. AWARD LEVELS

Chapters will be recognized for their accomplishments during the annual Professional Development Training hosted by the National Office. The total points earned by a chapter during the year are rewarded as follows:

- Platinum level: 4,400 – 5,500 points
- Gold level: 3,000 – 4,399 points
- Silver level: 2,000 – 2,999 points
- Bronze level: 100 – 1,999 points

ADDENDUM I

CHAPTER EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

1. PRESIDENT

The President is the Chief Executive Officer of the Chapter. The Chapter President is responsible for leading the CEC in developing plans and programs aimed at reaching the Chapter goals which are consistent with the national goals and objectives. The President should create an atmosphere in which CEC members are encouraged to plan and participate in the current year's activities and to lay the foundation for the Chapter's future.

The President will serve a term as defined by Article VI of the Chapter Bylaws. The President will become the Immediate Past President when his or her term as President expires.

The President is responsible for managing Chapter activities personally, or through an appointed representative. This includes:

- Preparing the President-Elect for the next program year
- Revising or affirming the Chapter's mission and vision for the program year
- Participating in National leadership training activities
- Adhering to the National and Chapter Bylaws, as well as resolutions and regulations regarding the administration of the Chapter
- Calling and chairing meetings of the membership as prescribed in the Chapter Bylaws, or as may be deemed necessary
- Presiding at meetings of the CEC following Robert's Rules of Order
- Reviewing and approving, with the CEC, the operating plans and budget for the next year
- Ensuring that Chapter minutes are reviewed and approved by the CEC and published in the newsletter or on the Chapter website
- Requiring the CEC vote on approval of the last official meeting minutes
- Ensuring that all CEC members have a copy of the Chapter Bylaws and are educated on their position, duties and other appropriate chapter policies and procedures
- Establish the monthly CEC meeting dates, times and locations for the upcoming year, and notifying the general membership of the meetings to discuss Chapter business
- Distributing the agenda and meeting materials to the CEC members
- Appointing Committee Chairs, Sub-committees and Task Forces as prescribed in the Chapter Bylaws
- Serving as an Ex-Officio member of all committees
- Preparing the annual operating budget with assistance from the Treasurer and the CEC
- Preparing the Chapter Officer's directory and distributing it to the Chapter Officers and the National Office
- Review the Chapter's annual Citizen-Centric Report
- Review and approve each committee plan for the coming year. A copy of the committee plans should be saved with the official CEC records.
- Prepare the President's message for inclusion in the newsletter and on the website
- Provide a short introduction and welcome to the attendees at the various Chapter events
- Completing and filing the Annual Corporate Registration with the Missouri Secretary of State by the stated deadline

2. PRESIDENT-ELECT

The President-Elect assists the Chapter President and CEC in fulfilling their responsibilities as members of the CEC. The President-Elect should become familiar with the operations of the Chapter to prepare for a successful term as Chapter President and to ensure a smooth transition in the coming year from the existing to the new CEC.

The President-Elect will serve a term as defined by Article VI of the Chapter Bylaws. The President-Elect will become the Chapter President when his or her one-year term as President-Elect expires. In the event that the President's position becomes vacant, the President-Elect will assume the Office of the Chapter President until the expiration of the President's term or until the election of a new Chapter President.

Other duties include:

- Serving in the President's absence in running monthly meetings or kicking off educational events
- Attending CEC meetings and programs to help prepare and plan for the coming year
- Serve on the Chapter's Nominating Committee
- Document the chapter's progress on the ACE Award Program
- Other duties as assigned by the President

3. IMMEDIATE PAST PRESIDENT

The Immediate Past President serves as an advisor to the President and CEC to help facilitate a smooth transition from the prior CEC to the current CEC. The Immediate Past President should assist new CEC members to understand their duties.

The Immediate Past President serves a one-year term or until the term of the current President expires.

Other duties include:

- Serve on the Chapter's Nominating Committee
- Serve in the absence of the President and President-Elect in running monthly meetings or kicking off educational events
- Other duties as assigned by the President

4. TREASURER

The Treasurer is the custodian of the Chapter funds and is responsible for Chapter financial records and reports. The Treasurer should ensure that the financial records and assets of the Chapter are accurately maintained. The Treasurer should advise the President and CEC on all Chapter financial matters.

The Treasurer will serve a term as defined by Article VI of the Chapter Bylaws. The Treasurer shall not serve for more than 2 consecutive years.

Other duties include:

- Refer to Section IX - Financial Controls and Guidance of these Policies and Procedures for more information.
- File the necessary IRS 990 Form with the IRS by the appropriate deadline.
- Ensure the signature authorization forms from the approved bank are signed by the designated Chapter officials
- Assist the President and CEC in preparing the annual Chapter operating budget
- Promptly deposit all receipts of the Chapter in a bank account maintained in the name of the Chapter
- Prepare cash disbursements for the Chapter with the appropriate signature authorizations
- Reconcile the Chapter's financial ledger with the Chapter's bank statement at the end of each month
- Prepare the Chapter's financial reports on a monthly basis and submit them to the CEC for review and approval and publication in the Chapter's monthly newsletter
- Other duties as assigned by the President

5. SECRETARY

The Secretary is the custodian of all the official Chapter files. The Secretary is responsible for maintaining an official record of the CEC meetings and Chapter business, including accurate minutes of the monthly CEC meetings and any special meetings deemed necessary.

The Secretary will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Prepares the CEC meeting minutes for review and approval by the CEC and publication in the Chapter's monthly newsletter and website
- Serve as custodian of the Chapter letterhead and official documents (including all electronic data)
- Creates and distributes the monthly CEC meeting agenda
- Maintains the archive of Chapter documents and newsletters
- Maintains a list of Chapter officers including their CEC positions, employers, job titles and contact information
- Other duties as assigned by the President

6. NATIONAL COUNCIL OF CHAPTERS (NCC) REPRESENTATIVE

The National Council of Chapters is an advisory group to the AGA's National Governing Board (NGB). The Chapter's NCC Representative is responsible for representing and promoting the interests of the Chapter on the NCC. The NCC Representative will serve as an active ambassador between the Association's National and Chapter leaders.

The National Council of Chapters Representative will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Attend and actively participate in all NCC meetings, both virtual and in-person
- Provide input to the NGB as requested on strategic issues and program impacts
- Communicate relevant information from the NCC and NGB to Chapter members and leaders
- Facilitate connections between Chapters by sharing chapter successes and best practices
- Participate in NCC working groups as needed and requested by the NCC Chair
- Build a collegial working relationship with other NCC members and the National staff that contributes to collaboration
- Support and mentor members serving in Chapter leadership positions
- Support and mentor leaders of new Chapters as requested
- Write a “News from National” article for the monthly newsletter
- Report the chapter’s progress on the ACE Award Program to the National Office on a quarterly basis
- Other duties as assigned by the National Office

7. ACCOUNTABILITY CHAIR

The Accountability Chairperson is responsible for supporting and promoting the Citizen-Centric Reporting initiative within the Chapter and the government entities in the area.

The Accountability Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Coordinate, gather and compile the information required for the Chapter’s Citizen-Centric Report (CCR)
- Prepare the Chapter CCR report and submit it to the Chapter CEC and the National Office for review and approval by the required deadline
- Submit the approved CCR report to the Communications Chair for publication in the newsletter and on the website
- Attend and participate in monthly CEC meetings
- Make contact with federal, state and/or local governments to generate interest for the Citizen-Centric Report
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

8. COMMUNITY SERVICE CHAIR

The Community Service Chairperson is responsible for identifying opportunities for Chapter members to give back to the community by participating in charitable events and/or donating resources to organizations in need. The Chair is responsible for coordinating community service events throughout the year by organizing events and recruiting members to participate.

The Community Service Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Develop a community service plan which outlines the events scheduled for the coming year
- Coordinating the various community service events and fundraisers that are sponsored by the Chapter
- Submit requests to the AGA National Office to obtain matching donations
- Attend and participate in monthly CEC meetings
- Provide any necessary community service information (plans, schedules, organizations involved, etc) to the Communications Chair for publication on the website and in the newsletter
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

9. EDUCATION CHAIR

The Chapter's goal is to provide affordable professional training and development opportunities which are relevant to the needs of the Chapter members. The Education Chairperson is responsible for deciding topics and speakers for Chapter meetings and other Chapter educational events.

The Education Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Develop an education plan which outlines the events scheduled for the coming year
- Arrange for speakers, topics, locations and any equipment needed for the monthly educational meetings
- Attend and participate in monthly CEC meetings
- Prepare and submit a tentative education schedule of monthly educational meetings and speakers for CEC approval
- Arrange adequate accommodations for speakers and guests as needed
- Secure speaker's biographical information for introductions

- Provide any necessary educational information (plans, schedules, calendars, speakers, topics, etc) to the Communications Chair for publication on the website and in the newsletter
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

10. MEMBERSHIP CHAIR

The Membership Chairperson is responsible for maintaining the active interest of Chapter members. The Membership Chairperson is also responsible for maintaining accurate Chapter membership records.

The Membership Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Develop a membership plan which outlines the membership initiatives scheduled for the coming year
- Maintain up-to-date Chapter membership records, including names, email addresses, mailing addresses, employers, job titles, membership categories, etc
- Monitor the Chapter membership database provided by the National Office
- Analyze the Chapter's membership mix to determine areas that are not represented
- Develop and recommend initiatives to increase membership totals and to retain current members
- Create an annual Chapter membership survey and submit the results to CEC for review
- Attend and participate in monthly CEC meetings
- Communicate with new members, welcoming them to AGA, informing them about upcoming events and Chapter activities and programs
- Notify the Communications Chair of any new members or any noteworthy achievements made by Chapter members (awards, job promotions, AGA membership milestones, etc) for recognition in the newsletter and on the website
- Record member RSVPs for educational meetings
- Collect and submit all monthly meeting revenue and the event attendance log to the Chapter Treasurer
- Distribute all CPE certificates to members for hours earned by attending Chapter educational events
- Share member email addresses with the Communications Chair to distribute a monthly newsletter
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

11. COMMUNICATIONS CHAIR

The Communications Chairperson is responsible for organizing, preparing and distributing various forms of communication to the Chapter membership. The purpose of this is to create interest in the Chapter, communicate Chapter events and information beneficial to the membership and publish other information as necessary.

The Communications Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Coordinate and send official Chapter email communications
- Prepare the monthly Chapter newsletter using Microsoft Publisher, LucidPress.com or another method approved by the National Office
- Email any relevant open job postings to the Chapter membership when requested
- Attend and participate in monthly CEC meetings
- Obtain updated email addresses from the Membership Chair
- Obtain articles to be featured in the monthly newsletter
- Take pictures at Chapter events to be included in the newsletter
- Include a President's message, CEC meeting minutes, Treasurer's Report, Chapter calendar and other information on upcoming events and an article from the National Council of Chapters Representative in the newsletter
- Author articles for the newsletter and website when necessary
- Maintain the Chapter website and keep the design current and the information relevant to members and potential members
- Maintain the Chapter Facebook page and post any relevant information from the Chapter, the National Office or other area Chapters.
- Soliciting content from CEC members for inclusion in the newsletter and on the website
- Provide any necessary information for the Chapter Recognition Program
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

12. EARLY CAREERS CHAIR

The Early Careers Chairperson is responsible for meeting the needs of the Student and Young Professional members of the Chapter. The Early Careers Chairperson should identify and recruit potential Student and Young Professional members and encourage existing members to become more involved in Chapter programs and activities.

The Early Careers Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Develop a plan to identify and recruit potential Student and Early Careers members for the coming year
- Promote AGA educational, professional development, scholarship and networking activities related to the Student and Early Careers membership

- Attend and participate in monthly CEC meetings
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Work with student members to document travel reimbursements when necessary
- Other duties as assigned by the President

13. PROFESSIONAL CERTIFICATION CHAIR

The Professional Certification Chairperson is responsible for assisting and supporting Certified Governmental Financial Manager (CGFM) certification candidates in the Chapter. The Professional Certification Chairperson is responsible for promoting the CGFM certification to current and potential Chapter members.

The Professional Certification Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Develop a plan to identify and support CGFM candidates for the coming year
- Develop a plan to promote the CGFM certification at Chapter events, in the monthly newsletter and on the Chapter website
- Track members and nonmembers in the Chapter area that take the CGFM exam
- Notify the Communications Chair of new CGFMs and any member that passes a CGFM exam for recognition in the newsletter and on the website
- Provide the Communications Chair with any changes in the CGFM program that should be updated on the website
- Obtain the CGFM month proclamations from the state and local government entities in March
- Maintain the Chapter CGFM study guides and oversee the study guide loan program
- Attend and participate in monthly CEC meetings
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

14. BYLAWS AND PROCEDURES CHAIR

The Bylaws and Procedures Chairperson is responsible for maintaining the Chapter Bylaws and the CEC Policies and Procedures Manual. The Bylaws and Procedures Chairperson is responsible for ensuring that the Chapter Bylaws are up to date and in accordance with the National AGA guidelines.

The Bylaws and Procedures Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Review the Chapter Bylaws and the CEC Policies and Procedures Manual annually
- Recommend any necessary Bylaw changes to the CEC for review and membership approval
- Recommend any necessary changes to the Policies and Procedures Manual to the CEC for review and approval
- Ensure the Bylaws and Policies and Procedures are provided to all CEC members and are available to all members via the website or upon request
- Prepare membership voting ballots for contested CEC positions
- Tabulate voting results when elections for CEC positions are required
- Certify the election results to the Chapter President without ballot when no elections are required
- Attend and participate in monthly CEC meetings
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

15. NOMINATING COMMITTEE CHAIR

The Nominating Committee Chairperson is responsible for recommending names for Chapter Elective Office in accordance with provisions stated in the Chapter Bylaws. The Nominating Committee Chairperson is responsible for reviewing the professional backgrounds of the nominees to ensure they are commensurate with the duties of the Office for which they are nominated.

The Nominating Committee Chairperson will serve a one-year term as defined by Article VI of the Chapter Bylaws.

Other duties include:

- Serve as Chairperson of the Nominating Committee and conduct committee meetings when necessary
- Annually solicit nominations from Chapter membership and the CEC for each of the CEC positions
- Review the professional backgrounds of all candidates
- Select the best qualified candidate for each of the CEC positions and submit the candidates to CEC for review
- Attend and participate in monthly CEC meetings
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

16. SCHOLARSHIP COMMITTEE CHAIR

The Scholarship Committee Chairperson is responsible for administering the Chapter Scholarship Program. This program is designed to extend scholarship assistance to qualified college students in the Southwest Missouri area. The Scholarship Committee Chairperson is responsible for soliciting applications for student educational scholarships, selecting qualified candidates and awarding those scholarships approved by the CEC.

The Scholarship Committee Chairperson will serve for the duration of the scholarship award process as outlined by Section IV of these Policies and Procedures.

Other duties include:

- Serve as Chairperson of the Scholarship Committee and conduct committee meetings when necessary
- Coordinate the Chapter scholarship and award process, including marketing and promotion
- Collaborate with the CEC to plan and coordinate the awards event
- Develop the criteria used for selecting scholarship candidates
- Attend and participate in monthly CEC meetings
- Provide any necessary information for the Chapter Recognition Program
- Submit a newsletter article to the Communications Chair as needed
- Provide any necessary information for the Chapter operating budget
- Other duties as assigned by the President

17. FINANCIAL REVIEW COMMITTEE CHAIR

The Financial Review Committee Chairperson is responsible for overseeing the annual financial audit or independent review of the Chapter's finances. The National AGA office requires an annual financial audit or independent review of the finances for all AGA Chapters.

The Financial Review Committee Chairperson will serve for the duration of the financial audit or review process as outlined by Section IV of these Policies and Procedures.

Other duties include:

- Serve as Chairperson of the Financial Review Committee and conduct committee meetings when necessary
- Solicit bids from local CPA firms and assist the CEC in selecting an audit firm (if a full financial audit is necessary)
- Serve as the liaison between the Chapter and the audit firm (if a full financial audit is necessary)
- Assist the committee in reviewing the Chapter's annual financial activity by the September 30 deadline
- Confirm that all audit or independent review documentation is correct and submit it to CEC for review and approval
- Report any audit or review findings to the CEC
- Other duties as assigned by the President