



AGA ATLANTA CHAPTER EXECUTIVE COMMITTEE ROLES AND DESCRIPTIONS

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AGA Atlanta Chapter Executive Committee Position Descriptions

Chapter President

OBJECTIVE

To create an atmosphere in which the Chapter Directors and members are encouraged to plan and participate in the current year's activities and to lay the foundation for the Chapter's future. Also, to provide effective leadership which will result in a strong, viable chapter. This includes:

- Initiate monthly CEC meetings (in-person or conference call) and prepare the meeting agendas.
- Ensure Chapter and Membership adheres to the National and Chapter Bylaws, as well as resolutions and rules regulating the administration of the Chapter.
- Revising or affirming the Chapter's mission and vision for the program year.
- Calling and chairing meetings of the membership as prescribed in the Chapter bylaws, or as may be deemed necessary.
- Reviewing and approving, with the CEC, the operating plans and budget for the next year.
- Appointing Committee chairs, sub-Committees, and task forces as prescribed in the Chapter bylaws.
- Serving as an ex-officio member of all Committees.
- Approving all Chapter expenses before payment by the Treasurer.
- Preparing the CEC roster with support from the Chapter Secretary and Chapter Webmaster.
- Review and approve each Committee plan for the coming year.
- Preparing the President's Message for inclusion in the newsletter and on the website.
- Monitor and assess Chapter progress against the Chapter Plans and initiate action as needed to adjust the Plans and/or Chapter performance.
- Other duties as required.

The Chapter President serves a one-year term and served as the Chapter President-Elect for the preceding year. They serve as the Immediate Past Chapter President the year following his/her term as Chapter President.

President-Elect

OBJECTIVE

To assist the President in their duties and become familiar with the operations of the Chapter to become an effective leader in the following year. This includes:

- Serving in the President's absence in running monthly meetings or kicking off education events.
- Attending CEC meetings and programs to help prepare and plan for the coming year.
- Serving as the ACE Reporting and Accountability Director for the Chapter.
- Participate in AGA's annual leadership training (i.e., LEAD).
- Serving as the Co-Chair of the Bylaws and Procedures Committee.
- If the Chapter President's position becomes vacant, discharge the responsibilities of the office of the President until the expiration of the President's term or until the election of a Chapter President to complete the term.
- Monitor Chapter succession planning and initiate actions to fill vacant and/or upcoming CEC positions.
- Monitor transition activities to promote continuity and reduce impact of CEC turnover between program years.

The President-Elect serves a one-year term. The following year, the President-Elect becomes the Chapter President.

Immediate Past President

OBJECTIVE

To act as an advisor to the President/CEC and help facilitate a smooth transition from the prior CEC to the current CEC. This includes:

- Serving as the Chair of the Bylaws and Procedures Committee.
- Provide guidance to the Chapter President.
- Serve as a "Special Project" leader or chair of a designated task force.
- Help identify future Chapter leaders.
- In coordination with the President-Elect, help ensure transition activities between roles and program years are executed to promote continuity, including the archival of supporting documentation.
- Other duties to be determined.

The Immediate Past President serves a one-year term.

Treasurer

OBJECTIVE

The Chapter Treasurer is the custodian of Chapter funds and is responsible for Chapter financial records and reports, including the maintenance of adequate records of all transactions involving Chapter funds. This includes:

- Attending CEC meetings.
- Preparing the Treasurer-Elect through the program year to transition into the position the following year.
- Follow the guidance documented in the AGA's Resources and Guidelines for Chapter Treasurers, prepared by AGA National Office and Finance and Budget Committee.
- Make disbursements from the Chapter bank account for expenses approved by the CEC.
- Assists the Chapter President with preparation of the annual budget.
- Completing and mailing the necessary federal and state tax forms by the required date to maintain the Chapter's tax-exempt status.
- Make the Chapter's books and records available to the CEC at any time. These books and records are subject to external review annually.
- Prepares a report for each quarter and provides to the CEC as outlined in the Chapters' Financial Policies and Procedures Manual.

Additional duties include:

Refer to the Chapter Finance and Budget Policies and Procedures Manual.

The Chapter Treasurer serves a two-year term and served as the Chapter Treasurer-Elect for the preceding year.

Treasurer-Elect

OBJECTIVE

To assist the Treasurer in their duties and become familiar with the operations of the Chapter to become an effective leader in the following year. This includes:

- Attending CEC meetings.
- Ensuring the signature-authorization forms from the approved bank are signed by the designated Chapter Officials.
- Cooperating with the person engaged to review the records of the Chapter.
- Serving as an additional layer of internal controls and evaluating the effectiveness of the Chapter's internal controls.

Additional duties include:

Refer to the Chapter Finance and Budget Policies and Procedures Manual.

The Treasurer-Elect serves a one-year term prior to becoming Treasurer.

Secretary

OBJECTIVE

To maintain an official record of the CEC meetings and Chapter business. This includes:

- Attending CEC meetings.
- Serving as custodian of Chapter letterhead and official documents (including all digital data).
- Creates and disseminates the monthly CEC meeting agenda.
- At each meeting, utilizing the meeting agenda, the secretary takes notes on the meeting discussion.
- Creates and maintains the CEC roster and email distribution list roster with support from the Chapter President and Chapter Webmaster.
- Maintains Chapter Bylaws and serves as a member of the Bylaws and Procedures Committee.
- Ensures the annual election process occurs in accordance with the Chapter Bylaws.
- Other duties to be determined.

The Secretary serves a one-year term.

Community Service Director

OBJECTIVE

To identify opportunities for Chapter members to give back to our community by participating in charitable events and/or donating resources to organizations in need. This includes:

- Attending CEC meetings.
- Completing a Community Service Plan at the beginning of the year and provided to the Chapter President for submission to National.
- Appointing a Community Service Committee, if needed, to help carry out the Community Service Plan throughout the year.

The Community Service Director serves a one-year term.

National Council of Chapters (NCC) Representative

OBJECTIVE

The individual in this position should best represent the Chapter in a high-profile, strategic setting. The individual should be one who best understands the Chapter's challenges and strengths and can communicate that information to assist the National Governing Board and fellow Chapters working to improve the AGA experience.

Additional information on the position is available from the AGA National Office.

Selection Criteria to Consider:

- Chapter Member in good standing.
- Available for NCC meetings (four per year: in person at PDT and annual leadership training event and two virtual); have time and employer support to travel for in-person meetings (while AGA covers both travel and hotel costs for leadership training meeting, it covers hotel scholarship only for PDT).
- Involved in leadership activities, regularly attend Chapter events, and able to network and mentor.
- Knowledgeable about AGA programs and activities.
- Suitable for possible board of director service, as NCC members may self-nominate for National Governing Board positions.
- Knowledgeable about Chapter operations and challenges; recent service as a member of the Chapter Executive Committee is preferred, such as Immediate Past President (may not be current Chapter President or President-Elect, unless an exception is made by the NCC chair, and may not be a member of the National Governing Board unless selected as a Director (for Chapters)).
- Attends CEC meetings.

The National Council of Chapters Representative serves a two-year term.

Early Career/Students Director

OBJECTIVE

Ensure that a focus on Early Career and Student members is present in every activity the Chapter hosts, including special activities just for these members. This includes:

- Attending CEC meetings.
- Focusing efforts on current and potential Early Career members.
- Prepare, and submit to the CEC for approval, an annual program plan.
- Preparing scholarship plan for early career and student members.
- Work with local colleges and universities to expand membership base.
- Preparing articles for Chapter newsletter sharing information regarding efforts, upcoming student and young professional events, and scholarship information.

The Early Career/Students Director serves a one-year term.

Programs & Education Director

OBJECTIVE

To provide affordable, professional training, education, and development opportunities which are relevant to the professional needs of the government accountability community. This includes:

- Attending CEC meetings.
- Overseeing all CPE requirements and maintaining CPE records.
- Provides CPE certificates to those who earn them with support from the Chapter Webmaster.
- Coordinating all Chapter Educational Events with the support of the Programs & Educations Committee and CEC.
- Oversees facility arrangements for luncheons, to include creating luncheon menu, coordinating with luncheon facility, and in-processing of luncheon attendees.
- Arranging for speakers/presenters with support from the Chapter President.
- Preparing and submitting a tentative schedule of monthly membership meetings and speakers to the CEC for approval.
- Sending a letter of appreciation to each speaker.
- Preparing Chapter Educational Event notices for inclusion in the monthly newsletter and on the website.

The Programs & Educations Director serves a one-year term.

Membership Director

OBJECTIVE

Provide leadership in identifying and recruiting new members, retaining current members, and working with the National Office in enrolling and renewing members. Also, to ensure the membership records of the Chapter are accurately maintained. This includes:

- Attending CEC meetings.
- Monitoring the National Office's membership database for Chapter members.
- Recruiting new members and maintaining existing members.
- Preparing a listing of member anniversaries each month and communicating this to the Webmaster for inclusion in the monthly newsletter.
- Obtaining a list of members who have not renewed from the Suspended Members report on April 1 of each year and contacting these members encouraging them to renew their membership.
- Recommending initiatives to increase and retain members.
- Report the current membership number and recruiting progress at monthly CEC meetings.
- Conducting periodic membership surveys
- Preparing a yearly Membership Satisfaction Survey.

The Membership Director serves a one-year term.

Communications Director/Webmaster

OBJECTIVE

To organize, prepare and distribute various forms of communication to the membership and others to gain interest in the Chapter. This includes:

- Attending CEC meetings.
- Coordinating and sending official Chapter communications including Chapter Newsletter.
- Maintaining webpages and social media related to Chapter events, news, Bylaws, Procedures, and any other additional items.
- Providing links to key information on the National website.
- Participating in the National Chapter Communications Award Program.
- Supporting all other CEC members including Programs & Education with scheduling of events and communications with speakers/presenters as requested.

Duties may be split into two separate positions as outlined in the Chapter Bylaws.

The Communications Director/Webmaster serves a one-year term.

CGFM/Professional Certification Director

OBJECTIVE

To help increase the number of individuals who have successfully completed the certified government financial manager (CGFM) examination, and to assist those who hold the designation with earning their required CPEs. This includes:

- Attending CEC meetings.
- Promote the CGFM Credential to members and non-members.
- Support individuals striving to attain the CGFM.
- Contact suspended CGFMs to encourage renewal of the designation.
- Provide articles for the Chapter Newsletter and/or website about the CGFM certification.
- Obtain state/local proclamations for CGFM Month.
- Work with the Membership Director and the Education Director on ensuring the needs of CGFMs and candidates are being met.
- Offer to support and coordinate a study group to help candidates prepare for the exams.
- Maintain study guides to loan to members.
- Contact local colleges and universities with opportunities to promote the CGFM designation to both students and teachers.
- Participate in any employer-sponsored events that focus on career development to promote CGFM.

The CGFM/Professional Certification Director serves a one-year term.

Accountability Director

OBJECTIVE

Manage the Chapter's reporting of activities to the Chapter Recognition Program administered by the National Office. This includes:

- Attending CEC meetings.
- Ensure fiscal and moral responsibility of the Chapter.
- Prepare a Chapter Citizen Centric Report to members.
- Works alongside government entities to produce a Citizen Centric Report for distribution to the public.
- Assist the Chapter Treasurer in an annual evaluation of the Chapter's finances.

The Accountability Director serves a one-year term. The current President-Elect will hold this position.

ACE Reporting Director

OBJECTIVE

Manage the Chapter's reporting of activities to the Chapter Recognition Program administered by the National Office. This includes:

- Attending CEC meetings.
- Collects and consolidates a Pulse Report generated from information from CEC members (in accordance with the AGA National ACE Awards Manual) on a quarterly basis.
- Inputs ACE credits into the national website by the established deadlines.
- Emails the National ACE coordinator by the established deadlines to earn additional credit toward future quarters.
- Reporting the accumulated ACE points to the Communications Director for inclusion in the newsletter each quarter.
- Reporting the accumulated ACE points to the Chapter Webmaster for inclusion on the Chapter's website.
- Communicating with other members of the CEC and the general membership for items that should be included in the Chapter Recognition Report to the National Office.
- Other duties to be determined.

The ACE Reporting Director serves a one-year term. The current President-Elect will hold this position.

Chapter Committee and Task Force Descriptions

The Chapter President, upon ratification by the CEC, may establish Committees and Task Forces as may be needed to assist the Chapter in carrying out the programs and operations. The Chapter President shall, in consultation with the Chapter President-Elect, appoint those chairs unless stated otherwise below.

Awards & Scholarships Committee

OBJECTIVE

To coordinate the Chapter's scholarships and awards processes, including marketing and promotion. Also, to coordinate the promotion of, and submission to, AGA national awards and scholarship programs.

Chair

- Appoint the Co-Chair and other members of the Committee.
- Collaborates with CEC to plan and coordinate the annual awards event.
- Provides the annual Committee budget to the Treasurer.
- Serve as the liaison between the Chapter and National awards entities.

Members

- Recognize accomplishments of Chapter members throughout the year.
- Assist with promotion of awards and scholarship programs.
- Review academic scholarship applications and select winners.
- Assist in the application process of local individuals for National Scholarships by reviewing applications for completeness.
- Submit quarterly Chapter recognition credits (if applicable) to the Chapter Recognition Program Chair.
- Draft articles for the newsletter as needed.
- Support the Chair/Director as required.

Bylaws & Procedures Committee

OBJECTIVE

To ensure the Chapter's Bylaws are in accordance with National AGA guidelines, are available to all members, and are adhered to.

Chair

- Annually review Chapter's Bylaws to ensure they do not conflict with the National AGA Bylaws and ensure that the most recent version is on file with the AGA national office.
- Recommend Bylaws changes to the CEC.
- Recommend Policy and Procedures Manual changes to the CEC.
- Ensure Bylaws are provided to all CEC members and are available to all members via the website or upon request.
- Coordinate the review of the bylaws in relation to Chapter operations to ensure that they are adhered to.

Members

- Review the Chapter's Bylaws and the Policy and Procedures Manual.
- Review proposed Bylaws changes and recommend disposition to the CEC.
- Prescribe, when necessary, the procedures for nominating and electing Chapter officers.
- Ensure Chapter Bylaws do not conflict with the National AGA Bylaws.
- Author articles for the newsletter and website, as appropriate.
- Support the Chair/Director as required.

Nominating Committee

OBJECTIVE

To assist in the process of elections of Chapter Officers and Directors for the upcoming program year by ensuring a fair and consistent nomination process is maintained.

Chair

The Immediate Past President will serve as the Chair of the Nominating Committee.

Members

- Cannot be actively seeking a Chapter Officer or Director position for the upcoming year.
 - At-Large Members supporting the CEC should be given priority as members of this Committee.
- Prepare a slate of candidates for the CEC, being sure to consider a cross-section of the Chapter membership and verifying that those nominated would be willing to devote the amount of time necessary to fulfill their responsibilities.

Finance Committee

OBJECTIVE

Responsible for ensuring the Chapter's Financial Policies and Procedures are maintained and followed. The Committee is also responsible for assisting in the annual review and submission of the budget to the Chapter President.

Chair

The Chapter Treasurer will serve as the Chair of the Finance and Budget Committee.

Members

Members of the Finance and Budget Committee are outlined in the Chapter Finance and Budget Policies and Procedures Manual.