



AGGA®

JACKSON CHAPTER

JACKSON CHAPTER

POLICY & PROCEDURES MANUAL

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CHAPTER OFFICER DUTIES

President

The Chapter President leads and directs the Chapter through its various programs and events. Chapter Presidents receive information about the goals of AGA through association communications and subsequently plans programs at the local level to attain these goals.

In addition to the general leadership of the Chapter, the president is responsible for managing committee or board activities personally or through an appointed representative.

The President's duties can include:

- Participating in Sectional Chapter Officer Workshops.
- Attending annual meetings of the National Board of Directors of which the Chapter President is a member.
- Adhering to the National and Chapter bylaws as well as resolutions and rules regulating the administration of the Chapter.
- Keeping the Regional Vice President, the National President and National Executive Committee (through the National Office staff) fully informed about Chapter activities.
- Calling meetings of the membership as prescribed in the Chapter bylaws or as may be deemed necessary.
- Presiding at meetings of the Chapter Executive Committee.
- Chairing meetings of the membership.
- Appointing committee chairs as prescribed in the Chapter bylaws.
- Communicating with non-members who attend the CPE events during the year to thank them for attending, invite them to a monthly meeting, direct them to the National Office's website for more information about AGA and see if there are any questions about AGA they can answer.
- Preparing, signing and distributing CPE certificates at each meeting or appointing a designee to perform this function (CEC 9/27/06)
- Other duties to be determined

President-Elect

The primary duty of the President-elect is to assist the Chapter President in fulfilling his/her responsibilities and to assist other board members in carrying out their duties. The main function of the President-elect is to provide for a smooth transition in the next year for the members of the Chapter as well as the Chapter Executive Committee (CEC).

This transition is accomplished by the Chapter President-elect becoming involved in all projects that AGA promotes, and taking part in and learning the various aspects of the organization, both nationally and locally.

The President-elect's duties can include:

- Appointing a nominating committee, which is responsible for deciding the formation of the next year's Chapter Executive Committee (CEC). The President-elect is primarily responsible for the recruitment of members to serve in leadership positions of the CEC.
- Serving as the Chapter Recognition Chair.
- In the event that the President's position becomes vacant, the President-elect will assume the office of Chapter President until the expiration of the President's term, or until the election of a new Chapter President.
- Other duties to be determined.

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

Treasurer

The Chapter Treasurer is the custodian of Chapter funds and is responsible for the Chapter's budget, financial records and reports, including the maintenance of adequate records of all transactions involving Chapter funds.

The Treasurer's duties can include:

- Preparing the Chapter's annual consolidated budget.
- Promptly depositing all receipts of the Chapter in a bank account maintained in the name of the Chapter.
- Making disbursements from the Chapter account only on behalf of the Chapter and supported by appropriate documentation
- Presenting, at least once a month, a financial report to the Chapter Executive Committee.
- Recording revenues for all Chapter activities and paying any expenses in connection with these functions. These collections and payments must be included in the reports of Chapter receipts and disbursements.
- Designing a sign in sheet for meetings that will serve to account for payment and document attendance for CPE purposes including certificate numbers of the attendees. A copy of the records will be given to the Education Chair for record keeping purposes. (CEC 9/27/06)
- Preparing financial reports required by federal, state, or local government jurisdictions in a timely manner, submitting these reports to the Chapter President prior to transmitting them to the agency involved.
- Identifying and filing appropriate IRS and State tax forms.

- Other duties to be determined.

The Chapter's books and records are to be made available to the Chapter Executive Committee at any time and are subject to review at least annually. The reviewer(s) can be an appointed committee, a person selected by the president or the Chapter Executive Committee.

The Chapter Executive Committee, at the recommendation of the Chapter Treasurer, approves the selection of the bank in which the Chapter will establish its checking account. Bank resolutions and appropriate signature cards are required to establish a bank account in the name of the Chapter. Unless it is inconvenient to the Treasurer, the same bank should normally be used from year-to-year. When choosing the depository, the Chapter Executive Committee must also decide the number of signatures required to withdraw funds from the checking account. Either the President or the Treasurer is authorized to sign checks on behalf of the Chapter. (CEC 9/27/06)

The treasurer is responsible for ensuring that the signature authorization forms from the approved bank are signed by the designated Chapter officials and returned to the bank.

Secretary

The Chapter secretary is primarily responsible for maintaining the minutes of the Chapter Executive Committee meetings and the regular monthly Chapter meetings, while also ensuring that these minutes are published in the Chapter newsletter.

- Other duties to be determined.

Past President

The Past President's duties can include:

- Providing guidance to the president.
- Serving as a special projects leader or chair of a designated task force.
- Helping identify future Chapter leaders.
- Functioning as a liaison with other associations and organizations, academia, etc.
- Other duties to be determined.

DIRECTOR DUTIES

Director of By-Laws and Procedures

The By-Laws and Procedures Director ensures Chapter bylaws are consistent with AGA National bylaws, maintains and keeps current the policies and procedures under which the Chapter operates and provides a copy to the AGA National Office.

Director Communications

The Communications Director is primarily the newsletter editor. The newsletter editor is the key communicator with Chapter members regarding upcoming events and Chapter activities.

The Communications Director's duties can include:

- Making the newsletters functional and attractive to the reader.
- Providing interesting articles written by members and other professionals, as well as reprinting articles from other Chapters' newsletters, National AGA publications and professional trade journals.
- Being aware of the Chapter Recognition program requirements and making sure to include information in the newsletter that captures points for the program.
- Developing and maintaining a functional and attractive website to communicate with chapter members and potential new members (suspended).
- Other duties to be determined.

Beginning with the October 2005 newsletter, only members without e-mail access shall receive hard copies of the newsletter. It will be the member's responsibility to notify the Communications Director if they do not have e-mail access. (CEC 9/8/05)

Director Community Service

The Community Service Director's duties can include:

- Developing and promoting community service projects, which allow members to contribute skills, manpower, or funds to community-based activities.
- Preparing an annual community service plan as part of the Chapter Recognition Program.
- Other duties to be determined.

Community Projects can include:

- Public television fund-raisers
- Food drives
- Toys for Tots
- Make-A-Wish Foundation
- Walk-a-thons
- Blood Drives
- Assisting a family in need
- Working a soup kitchen
- Working with Special Olympics
- Highway Clean up

- Presentations made by members at schools and universities as well as presentations made to interested groups relating to careers in government accounting. (CEC 10/25/06)
- VITA and
- Other projects as approved by the CEC.

The Community Service Director publicizes the events, provides event details, and encourages members to volunteer.

Director Membership

The Membership Director is responsible for attracting new members to the Chapter and retaining current members. The Membership Director is a key contributor to a successful Chapter.

The Membership Director's duties can include:

- Distributing membership applications.
- Notifying delinquent and suspended members of their status and encouraging renewal.
- Analyzing monthly membership reports and rosters for trends, errors, corrections, etc.
- Publicizing Chapter and national membership competition awards.
- Preparing a monthly membership column for the Chapter newsletter. Announcing new members in the newsletter.
- Making new members feel they belong to the chapter's AGA family.
- Coordinating membership outreach activities with the education and program directors. These directors will have a list of potential new members who attend Chapter activities.
- Attending the regional training workshop to exchange ideas with other membership directors in the region.
- Offering guests at member meetings a coupon for a free lunch to be redeemed at the first meeting they attend as an AGA member. New members will receive a welcome letter with dates and times of upcoming events. New members will also be welcomed in the following month's newsletter.
- Other duties to be determined.

Director Professional Certification

The Professional Certification Director's role is to promote the Certified Government Financial Manager (CGFM) program.

The Professional Certification Director's duties can include:

- Identifying Chapter members who do not have the CGFM designation.

- Contacting other groups that might have potential candidates for CGFM designation.
- Sharing at CEC meetings pertinent communications from the CGFM Listserv.
- Answering questions about the CGFM program.
- Offering to support and coordinate a study group to help CGFM candidates prepare for the exam.
- Working with members who will seek support from senior level government financial officials to gain recognition of the CGFM designation at the state and local government level for job placement and promotion.
- Placing articles in the Chapter newsletters recognizing individuals attaining the CGFM designation.
- Other duties to be determined.

Director Programs and Technical Meetings

The Programs and Technical Meetings Director is responsible for deciding the topics for Chapter meetings and arranging speakers for Chapter meetings.

The Programs and Technical Meetings Director's and Co-Director's duties can include

- Brainstorming with other CEC members to discuss potential topics.
- Arranging the facilities to be used for seminars, conferences or workshops.
- Preparing an agenda, registration form, and evaluation forms.
- Coordinating with the Treasurer for registration payments and receipts.
- Introducing speakers.
- Preparing anticipated cost of each educational event.
- Arranging speakers and their required audio-visual equipment needs for the monthly membership meetings.
- Preparing and submitting a tentative schedule of monthly membership meetings and speakers to the CEC for approval. The approved schedule should be given to the Chapter President to be sent to the National Office by the established due date.
- Arranging adequate accommodations for speakers and guests.
- Securing biographical data from speakers.
- Contacting Mississippi State Board officials to request CPE approval for approved programs.
- Arranging the place and menu for the monthly membership meetings.
- Preparing Chapter meeting notices for inclusion in the monthly newsletter and on the website.
- Other duties to be determined.

CHAIRS

Chair Chapter Recognition

The Chapter Recognition Chair is responsible for managing the Chapter Recognition Program administered by the National Office. If the Chapter does not fill this position, the duties will be the responsibility of the President or the President Elect.

The Chapter Recognition Chair's duties can include:

- Preparing and submitting the quarterly Chapter Recognition Report to the National Office, Regional Vice President, and the Senior Vice President for the Section by the due dates established by the National Office.
- Reporting the accumulated Chapter Recognition points to the Communications Director for inclusion in the newsletter each quarter.
- Reporting the accumulated Chapter Recognition points to the Chapter Communications Director for inclusion in the appropriate Chapter communications.
- Communicating with other members of the Chapter Executive Committee (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 Chapter Recognition Chair serves a one-year term. The current President-elect will hold this position.

MISCELLANEOUS

AICPA, GASB, FASB, NASB Liaison

The past president acts as the liaison for AICPA, GASB, FASB, and NASB. This person is the main communicator between these organizations and the Chapter.

Standing Committees

The Chapter will have three standing committees: the Chapter Executive Committee; the Nominating Committee; and the Bylaws Committee. The duties of these committees are described below.

Chapter Executive Committee Duties

The Chapter Executive Committee (CEC) consists of the Chapter Officers, Directors and Chairs. The Chapter President serves as the presiding officer. The CEC is responsible for the following matters:

- Promulgating the policies and programs of the Association and Chapter.
- Adopting an Annual Budget and approving revisions thereof in excess of ten percent of total budgeted expenditures.
- Establishing a Chapter dues schedule for all classes of Chapter members.
- Developing a Policy and Procedures Manual for the Chapter and seeing that it is implemented. Also approving all changes in the manual.
- Reviewing all actions and programs of the Chapter's Committees, Sub-Committees, and Task Forces. The CEC may require a Committee, Sub-Committee or Task Force to appear before it at appropriate times.

Nominating Committee Duties

Chaired by the president-elect, this standing committee is responsible for recommending names for national leaders and for recommending names for chapter elective offices in accordance with provisions stated in the chapter bylaws.

- To issue its report to the membership, the president should appoint a nominating committee as early in the year as possible.
- Members will serve for one-year terms. (CEC 1/18/06)
- In preparing a slate of candidates, the committee should consider a cross-section of the chapter membership and ascertain, in advance, that those nominated would be willing to devote the necessary amount of time to chapter activities.
- Once determined, the committee should promptly report the nominations to the chapter secretary who is responsible for the preparation and tabulation of ballots, should they be required.
- Committee members should be on the look out for potential chapter officers. They should also encourage new members to become involved with the chapter so they feel a part of the AGA family and are more likely to serve.

Bylaws Committee Duties

This standing committee ensures chapter bylaws are consistent with AGA National bylaws. It is also responsible for maintaining and updating the Chapter Policy and Procedures Manual.

CHAPTER POLICIES AND PROCEDURES

Chapter Meetings

Chapter meetings are held once a month. A sign-in sheet will be used to record attendees, listing the members with their AGA IDs and nonmembers. The following schedule reflects the fees to be charged. (9/19/19)

	Member**	Non-Member
Monthly meeting with lunch (1-2 hours CPE)*	\$20.00	\$25.00
Monthly meeting without lunch (1-2 hours CPE)	\$7.00	\$25.00

*New members attend their first meeting free.

**Students with IDs are charged the member rate.

Members attending a meeting but not having lunch must still call to reserve a space.

Monthly meetings with over 2 hours of CPE, seminars, and conferences will have special rates announced.

The door prize to be awarded at each meeting will be a \$15 gift certificate.

A gift certificate for \$25 will be given to speakers at each meeting.

Individuals attending a meeting for the first time as a new AGA member will not be charged for the price of the meal. Members who sponsor new members are entitled to a free meeting/meal. (Membership Plan)

As an incentive for members to serve on the CEC, members will pay the base price to attend monthly meetings regardless of number of hours of CPE offered. (CEC 9/28/05)

In March of each year, CGFM month, Chapter members who are CGFMs will be given a \$5.00 discount off the designated cost of the regular Chapter meeting.

Seminars

Seminars are generally held at least once a year. Cost for the seminars is kept at a minimum so the Chapter can meet its goal of providing quality CPE at an affordable cost.

Nominations and Elections

The Nominating Committee shall select from the names submitted to it by the Chapter membership, including a member of the Nominating Committee, one candidate each for the offices of President-elect, Treasurer, and Secretary, and not more than eight candidates for Directors, not later than January 1st of each year. All nominations must indicate their willingness to serve if elected.

Twenty percent of the Chapter members or sixteen (16) members (whichever is less) may submit an independent nomination for President-elect, Treasurer, Secretary, or Director. 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 February 15th of any year.

To be eligible for office as President-elect, Treasurer, Secretary, Director, Co-Director or Chair in the Chapter, an individual must be a member in good standing.

The Chapter Nominating Committee shall ensure that the professional background of the President-elect, Treasurer, Secretary, Directors, Co-Directors and Chairs are commensurate with the duties of these positions.

Campaigning by candidates for elective office is not permitted.

When there is a contest for an elective office, ballots will be prepared in such form as the Chapter's Bylaws and Procedures Committee may designate.

If an election for the Chapter President-elect, Treasurer, Secretary or a Director is required, the Chapter members shall cast the votes after **February 15th** and not later than **April 30th**.

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 **May 15th**. 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.

In the event of a vacancy occurring in the office of President, the President-elect will succeed. In the event of a vacancy occurring in the office of the President-elect and such vacancy occurs prior to November 1, the current Nominating Committee shall convene and select a nominee for the vacant position under procedures promulgated by the Chapter Executive Committee. 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 Director 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 position of Treasurer, Secretary or Director and the appointment shall be ratified by the CEC.

Expense Reimbursement

Travel

National PDC

The Chapter will pay for the additional cost above that reimbursed by National for the President or other CEC member to attend the National PDC if funds are available and authorized in advance by the CEC:

The Chapter will reimburse the following costs:

- Early registration fee for the conference
- Travel Expenses (mileage, airfare, parking, etc.) at the current state rates.
- Meals not provided at the conference at the current state rates.
- Lodging, starting with the night prior to the first event attended and each night through the conclusion of the conference (at conference rate).

Sectional Planning Meetings

The Chapter will consider paying any additional cost above that reimbursed by the National Office for the President and any CEC member to attend the Sectional Planning meetings.

Meeting and Seminar Expenses

Meeting and Seminar expenses will be reimbursed upon submission of receipts to the Treasurer.

Chapter Recognition Program

Early each calendar year, AGA's National Membership Department will distribute the updated Chapter Recognition Report and will help Chapters prepare for the upcoming program year.

The President-elect prepares the quarterly Chapter Recognition Report as a leadership learning tool.

The Chapter Recognition Program is designed to support, encourage and promote the accomplishment of AGA's mission and to provide flexible guidelines for a well-rounded Chapter.

The Chapter Recognition Director communicates with other CEC members to determine what the Chapter has accomplished during the quarter. Each quarter, the report is submitted to AGA's Membership Department and at the end of the program year, AGA presents Chapters with Chapter Recognition Awards.

Chapter Records

Each Officer, Director, Co-Director or Chair is responsible for the maintaining the records in their respective areas. If there is a change in Officers, Directors, Co-Directors or Chairs the incoming and outgoing Officer, Director, Co-Director or Chair should jointly review the files, retaining materials of future or permanent value.

Chapter Awards

Member Recognition

If a member attends all chapter meetings for the year, his or her name will be placed into a drawing for one person to receive their next year's membership dues paid by the Jackson Chapter AGA.

Scholarships

The CEC, by vote, will determine the number and amount of scholarship(s) to be awarded to Mississippi university and college accounting or business-related majors. The scholarship may be awarded at the undergraduate or at the post graduate level. The CEC shall designate an individual to contact the various schools in the State and make them aware of the availability of these funds. (CEC 02/28/2017)

CGFM ASSISTANCE AND STUDY GUIDES

Background

One of the Jackson Chapter's (Chapter) goals is to promote AGA's Certified Government Financial Managers (CGFM) program. In furtherance of this goal the Chapter will provide both financial and study support to chapter members.

First, in a Chapter year, up to five members who register for the CGFM examination will be reimbursed for the cost. Reimbursement can be obtained by presenting proof of payment of the registration fee to the Chapter Treasurer.

Second, the Chapter has purchased two sets of the CGFM study guides to help members prepare for the CGFM examinations. The Chapter CGFM Coordinator will loan these study guides to members of the Chapter desiring to take the examination, pursuant to and in accordance with the following policy.

Description of the Material

The study guide consists of three parts as follows.

1. Government Environment
 - a. Organization, Structure and Authority of Government.
 - b. Legal and Other Aspects of the Government Environment.
 - c. Understanding the Government Management System including the Interrelationship among Planning, Programming, Budgeting, Operations, Accounting, Reporting and Auditing.
 - d. Governmental Financing Process.
 - e. Identifying the concepts, definitions, and notions of Public Accountability.
 - f. Understanding the role of Ethics in Government and Ethical Practice as a Government Financial Manager.
 - g. Understanding the Financial Management Responsibilities and Skills.
2. Government Accounting, Financial Reporting and Budgeting.
 - a. Government Financial Accounting, Reporting and Budgeting: General Knowledge.
 - b. Understanding of State and Local Financial Accounting.
 - c. Understanding of Federal Financial Accounting and Reporting.
3. Government Financial Management and Control.
 - a. Internal Controls.
 - b. Internal and External Auditing.
 - c. Understanding Performance Measurement Reporting.
 - d. Understanding Financial and Management Analysis Techniques.
 - e. Financial and Managerial Concepts, Controls and Techniques.

Study Guide Loan Policy

1. Loans will be made only to Current Chapter members.
2. A member may have only one study guide checked out at one time.
3. The guides will be loaned on a first come first served basis as determined by the Chapter CGFM Coordinator.
4. Each study guide may be borrowed for a period of no more than two months.
5. A borrower may request a renewal of their current study guide for an additional one month. Renewal requests will be determined by the Chapter CGFM Coordinator.
6. All borrowed study guides must be returned in the same condition as at the time they were borrowed. If there is damage to a study guide the borrower is responsible for payment for the damages as determined by the Chapter CGFM Coordinator. Damage is defined as a significant change such as torn or missing pages, liquid or other exposure that renders the pages or section of the material unsightly or unreadable broken or missing binders, etc. Damage does not include wear and tear from normal use.
7. Each loan will be supported by a signed agreement that incorporate all the above conditions.
8. If a study guide is not returned by the first chapter meeting after the designated return date the Chapter CGFM Coordinator will notify the borrower that the study guide is overdue and it should be returned as soon as possible. Within the notification, the borrower will also be made aware that they will be charged for

the cost of a new study guide if the material is not returned within a specified period of time.

9. If the material is not returned within the specified period the Chapter CGFM Coordinator will consult with the Chapter Executive Committee on the next steps to be taken.