



# Topeka Chapter CGFM Plan 2018 - 2019

**President**  
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**CGFM Chair**  
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## CGFM Plan

**Objective:** Make the CGFM the preferred professional designation in the government financial management community.

### **Strategy 1: Promote the CGFM credential to chapter members and non-members.**

- ④ Help interested Chapter members take and pass CGFM examinations.
- ④ Recognize new CGFMs in the Chapter newsletter, on the website, annual awards ceremony, and local publications.
- ④ Work with the Director of Membership to promote AGA and the CGFM certification program at area colleges/universities.
- ④ During CGFM month, recognize CGFM anniversaries and new CGFM's.

### **Strategy 2: Support individuals striving to attain the CGFM.**

- ④ Continue to provide a lending library for CGFM Study Guides. Have at least one copy of each of the three most current CGFM study guides available to be checked out to chapter members to study for the CGFM examinations on their own or at the study groups.
- ④ Track members and non-members in the Chapter area who take the CGFM exam.
- ④ Publish tips from CGFMs in the newsletter on how to study and prepare for the exams.
- ④ Work with current chapter CGFM examination applicants to move them toward their goal of sitting for and passing the three CGFM examinations.
- ④ Encourage other interested chapter members to sign up for the CGFM examinations.

### **Strategy 3: Provide a financial incentive to AGA members to pass the CGFM examinations.**

- ④ Reimburse a portion the CGFM examination fee for any chapter member who passes a CGFM examination. This does not apply to those members whose costs are covered by a third party.
- ④ Effective July 1, 2011, the Chapter will reimburse chapter members that pass CGFM exams on a graduated scale.
  - 1. Purchase of Study Guides. Reimbursement of up to 50% of the actual cost.
  - 2. Purchase of Examinations.
    - ❖ a. Reimbursement of 100% for examination number one.
      - Reimbursements are limited to one attempt.
    - ❖ b. Reimbursement of 75% for examination number two.
      - Reimbursement requires successful completion of the examination.
    - ❖ c. Reimbursement of 50% for examination number three.
      - Reimbursement requires successful completion of the examination.
  - 3. Attendance at CGFM Study Course.
    - ❖ a. Reimbursement of travel expenses to participate in training session. Amount would be limited to \$100 per training session.
    - ❖ b. Reimbursement of Study Course Registration Fee.
      - Reimbursement limited to actual cost or to \$100 per registration
  - 4. Develop Chapter sponsorship of the instructor lead courses for Training Options.

### **Strategy 4: Support and implement AGA National's efforts to advance awareness, knowledge, and value of the CGFM designation at all levels of government.**

- ② Focus on the value of the designation for the individual and for the chapter.
- ② Encourage members to wear CGFM pins and use the CGFM designation on business cards, in the newsletters and on educational flyers.
- ② Use the CGFM designation on conference nametags, ribbons and newsletter/website items.

**Strategy 5: Encourage the state and local governments to take the lead in recognizing those attaining the CGFM and/or reimbursement for the costs of exams.**

- ② Identify key government financial officials, in the chapter area, who can help promote the CGFM designation.
- ② Work with the Governor's Office, City of Topeka, and Shawnee County to recognize March, as CGFM month, and organize a group to attend the signing of the declaration.
- ② Send informational letters to all key financial officials regarding the benefits of AGA membership and CGFM designation.
- ② Obtain support in writing and publish in the Chapter newsletter.

**Strategy 6: Foster good communication within the chapter and the Region.**

- ② Exchange information with the Regional CGFM Coordinator, RVP, and the National CGFM Coordinator.
- ② Invite the National President, Regional Coordinator of Certification and the Regional Vice-President to promote the CGFM program to the chapter and key financial officials in the area.
- ② Establish a CGFM distribution e-mail list, and pass on any key CGFM information from AGA National, and CGFM activities in the chapter.

**Strategy 7: Provide ongoing support and information to current and potential CGFMs.**

- ② Work with the assistance of the Webmaster to update and maintain CGFM information on the website.

- ② Encourage CGFMs to renew their certification through email notification and newsletter reminders.
- ② Provide the newsletter and website with monthly CGFM articles, and explain the CGFM process and education, experience, and exam requirements for certification.
- ② Work on achieving the goals outlined in the Chapter Recognition Program for CGFM Certification.