**ASSOCIATION of GOVERNMENT ACCOUNTANTS**

**Trenton Chapter**

**Procedures Manual**

**OVERSIGHT:**

**PRESIDENT**

**PRESIDENT-ELECT/VICE PRESIDENT OF EDUCATION**

\*COMMUNITY SERVICE

\*CHAPTER CGFM CHAIRPERSON

\* CHAPTER RECOGNITION

\* AUDIO CONFERENCES

**IMMEDIATE PAST PRESIDENT/NOMINATING COMMITTEE CHAIR**

\*BY-LAWS & PROCEDURES

**VICE PRESIDENT OF ADMINISTRATION/PROGRAMS**

\*SEMINAR

\*SYMPOSIUM

\*AWARDS

**VICE PRESIDENT OF MEMBERSHIP**

\*MEETINGS/PROGRAMS

\*CHAPTER EARLY CAREER

\*WEBMASTER

\*ACCOUNTABILITY OUTREACH COORDINATOR

**TREASURER**

\*BUDGET/FINANCE

**SECRETARY**

\*NEWSLETTER

\*HISTORIAN

**EXECUTIVE OFFICERS**

**PRESIDENT**

OBJECTIVES

* To provide effective leadership, which results in a strong, viable Chapter
* To foster learning, certification, leadership, and collaboration for professionals committed to advancing government accountability
* To provide forums for collaborations among diverse disciplines, sectors, and levels of government
* To lead and direct the Chapter through various events and programs and all means of communication
* To oversee the Chapter’s budget, financial records and reporting, and compliance with the Chapter’s Bylaws and AGA Code of Ethics

DUTIES

* Overseeing financing/fiduciary functions, participating in establishing and monitoring internal controls
* Organizing and presiding over the Chapter’s board meetings
* Participating in preparation of and attending educational and social events of the Chapter
* Preparing and delivering opening remarks at the events and president’s message on the website, newsletters, brochures, etc. that includes a summary of current and upcoming events
* Participating and overseeing community service, membership recruitment, sponsorships, and awards activities of the Chapter
* Communicating with AGA-National and Regional Leadership
* Attending AGA Sectional Leadership Meeting at the beginning of the term and National Professional Development Conference at the end
* Selecting the criteria and the candidate and presenting the President’s Award
* Participating in Chapter’s Nominating Committee
* Organizing, participating, and overseeing various other chapter activities

**PRESIDENT-ELECT/VICE PRESIDENT OF EDUCATION**

OBJECTIVE: To assist the President in his or her duties and become familiar with the organization in order to be an effective leader in the following year. To aid in providing quality educational events for the chapter members and other government financial management professionals. Oversight of the following positions: Community Service, Chapter CGFM, Audio Conference Committee, and the Paul Vidunas Coordinator.

DUTIES: The primary duty of the President-Elect is to help the President 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 to a new makeup of the Executive Board. This is accomplished by becoming involved in all of the projects that AGA promotes and taking part in and learning the various aspects of the organization.

Specific duties include:

* Assist the President and serve in his or her absence in running monthly meetings or Board meetings.
* Serve on the nominating committee which is responsible for deciding upon the slate of officers for the next year.
* Oversee and monitor the Chapter Recognition program and ensure that points are entered quarterly for each goal, as appropriate.
* Recruit members to serve on leadership positions and form the subsequent year’s Executive Board.
* Oversee and participate on the seminar and symposium committees.
* Ensure the Community Service committee has the resources needed to organize community service events for the chapter to participate it.
* Support the Chapter CGFM Chairperson in encouraging members to pursue their CGFM certification as well as provide information for chapter or National incentives offered for doing so.
* Assist the Paul Vidunas Coordinator in asking for donations to support the charitable fund.
* Ensure audio conferences are selected and scheduled to provide educational opportunities for chapter members.

**IMMEDIATE PAST PRESIDENT**

OBJECTIVE: To provide for a smooth transition of the duties of the President by acting as an advisor and by facilitating a smooth transition of the current and future executive boards.

DUTIES: The Immediate Past President shall assemble and chair the Nominating Committee in accordance with the chapter bylaws. The committee shall nominate a slate of officers which shall be affirmed at a regular meeting of the membership prior to the annual awards banquet.

The Past-President and the new President work as a team to transition the chapter to a new Executive Board. This includes assisting new board members to understand their duties and serving on any planning committees for Education and Programs. The Past President’s experience isinvaluable to the new President.As such, the President may call upon the Past President to perform certain tasks during the year that take advantage of his/her AGA knowledge and experience. This knowledge and experience should be used to ensure the maintenance of the chapter by-laws and procedures.

**VICE PRESIDENT**

OBJECTIVE

To assist the President in organizing the directors and assisting them with their duties as the need arises. The bylaws provide for up to three Vice Presidents.

DUTIES

The President shall assign the Vice Presidents individual areas of responsibility as he or she deems appropriate. In the absence of a director, a vice president shall perform their respective duties.

**TREASURER**

OBJECTIVE:

To maintain the financial records of the chapter and to report monthly the current financial position and results of activities to the board. To oversee the Budget/Finance Chair.

DUTIES: The primary duty of the Treasurer is to ensure that the financial records and assets of the chapter are maintained and safeguarded. The Treasurer shall deposit and disburse funds as required to conduct the business of the chapter. The Treasurer may delegate the disbursement of funds to any of the officers authorized to sign checks in his or her absence. The Treasurer performs other specific duties such as the following:

*Auditor Selection*

The Treasurer shall arrange for an audit of the chapter’s financial statements at the close of the fiscal year (June 30). Any change in auditors should be approved by the board of directors. The auditor should also prepare and file the chapter’s Form 990. Copies of the audited financial statements should be filed with the President and the Historian.

*Treasurer’s Report*

The Treasurer prepares a report each month which shall be presented and approved at each board meeting and documented in the minutes. The report may be emailed to the board members in advance for review and discussion at the board meetings.

The Treasurer’s report should include:

* A balance sheet including the status of accounts receivable and payable.
* A summary of all revenues and expenditures for the month and for the fiscal year-to-date (an abbreviated report shall be included in the newsletter following approval by the board)

*Expenditures*

During the year, various officers and Directors of the board have to make expenditures either from their personal funds or by obtaining a Chapter check (made out to the business and for the proper amount) from the Treasurer to carry out their various duties. The Treasurer needs to ensure that the Officers/Directorsare maintaining fiscal responsibility. Finally, the Treasurer needs to be sure each Officer and Director has access to a copy of the tax-exempt documentation. Most expenditures incurred by the Chapter are to be tax-exempt and the tax-exempt documents should be honored by most vendors. However, it is recognized that this may not be practical for minor purchases.

*Budget Changes*

The Chapter By-laws allow line items to exceed the budgeted amount by no more than ten percent (10%). The monthly Treasurer's report allows this activity to be monitored. If it appears that an item will exceed or has exceeded the budget flexibility amount, the Treasurer and/or budget director should bring this to the attention of the Board and it should be noted in the minutes.

*Bank Accounts*

The chapter has a checking account and savings account at Bank of America. Any changes to the banking arrangement shall be approved by the board of directors. The bank statements should be obtained by mail to the chapter’s address or electronically. The bank statements should be delivered to another board member who shall review them and reconcile the checking account.

The chapter may invest in a Certificate of Deposit if the interest rate environment is conducive to doing so. The maturity date should coincide with the spring symposium and fall seminar as to ensure sufficient funds to pay the facility. Depending on the financial institution, the statement may be issued monthly, quarterly, or when the CD matures.

The signature card for banking accounts must be signed each year. Those authorized to sign checks are the Treasurer, the President, the President-Elect, and any other designee of the President.

*Accounts Receivable*

Accounts receivable are generally established for educational events for those individuals and/or organizations who have registered and payment is not received prior to or at the conference. An invoice may be prepared for each registrant from whom payment has not been received. The invoice should contain any needed information in case a state department is making payment. The invoices support the establishment of the accounts receivable.

*Seminars and Monthly Meetings*

The chapter holds monthly program meetings and various seminars throughout the year. The Treasurer will need to obtain a list of the participants and the fees collected. If an individual registers for a dinner meeting or educational event and does not attend, they are still responsible for payment. An invoice should be prepared for those individuals.

*Post Office Box*

The chapter maintains a post office box at the downtown Trenton Post Office. Our post office box number is 536. The chapter has two keys that are generally given to the Treasurer and the President.

**SECRETARY**

OBJECTIVE: To maintain an official record of the Chapter's board meetings and other activities.

DUTIES: The primary duty of the Secretary is to keep the minutes of the Chapter's Executive Board meetings. Additional duties include assisting other Board members in completing their activities.

The Secretary is to keep accurate minutes for the monthly Chapter Executive Committee (CEC) meetings (i.e., Board meetings), and any special meetings deemed necessary by the Board. The minutes from each meeting should be typed and sent out to all Executive Board via email. The deadline for approval should be set so that the approved minutes can be included in the newsletter immediately following the Board meeting. This process will expedite the Board meeting as they are usually held to less than an hour. In addition, it will provide members the most up-to-date proceedings of the Board meetings. Once approved by the board, the minutes shall be signed by the Secretary and the President and filed with the Historian at the conclusion of the annual audit.

A copy of the approved board meeting minutes (including any voted on changes to the minutes) may be forwarded for inclusion in the newsletter. An abbreviated version of the minutes is sufficient for inclusion in the newsletter. Care should be taken to protect any confidential matters such as the identity of outstanding receivables.

The Secretary may also assist the President in polling the board members if the need arises to vote on official business between board meetings.

Assistance and oversight should be given to the member in charge of the newsletter and the Historian, as needed, to help them in completing their tasks.

The Secretary shall be the keeper of the AGA banner which shall be present at all chapter functions.

.

**DIRECTORS**

**SEMINAR/SYMPOSIUM**

OBJECTIVE: To provide quality educational events for the chapter members and

other government financial management professionals.

DUTIES: The general duties of the Seminar and Symposium Directors are to keep the chapter up-to-date on topics of importance to government financial management professionals. To accomplish this, there are a lot of detailed duties. The Director(s) has/have to remain well organized and must have good communication skills. One thing to keep in mind is that we want to present quality programs at very reasonable prices. The following items are all duties that need to be completed to present a well-received education event.

*Planning*

A committee shall be formed by the Directors and the President-Elect to brainstorm and develop topics and a theme for the program. Once the themes and topics are developed, the educational events need to be scheduled. The director shall assign someone from the committee the responsibility of negotiating a contract with the facility which should include provisions and charges for rooms, registration tables, break refreshments, lunch, audio/video needs, and parking. The facilities and requirements will vary depending on the format. The fall seminar traditionally takes place during the last week of October and the spring symposium usually is held during the last week of April or the first week of May.

*Arranging for Speakers/Presenters*

Contact potential speakers or delegate someone else to perform this task. For example if a particular Board member, or at-large member, knows of or is an acquaintance of a particular speaker you may want to ask them to invite the speaker. First contact should be made in-person or by phone. Determine if each speaker has a time preference as to when they would like to make their presentation. We try to arrange to keep our speaker costs low to enable the chapter to provide quality training at a reasonable cost to our members. The Director should confirm speaker engagements in writing via letter or email and also provide a copy of the conference agenda so that the speaker will know about the other topics and presenters including their timeslot, if known at the time of the confirmation letter. If not the Director must be sure to follow-up with each presenter to inform them of their times slot once the conference schedule is set and arrange for any necessary equipment, biographical sketch, handouts, etc.

*Budget*

Develop a budget and present the results to the Board for their input and approval. Include in the budget a price for the seminar to be charged to attendees (members and non-members). This price will be anywhere from $15 to $30 above the actual cost to put on the seminar. The profits help to fund the chapter operations for the rest of the year. Costs to keep in mind, in addition to the facility, lunch, speaker, and audiovisual costs are advertising brochures, mailing of brochures, copying of speaker handouts, participant folders and name tags, and a miscellaneous category to catch anything missed.

*Preparing for a Seminar*

Develop the seminar brochures and arrange for it to be emailed to the membership and posted to the web site. Brochures should be sent out approximately five weeks prior to the event. Recipients should include AGA members, key financial management throughout state and local governments, and CPA firms in the area. The seminar brochure should be reproduced in the newsletter the month prior to the event. Recruit volunteers to assist during the week preceding the seminar. During that week volunteer assistance will be needed to assemble the seminar materials, speaker handouts, CPE forms, seminar evaluations, agendas, and note paper. Prepare sign-in sheets and any announcements that need to be made, such as location of message board, restrooms, etc.

Sign-in sheets will be needed at the registration table the day of the seminar. Assign volunteers to greet sponsors and speakers, and assist with registration. Additionally, have blank receipt forms, available for those who want an official receipt as proof of payment. If applicable, confirm the lunch count to the seminar facility contact.

Assign someone to develop the registration list and prepare nametags. Keep in touch with the Treasurer to ensure that the mail is being picked up frequently and checks deposited.

*Equipment*

Recent conferences have utilized a multimedia projector that works *in* tandem with a laptop computer to run MS PowerPoint presentations. If a presenter has some other type of presentation software they will have to bring their own computer. Be sure to have an extra computer on hand as a fall-back.

We are also able to go low-tech. If a presenter needs an easel with markers, or an overhead projector, we can provide both. Encourage presenters to provide the electronic copy of the presentation at least one week prior to the conference. We will load all presentation on our computer(s) prior to the event for smooth transition between speakers. If a speaker insists on using his computer do not make an issue out of it. Except for an emergency (broken equipment, an oversight, etc.), there should be no need to pay for audiovisual equipment. Most years we have board members who have access to all the equipment noted above. Thisshould be discussed early in the planning phase, once the date is set for the conference, so the chapter is able to reserve the needed equipment. The items we will need to have the conference facility provide are a dais, podiums, microphones, and projection screens large enough to see from the back of the room.

*The Day of the Seminar*

The volunteers (at least two) noted above will work the registration desk. Request that other board members introduce various speakers. Keep yourself free to greet speakers and handle any situation, which might arise.

Prior to the start of sessions, locate and test the lighting, test microphones, and audio/visual equipment.

The Director and President welcome the participants and start the seminar. Ensure that evaluations and CPE forms are collected at the end of the day. Gather up any extra AGA

materials and take them. Keep a few copies of the participant handouts for historical purposes and in the event a non-attendee would like a copy of the handouts. CPE Certifications must be kept for a minimum of three years.

*Post-Seminar Details*

Immediately after the seminar, thank you notes must be written to the speakers/presenters. This is an important detail inorder to keep our relations with speakers in high regard. Because most of our speakers charge little or no fee it is important to express our sincere appreciation for their services.

Prepare any billings, send expenditure data (receipts and reimbursement forms) to the Treasurer, and reconcile revenue. Prepare a summary of expenditures and revenues at the end of the seminar. Work with the Treasurer to collect any outstanding billings. Normally, the Treasurer will prepare any billings and follow up on any unpaid attendees.

Prepare a summary evaluation to share with the committee and the board. Prepare a summary of the seminar including attendees, speakers and topics for inclusion inthe newsletter. Forward this information to the Newsletter Director.

**AWARDS**

OBJECTIVES: To coordinate the chapter awards nomination process, and plan and

host the annual awards banquet each spring.

DUTIES: The primary purpose of the Awards Director is to organize the annual awards banquet. The Director also needs to remain mindful of the national awards that are presented each year at the Professional Development Conference for possible nominees from our chapter. Each year the national office mails a listing of all of the awards that they are soliciting nominations for to the chapter Presidents. This listing should be forwarded to the Awards Director for their review.

Each year in the spring of the program year, the chapter holds an awards banquet to honor its members for their work over the past year. Awards are also given to non members for meritorious service to the government accountability profession as defined by the board. In preparation, the Awards Director shall solicit from leaders in State department’s nominations for the various award categories. The director should reach out to these departments in late January or early February. Following is a listing of the standard awards and the process for nomination:

* **Achievement of the Year** - A government employee is recognized in this category for leadership or outstanding achievement in developing, implementing, and improving financial management during the past year. Through the initiative of this individual, improved management and control techniques have resulted and utilization of information has improved. The results of the achievement are usually noteworthy in terms of savings that have been realized.
* **Distinguished Leadership Award** – This award recognizes a government employee who has demonstrated sustained outstanding leadership and who has made notable contributions to financial management. The recipients of this award have provided exceptional initiative over a period of years that have resulted in savings or increased effectiveness in the use of resources. In addition, they serve as examples of distinctive leadership and professionalism.
* **Special Achievement Award** – A member of AGA is recognized in this category for notable contributions towards the improvement of government financial management early in their professional career. This individual must be under the age of 35 at the end of the preceding year.
* **Education and Training Award** – This award was established to recognize individuals who have made significant contributions to education and training of government financial managers. The development and implementation of education programs that impact and enhance government financial management are part of the criteria for selecting the recipient of this award. Other considerations in evaluating the programs include the complexity and relevance of the subjects as the extent of applicability to individuals or organizations.
* **Chapter Service Award** – These awards are given to chapter members in recognition of the meritorious service they have provided to the organization during the year.
* **James J. Dolan Award** – In honor of James J. Dolan, founder of the Trenton Chapter, this award is presented to an individual who has enthusiastically supported and made contributions to enhance the chapter’s activities and goals over many years.
* **Thomas J. Kaschak Scholarship –** This $1,000 scholarship is awarded to a dependant of a chapter member enrolled in an institution of higher learning who has demonstrated scholastic achievement in the pursuit of a degree.
* **Trenton Chapter Scholarship –** The awards committee may decide to grant a $500 scholarship as it deems appropriate.
* **Paul Vidunas Community Service Memorial** – The proceeds of monies collected for the Paul Vidunas Fund are presented to a selected charity at the awards dinner.
* **President's Award** -This award is selected and presented to an individual by the

Chapter President. This award recognizes an individual who assisted the President in numerous ways during his or her term in office. The recipient may have been instrumental in developing or implementing a program, accomplishing chapter goals for national recognition, providing a standard of excellence that enhances the reputation of the organization, or in some tangible way assisted the president in leading the chapter’s activities during the year.

* **Special Assistants** – A certificate is presented to individuals who lent administrative support to chapter events and functions during the year.

Two months before the awards banquet, a summary of the awards based on nominations should be summarized and published in the newsletter to solicit nominations. A letter should also be mailed to all state department heads and chief fiscal officers asking for nominations for the Distinguished Leadership, Achievement of the Year, Special Achievement, and Education and Training awards.

One month before the awards banquet, a meeting of the awards committee is held to discuss the awards and determine the honorees. Once the honorees are determined, the awards must be picked out and ordered. This may be coordinated with the President to order all awards at the same time or the President may order the President's Award separately. At this time the Director should begin putting together the awards pamphlet and arrange for printing. Letters should also be sent to the awards recipients and the individual who made the nomination at this time.

The Director also needs to arrange for a host/MC. or perform that duty themselves. Also, the President should be reminded to prepare their remarks for the President's address for the evening.

**NEWSLETTER**

OBJECTIVE: To prepare and issue the monthly newsletter

.

DUTIES: A good first step is to become familiar with the newsletter portion of the chapter recognition program. Based on the normal number of issues and attention to the AGA criteria, the chapter usually strives to achieve maximum points in this category. Another suggestion is to review the past issues for the past two or three years to see the pattern of context at the start, middle and end of each program year. It is important to reach a clear understanding with each of the board members about expectations regarding the content, format and deadlines. Articles should be submitted in a print-ready format. This will result in less editing on the part of the Director. However, the newsletter function is more than assembling a series of articles through a cut-and-paste process. For example, some editing for space considerations and consistency of format will usually be necessary to make each issue fit a particular length. Also, there may be interrelationships or differences among the various articles that would not be apparent to the individual contributors.

An extra copy of the newsletter is also provided to the Chapter Historian.

*Calendar*

The calendar is presented. Minimum items for chapter recognition purposes include information on: the next dinner meeting, the following dinner meeting, and national AGA events such as the PDC. In addition to the calendar, seminars may warrant an article in the body of the newsletter. Examples of events that might be of interest to members are events sponsored by the AGA Philadelphia chapter or by ASPA.

*Deadlines*

There is a certain pattern to the monthly cycle and deadlines need to be set to facilitate an even flow to the process. Usually, the newsletter is placed on the website about two weeks (preferable) or slightly less before the dinner meetings. Backing up from this point, time is needed for assembling and editing the newsletter.

**Newsletter Layout**

*Face Sheet*

The face sheet uses a standard format. This format can be set up in a word processing file at the start of the year to print blank forms. Details for the monthly dinners (or seminars) are the respective responsibility of those directors.

*President's Letter*

The President is responsible for preparing a letter for each issue. This letter must be at least 100 words to count for recognition points.

*Treasurer's Report*

A standard feature is an abbreviated version of the Treasurer’s report presented and approved at each board meeting. In the past, the data has been for the end of the month just ended (e.g., April 30th for the May issue). Instead, to provide more workable time frames for the Treasurer, the suggested method is to use a one-month time lag. This approach also uses data approved by the board at the intervening meeting.

*Chapter Recognition Report*

Another standard feature is a monthly update on the chapter recognition report submitted to the national office. This information is prepared by the Chapter Recognition Chair with oversight from the President-Elect and usually is presented at the previous board meeting. Because the format is brief, this item can be used as filler material anywhere in the newsletter.

*Board Minutes*

In the past, board minutes were published two months after the fact because Board approval was needed prior to publishing, which could not take place until the next Board meeting. The Secretary maintains minutes in a more detailed format that need to be condensed for newsletter purposes. A basic guideline is that the published minutes should include items of interest to the general membership and conversely avoid minutia of administrative activities among board members. In particular, the minutes should note the formal motions approved by the board.

*Membership*

Whenever the chapter adopts a recruitment campaign, the newsletter needs to include an appropriate article to advertise the promotion. Also, every few months, the newsletter usually includes a listing prepared by the Membership Director of the new members and their sponsors, with a mention of the total chapter membership. Under National's recognition program, the chapter receives points for news about members such as promotions, degree completions, etc. This area is a responsibility of the entire board and chapter membership.

*Programs*

In addition to the information for the face sheet, the Program Director is responsible for preparing a summary of the speaker presentation at the previous monthly meeting.

*Awards*

The arrangements for the annual awards banquet is a collaboration by the President, and the Awards Director. Articles regarding request for nomination will be solicited in the newsletter before the event as well as articles on the specifics of time, place, speaker, etc. The slate of officers and Directors for the next program year is published a month or two before the awards banquet.

*Seminars*

The President-Elect generally provides information for the newsletter articles on chapter seminars. Typically, a brief article is included when the event date and location have been set. A more detailed presentation on speakers and topics with a registration form is then published when the brochure is complete. Afterwards, an article presents the results of the success of the seminar.

*Community Service*

There are usually several activities coordinated by the Community Service Director that generate newsletter articles, including the Volunteer Income Tax Assistance (VITA), Trenton Area Soup Kitchen (TASK), etc.

*Participation Sweepstakes*

In past years, the chapter has operated an incentive program under which members receive points for participating in the various chapter activities and which is the basis for a drawing about the time of the awards banquet. If this is done in the current program year, the responsibility for administering this program is not designated to any particular officer or director. As with the other areas, the newsletter needs to include articles to advertise the program, perhaps to periodically remind members (such as by reporting the point leaders), and to report the results of the drawing.

**BUDGET/FINANCE**

The Executive Board Member assigned to Budget and Finance is responsible for preparing the budget for the organization. It is best to obtain information needed for the budgets from the members of the Board in July and August so a proposed budget for the entire organization can be established and voted on at the September meeting.

There are several line items in the budget which are not program specific. The following are examples of such line items with a description for establishing the budget for each.

* Interest Income: The budget is an estimate based on current interest rates.
* National Dues: The budget is based on the previous year.
* National PDC: The budget is based on the registration fee for two board members.
* Stamps and Supplies: The budget is generally based on a five year average. Any known postal increases should also be considered.
* Website Design and Maintenance: The budget is based on the expected cost for the year.
* Paul Vidunas Fund: The budgets for income and expenses are based on a five year average.
* Seminar and Symposium: The budget is based on last year’s attendance figures and any other known factors.
* Dinner meetings (revenue and expenditures): The budget is based on last year’s attendance figures and prices negotiated with facilities.
* Awards: The budget is based on a five year average.
* Professional Education: The budget is based on the expected number and price of National audio conferences.
* Board meetings: The budget is based on the previous year’s cost.

*Budget Changes*

The Chapter By-laws allow line items to exceed the budgeted amount by no more than ten percent (10%). The monthly Treasurer's report is used to prepare a budget to actual comparison and allows this activity to be monitored. If it appears that an item will exceed or has exceeded the budget amount, the Budget and Finance Officer should bring this to the attention of the Board and it should be noted in the minutes. Budget revisions can be voted on at any board meeting or through an email vote initiated by the President.

**MEETINGS/PROGRAMS**

OBJECTIVE: To develop and initiate a comprehensive set of programs for general chapter membership through monthly meetings and special activities.

DUTIES: The primary duty of the Meetings/Programs Director(s) is to plan the monthly meeting activities of the chapter to enhance the members' knowledge in a varied arena of topics. The duties also include planning events to allow informal assembly at more social type events. Other duties include working with the Education Director to format the educational theme of the chapter and assisting the Awards Director in their planning and organization of the annual awards banquet.

The specific duties related to the planning of the programs and the organization and execution of the monthly meetings include:

.

* Along with the VP of Education set up brainstorming sessions to discuss possible themes and topics for the monthly meetings. Identify the monthly meeting facility; negotiate for meeting rooms and meal rates. These tasks should start in June and July to ensure consistent monthly meetings and that the September meeting is scheduled timely.
* Identify, contact and schedule speakers for monthly membership meetings. Send confirmation letters to the speakers and obtain their bios.
* Prepare a notice of the meeting and the front-page layout for the newsletter and forward it to the Newsletter Director.
* Take reservations for the meeting and contact the facility with the final count.
* Obtain a brief biographical sketch from the speaker and arrange for the introduction of the speaker. Ensure the speakers biographical sketch in a format for easy presentation by the person making the introduction.
* The day of the meeting, arrange for a sign-in table and recruit volunteers to help man the table. Check with other board members for coordination of one or more tables, if needed. Finally, coordinate payment of facility expenses with the Treasurer.
* Immediately after the meeting, write thank you letters to the speakers.
* Prepare a brief summary of the meeting for inclusion in the newsletter.
* Prepare a summary of the number of attendees and funds collected -the sign-in list should be sufficient. Forward a copy to the Awards Director for the tracking of the membership participation award. Additional copies should be forwarded to the President and other Program Director(s) for their information; Treasurer for reconciliation of the deposit; and, President-Elect for calculation of the Chapter Recognition points.

**AUDIO CONFERENCE COMMITTEE**

OBJECTIVE: To further meet its education objective, the Chapter must provide, at no cost to members, audio conferences.

DUTIES: The following are the duties and responsibilities of the Audio Conference Committee:

* In July, review list of available audio conferences offered by AGA National as published on their website [agacgfm.org](http://agacgfm.org/)
* Obtain Board approval as to the number of audio conferences to be purchased.  AGA pricing is such that the price per audio conference is determined based on the number purchased.  The more that are purchased, the lesser the amount paid for each individual event.
* Once the Board approves the number of audio conferences to be held, select the events spreading them throughout the year from September through May or June avoiding any conflicts with other scheduled AGA events and complete the registration form that can be downloaded on agacgfm.org.  Follow the instructions provided on the form as to how to submit it to AGA National.  It can be faxed or submitted electronically.  Also include a purchase order detailing the conferences selected.
* The audio conferences can be paid individually; however there is usually a delay in the crediting of the payment which can interfere with the distribution of the CPE certificates after each audio conference.  It is more efficient to either pay for all at once or pay for half in August and the other half in January depending on how much cash flow the organization has available.
* Make a list of the audio conferences selected and provide to the AGA webmaster to have posted on the AGA website and the newsletter editor to include in the monthly newsletter.  PLEASE NOTE: MAKE SURE THAT ONLY THE LIST PROVIDED BY YOU IS PUBLISHED.  AGA NATIONAL OFFERS MORE AUDIO CONFERENCES THAN WE PURCHASE.  MUCH CONFUSION WILL OCCUR IF THE NEWSLETTER CONTAINS THE WRONG INFORMATION FROM THE AGA WEBSITE.
* A few weeks before the first audio conference have the webmaster send out an email to the membership directing them to the website to register for all the audio conferences they wish to attend.  Have the AGA webmaster provide the coordinator with the username and password to be able to view and print the registration for each audio conference.
* A few days before each audio conference, the coordinator will receive an email from the AGA National contact with all the particulars regarding the audio conference.  It will contain the phone number to call in along with a pin # to be used to be placed into the call.  It will also contain a link to the materials needed for the audio conference.  Print out the sign-in sheet and bring to the audio conference and have people sign-in to keep for your records.  Have the AGA webmaster send out the link to the membership so the attendees can print out the presentation materials in they choose to.  Do not forward the email because it has the pin # which should not be released to the participants until after the conference is completed.  Just copy and paste the link embedded within the email received from AGA National.
* Bring the e-mail with the phone and pin # to the audio conference.  Make sure the location has a conference phone.  Dial into the conference.  At the end provide the attendees with the pin # which they will use to print the CPE certificate.

Keep the sign-in sheet for your records to be able to provide the number of attendees for each conference to the Chapter Historian.

**MEMBERSHIP/EARLY CAREER**

OBJECTIVE: To accurately maintain the membership records of the chapter. Also, to recruit new members, and work with the National Office in enrolling and renewing members.

DUTIES: The four major duties of the Membership Director are as follows:

**Maintain Membership Data and Listing**

*New members*

Attach a notice to membership applications explaining some of the benefits of local membership and to whom to send the completed application. Receive membership applications. Photocopy application and include in membership binder. Mail original application and prospective members check to the AGA National office.

*Existing Members*

Receive changes in membership information (people generally will call or email changes),most commonly address changes. AGA National has a web-based online membership renewal/change capability. Review the database periodically and reach out to suspended members.

*Other*

National has a database which will make membership information more readily available via the National website -www.agcgfm.org. The membership director will be able to access the system and look up the Chapter’s current membership count, including a listing of all members, a list of new members, suspended members and information changes.

CAUTION:

In the past prior to the new system, National has had difficulty keeping accurate membership information. Specifically, we have had problems with National listing a member as suspended when in fact they have submitted their renewal payment. Often National has not notified us that these persons were subsequently added back to the roster. We would suggest not dropping people right away. Try to contact the member or wait until the quarterly listing before deleting them from the membership listing. The Membership Director should verify our Chapter's membership information via National’s website on regular basis, monthly might be best as a count needs to be obtained for reporting at the monthly Board meetings.

Provide an updated membership list to the Program Director(s) to assist them in the monthly meeting sign up process because different amounts are charged for members or non-members.

Provide an updated membership list to the Education Director(s) to help in planning registration and checking against the registration list because different amounts are charged for members or non- members.

**Distribute Membership Applications**

* Maintain a supply of applications and promotional information from National. To reorder applications call the membership department of National AGA.
* Ensure that there are membership applications available at monthly membership meetings and other events such as the seminars.
* Refer interested persons to the membership area of the national web site. preference

**Recruiting New Members / Maintain Established Members**

* Receive and review promotional information from National AGA for various recruiting efforts. Disseminate this information to the rest of the Board as needed.
* Assist Other Directors and President
* Attend the monthly meetings and be available to answer membership questions and to recruit new members.
* Attend seminars and assist at the registration table. As the Membership Director you should have the best working knowledge of the membership names and this is very helpful in the registration process.
* Maintain and promote the membership – scholarship program by collecting candidates’ applications and deliver them to the awards committee.

**Provide whatever other assistance is needed.**

**HISTORIAN**

OBJECTIVE: The Historian is responsible for maintaining both historical and current files at a designated location. For the Trenton Chapter of the AGA the designated location is the NJ Office of the State Auditor located at 125 South Warren Street, Trenton, New Jersey.

DUTIES: The files should be set up for each program year and copies of the monthly newsletters, Treasurer’s reports, monthly board minutes as recorded by the Chapter’s secretary and signed by the President, monthly meeting materials to support the issuance of CPEs, Fall Seminar and Spring Symposium materials, audio conference materials, as well as the awards and nominations should be archived.

On an annual basis the Historian prepares a summary report for National capturing and reporting the Chapter’s education and community service accomplishments during the program year which runs from July 1 through June 30.

**COMMUNITY SERVICE**

OBJECTIVE: To provide necessary services to our community by contributing skills, manpower, or funds to community based activities.

DUTIES: The primary duty of the Community Service Director isto ensure that the chapter maintains a well-rounded community service program. This duty is carried out by organizing events and recruiting members to participate.

A Community Service activity plan is to be completed at the beginning of the year for submission to National. This is part of the recognition reporting program. The plan should include a tentative schedule of the community services activities expected to take place through the year.

A budget for the year of program activities should be prepared and turned into the Budget director as soon as possible in the beginning of the program year.

The following is a listing of programs that have been completed in the past. This listshould not be considered the only possibilities for activities and the Director is encouraged to be creative and try to develop activities that will generate member interest.

* Assist local veterans’ group with placement of flags at graves Memorial Day
* Trenton Area Soup Kitchen (TASK) – Organize donation of food items

**PAUL VIDUNAS COORDINATOR**

OBJECTIVE: To request donations to raffle at meetings and other AGA events in order to raise money for a specific charity selected annually.

DUTIES: The coordinator shall solicit the donation of raffle items for the Paul Vidunas Memorial Fund and determine the charity to receive the monies raised through these activities.

**CHAPTER RECOGNITION**

OBJECTIVE: To keep track of the chapter’s activities in conjunction with National’s established goals, to identify areas for improvement, and to promote the chapter’s recognition on the national level.

DUTIES: Preparation of the Quarterly Recognition Report is an important aspect of the duties. One of our goals as a chapter is to consistently maintain our platinum status with the AGA National Office. Also, as part of the Quarterly Recognition Report, the Newsletter Director needs to be informed of our chapter's progress in the point total to let the membership know where the chapter stands inthe recognition pointprocess.

Quarterly Dates are typically as follows but be sure to check the National website for any updates:

September 30th

December 31st

March 31st

May 31st

While reviewing the Quarterly Recognition Report, it is the President-Elect's responsibility to track the status toward the chapter’s goals and to communicate anticipated or apparent shortages in points with the President and the responsible board members.

**BYLAWS & PROCEDURES**

OBJECTIVE: To keep the chapter bylaws current and in sync with the national model and to monitor the board’s activities and actions with same. The director is also responsible for keeping the policy and procedures manual current.

DUTIES: Reviews and updates the Bylaws and the Procedures Manual. This should be done early in the spring so that a revised/updated manual is available for the Summer Board Meeting. The electronic version of the manual should be forwarded to the incoming President-Elect to be utilized during the next update.

**CHAPTER CGFM CHAIRPERSON**

OBJECTIVE: The promote AGA’s Certified Government Financial Manager (CGFM) program

DUTIES: Specific ideas for promoting the CGFM program and for assisting those interested in taking the exam are:

* Publicize the program in the newsletter. Articles can be taken from the national website or other chapters
* Maintain a chapter library of study guides for use by a chapter member who is studying for the exam
* Recognize successful candidates by every mean of communication available
* Consider organizing a study group
* March is CGFM month. Apply for state and local recognition of the certification with the goal of inclusion in job title qualifications.

**WEBMASTER**

OBJECTIVES: To oversee the timely update of the Chapter website (www.agatrenton.com).

DUTIES: The primary purpose of the Webmaster is to maintain an up-to-date, informative, and useful website for the Chapter members and other "visitors." These days a web presence is not only necessary for exposure to potential members, it isalso expected by current members who are interested in timely information about Chapter events. In light of this, the webmaster must keep the site up-to-date with current information.

The member filling this position need not have previous skills as a webmaster or webpage developer. The only requirements are that the person has sufficient knowledge of AGA in order to know what should be placed on the website. Also, the person should be knowledgeable enough about computers and the internet to be conversant with a contracted webpage developer. If the person does not possess the skills to personally perform website changes, they will be required to coordinate updates with a contracted webpage developer, who will then make requested changes to the website.

That having been said, it is important to note that web developers charge by the hour. As a result, it is very important for our webmaster to be able to tell the contractor what they need done and provide them with the proper files in the proper electronic format so as to minimize the contractor’s billable hours.

The various Board directors should forward website changes pertinent to their responsibilities. However that should not preclude the webmaster from soliciting input and insight for changes and additions to the site. A couple caveats for web sites are - stay current, and make subtle but noticeable changes. If a website has old information or a stale look, visitors will lose interest after a couple visits. A good rule of thumb for a site like ours - we are more informational and not a commercial site selling merchandise - is to update the site about every 3 to 4 weeks.

The AGA National office has published non-mandatory guidelines, which chapters may use for the establishment and maintenance of their website. In general however, the overall appearance of the site should remain professional and neat. In addition, the site should be limited to AGA business. Any deviations from either the National office guidance or the minimum contents listed below should be submitted to the full Board for approval. Also, keep in mind that the national office has authorized chapters to download any information we'd like from the National website for inclusion on the chapter website.

The website should contain, at a minimum:

*Chapter Events*

This includes both monthly membership meetings, as well as educational conferences. Also, included here is the list of anticipated Community Service events in which the Chapter will participate. The list should include the time, location, topic and speaker(s), if applicable. For any items on the list denoted as “To Be Determined”, the appropriate Director (Programs, Community Service, Education) should provide updated information to the webmaster for addition to the web site as soon as it is available.

*Newsletter*

The web site should contain both the current year and archived newsletters. Notification should be given to the membership, via email, as soon as the latest newsletter is posted to the site. The email should include the appropriate link.

*Photo Gallery*

A photo gallery is essential to keeping people interested in returning to the site. New photos should be added not only after each event, but also periodically as the Webmaster deems appropriate to prevent the site from becoming stale. The Webmaster should solicit AGA related photos from the board from time to time.

*Membership*

The site should include information on becoming a member and thus should link to the membership area of National’s web site.

*Officer Directory*

The current makeup of the board along with their contact information should be included.

**ACCOUNTABILITY OUTREACH COORDINATOR**

OBJECTIVE: To promote the government accountability profession to all levels of government and to the public. The goal is to increase awareness of AGA and its programs.

DUTIES: The Coordinator should establish relationships with all levels of government and with academia and promote AGA’s programs. Specific tasks are as follows:

* Promoting the National Citizen–Centric Reporting (CCR) program among state and local government entities. This can be accomplished through outreach to chief operating officers, fiscal officers, mayors, etc.
* Making presentations to entities interested in preparing a CCR.
* Participating in conference calls with AGA national and regional coordinators.
* Encouraging professors at local colleges and universities to participate in National’s Government Finance Case Challenge (undergraduate and graduate).
* Coordinating the preparation of a CCR for the chapter, posting it on the website, and submitting it to National for chapter recognition points.

**SPONSORSHIP**

OBJECTIVE: To promote the AGA as a venue for private and educational organizations that do business in the government environment to promote their organizations for their own business activities through a structured fee agreement.

DUTIES: The Sponsorship Director should establish relationships with all levels of private and educational organizations and promote AGA’s programs as well as information on various levels of sponsorship opportunities within AGA, including but not limited to newsletter and website advertisements and vendor displays at the annual Fall Seminar and Spring Symposium. Specific tasks are as follows:

* Sending annual sponsorship opportunity letters informing potential sponsors of the various levels of sponsorship each year and the fees associated with each level;
* Sending specific Fall Seminar and Spring Symposium sponsorship opportunity letters informing potential sponsors of the various levels of sponsorship for each event and the fees associated with each level;
* Establishing a Sponsorship Committee of willing AGA members to assist with the duties to effectively carry-out the Sponsorship Chair’s responsibilities;
* Being an active member on the Fall Seminar and Spring Symposium Committees; and
* Making himself/herself available to any sponsor or potential sponsor to answer questions or concerns

NOTE: It is recommended that the Sponsorship Director use his or her own personal e-mail and phone number (home or cell) when communicating with existing and/or potential sponsors as not to infer any conflicts of interest with the sponsor(s), AGA, or the Director’s employer.