

SAMPLE AGA Chapter Policies & Procedures

Gratitude/Acknowledgements

As with any great project or template, there are many resources that came together to make it possible. This exhaustive composition of chapter policies and procedures was made possible by the chapters who provided their policies and procedures manuals, financial and event policies as examples. A world of thanks goes out to the leaders of:

- AGA Baton Rouge Chapter
- AGA Central Ohio Chapter
- AGA Des Moines Chapter
- AGA Greater Columbus Chapter
- AGA Indianapolis Chapter
- AGA Nashville Chapter
- AGA New Mexico Chapter
- AGA Northern Nevada Chapter
- AGA Southern Wisconsin Chapter
- AGA Washington, DC Chapter

Tips to Remember

This template was created so that if there is a policy or procedure your chapter is interested in, you would be able to find pre-written language for you to adopt or mold to your chapter's needs. While anything pulled from this document should be reviewed closely to ensure it works for your chapter and does not conflict with any existing policies or procedures, items highlighted in **yellow** should be especially reviewed to ensure they work with the chapter's structure.

Some chapters turn these policies and procedures into checklists for each position/committee.

The position descriptions in addendums one and two should be leveraged when recruiting for positions – this way, the potential individuals know exactly what to expect. Remember: smaller chapters may combine multiple duties into one role, so use this document as a guide for what your chapter may need an officer to accomplish.

Additional thoughts/comments?

Email them to us at chapters@agacqfm.org – this is a living, breathing document; what policies or procedures do you have written that others could leverage? Conversely – what do you think should have a written procedure, but doesn't? We're here to help!

Chapter's logo

**AGA [Chapter Name] Chapter
Policies & Procedures Manual**

[Chapter's vision/mission statement(s)]

**Updated as of:
[Date last updated]**

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Overview

The [name] Chapter of the Association of Government Accountants (AGA) was formed [charter date]. The geographic membership area includes [territory], and the Chapter is based out of [city].

Purpose

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

Terminology

AGA: The national Association of Government Accountants.

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

Chapter: The [name] Chapter of AGA.

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

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

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

I. Chapter Executive Committee

Description

The Chapter Executive Committee (CEC) consists of the chapter's elected officers and directors with terms and responsibilities as defined in the Chapter Bylaws. The Chapter President serves as the CEC's presiding officer. The CEC is responsible for all the business of the chapter and may present recommendations to the chapter for action. The CEC has primary authority over any Chapter committee.

Duties

Positions Descriptions are maintained for each Chapter Executive Committee position identified in the Chapter Bylaws and are presented in Addendum I of this Policies and Procedures Manual. They are consistent with all applicable Bylaws and Policies and Procedures and summarize the duties and responsibilities of each officer and director.

Expectations

It is expected that CEC members will:

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

Resignations

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

Removal

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

- violation of law
- violation of AGA's Code of Ethics,
- violation of the Chapter Bylaws or Policies and Procedures,
- not fulfilling position responsibilities, or
- inappropriate behavior when representing AGA.

Records

Each Chapter Executive Committee Member is responsible for the maintaining the records in their respective areas. If there is a change in Officers, 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.

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

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

- Membership records
- Chapter minutes
- Chapter policy and procedures manual
- Chapter financial records, including equipment and software records
- List of chapter officers
- National Office Memoranda
- Chapter Recognition Reports
- Annual Chapter History
- Monthly Chapter Newsletters
- Citizen-Centric Report/Annual Report

II. Nominations and Elections

Call for Nominations

The CEC will put out a call for nominations by XX and nominations/submission of interest are due by XX.

Selection of CEC Slate

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

Independent Nominations

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

Elections

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

Results of elections shall be tabulated as designated by the Chapter's Bylaws and Procedures Committee, which shall certify the results to the Chapter President no later than May 15. When a member of the Bylaws and Procedures committee has his/her name in the voting, should reclude him/her from the tabulation. When there is not a contest for an elective office, the Bylaws and Procedures Committee shall certify the election to the Chapter President without ballot.

Elected candidates take office July 1 each year.

Eligibility

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

(The following sentence is Optional) The President and Treasurer may not succeed him/herself by election, unless such a person is filling the unexpired term of another duly elected officer.

Campaigning

Campaigning by candidates for elective office is not permitted.

Vacancies

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

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

III. Committees and Task Forces

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

Membership

- (a) The number of members comprising Committees and Task Forces shall be determined by the scope of responsibility and work assigned.
- (b) The Chairs of Standing Committees are nominated and elected as Directors of the CEC per the Chapter Bylaws. Chairs of additional committees or task forces shall be appointed by the Chapter President in consultation with the Chapter President-Elect and may serve more than one year. The Chapter Executive Committee shall ratify chair assignments.
- (c) The Chapter President shall appoint the members of each Committee or Task Force in consultation with the Chapter President-Elect and the Committee and Task Force Chair, ensuring that the Committees and Task Forces, taken as a whole, are representative of the Chapter membership.
- (d) All members of Committees or Task Forces must be members in good standing of the Association and Chapter.
- (e) Nominating Committee: The Nominating Committee shall consist of:
Note: These are recommended positions and processes. Each chapter should change the position names and processes to reflect how its Nominating Committee will operate.
 - President-Elect;
 - Past Chapter Presidents appointed by the Chapter President, including the Immediate Past Chapter President; (enter number)
 - the Immediate Past Chapter Treasurer; and
 - Chapter members selected by the CEC. (enter number)
- (f) The Nominating Committee Chair shall be Select option 1, 2, or 3: (1) appointed by the Chapter President from among the chapter members. (2) the Immediate Past President of the Chapter. (3) the Chapter President-Elect.
- (g) Chapter members seeking a chapter officer or director/vice president/chair position are ineligible to serve on the Nominating Committee.

Terms of Office

- (a) Members of Committees shall be appointed/elected for a (enter number)-year term. The terms shall be such that one-third (1/3) of the board or committee membership shall be appointed/elected each year. Members may be reappointed/re-elected for an additional term.
- (b) Nominating Committee members will serve one-year terms.

- (c) Members of Task Forces shall be appointed for the duration of the Task Force.

Responsibilities

- (a) The responsibilities of the Committees and Task Forces shall be as specified in this Policies and Procedures manual Addendum 2 approved by the Chapter Executive Committee.
- (b) The CEC shall communicate an annual request for member interest, seeking qualified members to serve on Committees and Task Forces.

IV. Chapter Operations

Dues

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

Meetings

Chapter membership meetings are generally held once a month. The cost of the meeting is the cost of the meal. A guest at the meetings will receive a coupon for a free lunch to be redeemed at the first meeting they attend as an AGA member.

A CEC member will communicate with guests to thank them for attending the meeting, direct them to the website for more information to introduce them to AGA and see if there are any questions about AGA that they can answer.

A table should be set up at each regularly scheduled meeting for use in collecting names of first-time visitors. The table should have AGA membership materials, CGFM materials, and any available marketing materials for AGA Preference would be that an AGA skirt or signage will be on the table. The intent is to follow up with the first-time visitors to learn if the program met their expectations and if they enjoyed the event. We should ensure that they get an invitation to attend future meetings.

Year-Ends

- **Fiscal Year**

The fiscal year of the Chapter shall end at the close of business on the (enter date) day of (enter month) of each year. NOTE: The Association fiscal year ends on March 31st. It is strongly recommended new chapters have a fiscal year of April 1 to March 31.

- **Membership Year**

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

- **Recognition Year**

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

- **Leadership/Program Year**

AGA's leadership/program year shall end at the close of business on the 30th day of June each year.

Schedule of Chapter Reports and Forms

External Reports and Forms

Reports and Forms	Officer or Director Responsible	Due Date
Annual Corporate Registration with the Secretary of State's Office	President	February 28
Statement of Change of Registered Agent and/or Registered Office with the Secretary of State's Office	President	February 28

Federal Form 990-EZ with the IRS	Treasurer	April 1
Tax Exempt Status Form with the [State] Department of Taxation	Treasurer	Non expiring
1099-MISC with the IRS (for paid speakers in the previous calendar year)	Treasurer	January 31

Internal Reports and Forms

Reports and Forms	Officer or Director Responsible	Due Date
Chapter Annual Budget	Treasurer and President	July
Chapter Recognition Program Items	All	Various; listed in Chapter Recognition Program

Communications

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

V. Trainings/Conferences

Seminars

Seminars are held at least twice 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.

A table should be set up at each regularly scheduled meeting for use in collecting names of first-time visitors. The table should have AGA membership materials, CGFM materials, and any available marketing materials for AGA Preference would be that an AGA skirt or signage will be on the table. The intent is to follow up with the first-time visitors to learn if the program met their expectations and if they enjoyed the event. We should ensure that they get an invitation to attend future meetings.

A CEC member will communicate with non-members to thank them for attending, invite them to a regularly scheduled meeting, direct them to the website for more information to introduce them to AGA and see if there are any questions about AGA they can answer.

Meeting Registrations

Cancellations

Registration fees for conferences and seminars will not be refunded if notice of cancellation is not received by an appropriate date as set by the conference or seminar committee chair. Substitutions will be allowed.

Discounted Education Registration Fees

Retired chapter members in good standing will be charged 50 percent of the membership seminar and conference registration fees. Chapter meeting fees will be paid at full price. Discounts for webinars or

other events will be decided by the CEC each year. Student and Young Professional members can receive discounts as determined by the CEC per event.

Expense Reimbursement

In order to ensure chapter representation at AGA national-hosted events, the chapter maintains the expense reimbursement policy below. This ensures the chapter continues to have access to leaders and resources at the association level.

Travel to AGA National Lead! (Or other national leadership orientation/training)

AGA National will plan a volunteer leadership training each program year.

- Reimbursed expenses will be defined by AGA National.
- Costs not covered by AGA National may be paid by the Chapter, as voted by the CEC, if deemed appropriate.
- Expenses should be submitted on an approved AGA expense reimbursement form.

Travel to AGA National PDT

Purpose

The purpose of this policy is to establish a fair and reasonable process for selecting CEC members to attend national AGA events at full or partial chapter expense (sponsorship). Attendance at trainings is intended to advance chapter leadership skills, increase knowledge, expand resources, and to recognize chapter members for their contributions and achievements.

Since there is a professional development component, continuing professional education credits may also be available.

Definitions

CEC Member: A member of the AGA [chapter name] Chapter who serves in a leadership role with special responsibility to manage the program affairs of the local chapter of the organization. The collective group is identified as "the CEC," and specific positions are detailed in the chapter's bylaws.

Active CEC Member: A CEC member who attends and participates in board meetings at least 75% of the time. For example, there are generally eight or nine CEC meetings each program year. In order to be considered an "active CEC member", one must attend six or seven of the scheduled meetings in a program year.

Attendee: The Chapter board member who attends the PDT.

Hotel Scholarship: The AGA National Office provides the Chapter with a defined number of free hotel rooms called "PDT hotel scholarships". These rooms are paid for by the National Office. One hotel scholarship covers the cost of one room for five nights for one attendee. Up to two attendees are able to stay in hotel rooms with the use of the hotel scholarships.

PDT: AGA Professional Development Training.

Priority List: The list of active CEC members who shall be allowed to attend the PDT.

Traveler: The CEC member who travels to and from the PDT.

Travel Advance: Funds advanced to the traveler to meet anticipated travel airfare and hotel costs. Travel advances are limited to \$1,000.00. [note: the policy can also state that travel advances are not provided]

Travel Expenses: Costs for early bird registration, hotel, and airfare expenses directly related to travel to and from the PDT. Shuttle service or public transport between airport and hotel is allowed. Taxi service is not reimbursable. Airport parking is not reimbursable.

Procedures

1. Only current, active CEC members are eligible to attend the PDT and have full or partial Chapter sponsorship.
2. The Chapter President and the CEC are responsible for reviewing and approving the number of persons eligible for and the dollar amounts authorized for Chapter sponsorship to the PDT based on need, benefit, budget, and financial health of the Chapter.
3. CEC members are eligible to attend the PDT based on the priority list and other considerations. The CEC determines who shall attend the PDT.
4. The Chapter shall send up to **three (3)** CEC members to the PDT on a full or partial chapter sponsorship.
5. The priority list of CEC members who may attend the PDT and have full or partial chapter sponsorship is:
 1. The National Council of Chapters representative active at the time of the PDT being considered,
 2. the current Chapter President,
 3. the President-Elect,
 4. the immediate Past-President (if he or she has not attended a conference in the past), or
 5. a CEC member who has not attended a PDT in the past (first time attendee).

If none of the above are attending, the CEC may vote to allow attendance by an individual who has attended previously to ensure coverage.

6. The Chapter will sponsor the CEC member and pay for the airfare, early bird registration fee, and hotel (up to five nights). The hotel scholarships, up to **two**, will be used for **two of the three** attendees.
7. The Chapter shall pay for the following:
 - For the National Council of Chapters Representative: **Early bird registration fee, one hotel room, airfare reimbursement, and shuttle service/public transportation between airport and hotel;**
 - For the current President: **Early bird registration fee, one hotel room, airfare reimbursement, and shuttle service/public transportation between airport and hotel;**
 - For the President-Elect: **Early bird registration fee, one hotel room, airfare reimbursement, and shuttle service/public transportation between airport and hotel;**

- For the immediate Past President (if this is the first PDT attended by him or her): Early bird registration fee, one hotel room, and shuttle service/public transportation between airport and hotel. The airfare is paid by the traveler or their employer and will NOT be reimbursed.
 - For CEC member (if this is the first PDT attended by him or her): Early bird registration fee, Chapter paid hotel room, and airfare reimbursement.
 - If none of the above are attending, and the CEC votes to allow it, a CEC Member who has attended previously may attend and receive reimbursement for the early bird registration fee, one hotel room, airfare reimbursement, and shuttle service/public transportation between airport and hotel.
8. Travelers shall make and pay for their own airline reservations. These airline reservations should be made timely in order to obtain the best fare possible. The Chapter will reimburse the traveler for the airfare immediately after the traveler returns from the PDT and provides the President or Treasurer with copies of the airline ticket receipt.
 9. PDT Registration shall be paid by Attendee at the Early Bird Rate. The Chapter will reimburse the traveler for the registration immediately after the traveler returns from the PDT and provides the President or Treasurer with copies of the registration receipt. Each attendee is expected to register early in order for the Chapter to take advantage of the discounted registration rate.
 10. All other travel-related fees must be presented to and approved by the CEC via a vote.
 11. Travel advances may be considered by and approved by the CEC for travelers who must pay for airfare, registration, and hotel costs out-of-pocket. Travel advances will only be considered and granted in special cases.
 12. If more than three Active CEC members wish to attend the PDT, further pro-rations will be made at the discretion of the Board.
 13. If a CEC member is registered for the PDT and is later unable to attend the PDT (i.e., cancels), any registration fee paid by the Chapter shall be transferred to the next Active CEC member who wishes to attend the PDT. If no other Active CEC member wishes to attend the PDT, the Chapter shall seek a refund as allowed by the National AGA. Any fees or expenses incurred by the CEC member as a result of the cancellation shall be paid for by the CEC member and reimbursement of these fees or expenses will not be allowed.
 14. All other costs associated with and incurred during the PDT shall be the responsibility of the CEC member.
 15. Any CEC member who attends the conference shall represent the Chapter at any of the AGA chapter meetings and collect information to bring back to the chapter. Any CEC member who attends the PDT shall attend the August or September CEC meeting and provide a report to the other members on the PDT business sessions and events.

VI. CGFM Preparation

Purpose

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

Study materials for each part of the exam are available for purchase through the AGA website.

Purchasing the study materials for all three parts can be expensive. The AGA [chapter name] Chapter (Chapter) recognizes this added expense could be a deterrent for some members who might otherwise be interested in studying for the exam. In order to support individuals in this endeavor, the Chapter has purchased study materials and is making those materials available for members to check-out for a nominal, refundable deposit.

The Chairperson of the CGFM Program will loan these study materials to members desiring to take the examination, pursuant to and in conformance with this policy.

This policy delineates the requirements of borrowing and returning Chapter CGFM study materials.

The purpose of this policy is to provide individuals who are interested in borrowing CGFM study materials with a clear and concise guide on how to check out and return these study materials. This policy will ensure that the Chapter has a means to encourage borrowers to return study materials in good condition and a means to recover costs of the materials should they be lost or damaged.

Definitions

Borrower: An individual who is an active member of the AGA [chapter name] Chapter who wishes to use the study materials for a specified period of time.

Damage: Significant changes to the study materials which may include but not be limited to torn, crumpled, folded, or missing pages, pages that have liquid spill stains or other exposures that render the pages unsightly or unreadable and useless to other individuals who are waiting to borrow them. Damage does not include normal wear and tear from regular use.

Nominal Refundable Fee: The refundable cash deposit that is required at the time the materials are checked out.

Student: One who is currently studying or who is interested in studying to become a CGFM.

Study Materials/Study Guides: The CGFM study materials/study guides consist of the following sections: Part I – Governmental Environment; Part II – Governmental Accounting, Financial Reporting and Budgeting; Part III – Governmental Financial Management and Control.

Procedures

1. Only current AGA members may borrow study materials.
2. Borrowers must have an active eligibility letter from the AGA Office of Professional Certification.
3. A borrower may only have one set of study materials (part or section) checked out at any time.
4. All study materials will be loaned on a first-come, first-served basis, providing the above requirements are met.
5. A refundable deposit of \$35.00 (cash or check) will be required at the time the materials are checked out. The CGFM Director/Chair will provide a receipt for the deposit. The deposit will be returned upon receipt of all checked out materials.
6. A borrower may have study materials placed on hold for no more than a week. If a borrower does not pick up the requested materials within the one-week period, the study materials will become available to the next interested individual.

7. Study materials may be borrowed for a period of no more than three months after the initial date of check out.
8. A borrower may request a renewal of their current study materials for an additional three-month period provided that no other individuals are waiting to borrow the materials. If another individual is waiting to borrow the materials, the current borrower may only renew the current study guide for one additional month. The current borrower may add his/her name to the wait list to borrow the same materials again. Renewal requests may be granted at the discretion of the CGFM Director/Chair.
9. If the study materials are not returned within two weeks of their designated return date, the refundable deposit will be forfeited. This is necessary to ensure that other students have the ability to borrow the same materials and that the materials will not become obsolete while in their possession.
10. All borrowed study materials must be returned in the same condition they were loaned. If there is damage to a study guide, the borrower is responsible for payment for the damages, as determined by the CGFM Director/Chair.
11. Each borrower must sign an agreement that incorporates all necessary requirements and notifications.
12. If study materials are not returned by the designated date, the CGFM Director/Chair will notify the borrower that the study materials are overdue and that the borrower must return the materials within a specified period of time. Within the overdue notice, the borrower will also be made aware that he/she will forfeit the refundable deposit (which will go towards the purchase of new study materials) if he/she does not return the borrowed version within the specified period of time.
13. If the borrower does not return the study guide within the stated period of time, the CGFM Director/Chair will notify the Chapter President and the CEC and the borrower will be restricted from borrowing study materials in the future.
14. The CGFM Director/Chair may, within the available certification budget, purchase replacement study guides as necessary.
15. The Chapter President and the CGFM Director/Chair may add additional requirements that are necessary to manage this program.

VII. Chapter Recognition Program

Early each calendar year, AGA's Chapter Services Manager will distribute the updated Chapter Recognition Report and will help chapters prepare for the upcoming program year. The Chapter Recognition Program provides the chapter with a guide to a well-rounded operation for the professional growth of its members.

Unlike a competitive program wherein chapters compete against each other, the Chapter Recognition Program measures an individual chapter's performance against its own pre-established standards or benchmarks to self-evaluate its own strengths and weaknesses. The Chapter Recognition Program is also a planning guide. As such, it should be used in the planning period early in the chapter year and the results – or lack thereof – should be reviewed monthly by the CEC (The Chapter Recognition Program Manual is available from the AGA national office).

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/President-Elect communicates with other CEC members to determine what the Chapter has accomplished during the quarter. Each quarter, the report is submitted to AGA National and at the end of the program year, AGA presents chapters with Chapter Recognition Awards.

VIII. Chapter Awards

Chapter Award points are assessed as earned on a monthly basis. Members with the top ten points are published in the newsletter as "Member Recognition". Members are responsible for informing the Member Recognition Chair of any points they have earned. At the end of the Chapter year, the member with the most points receives **[prize/incentive]**.

Point assessment includes:

- Attendance
 - Regular Chapter meeting (20)
 - Bonus for attending more than 4 meetings (15)
 - Bonus meeting (30)
 - For each guest attending the meeting (10)
 - Chapter allows same guest – maximum two times per member
 - Members are not allowed guest points for speaker
- Membership
 - Each new member sponsored and accepted (35)
- Chapter Programs
 - Member who is a speaker or panel participant at regular meeting (50)
- Education
 - Each Chapter-sponsored presentation at high schools or colleges (50)
 - Conducting Chapter workshop or financial management in addition to regular meeting (50)
 - Attending an AGA-sponsored seminar or training session (35)
- Publications
 - Manuscript of research project (100)
 - A financial management article at least 300 words published in newsletter or other AGA publication (50)
 - Article on any topic of general interest of at least 200 words published in Chapter newsletter (30)
- Service
 - Participating in an AGA-sponsored community service project (15)
 - Service on any board, committee, or other Chapter position other than an office (40)
 - Chapter AGA considers "office" to include: Chapter President; President-Elect; Immediate Past President and Secretary/Treasurer.

President's Plaque

The President is awarded a plaque on which to display their gavel in recognition of their service as the AGA Chapter President. The plaque design is the President's choice. The plaque is awarded to the President by the Immediate Past President at the Annual Awards Ceremony.

President's Gavel

The President will present the President-elect with a President's gavel symbolizing the passing of authority at the Annual Awards Ceremony. The gavel will be engraved with the President-elect's name (and credentials, space allowing) the terms "Chapter President" and the President-elect's program year term as President, e.g., 2007 – 2008.

President's Award

The President's Award recognizes (an) individual(s) having made an extraordinary contribution to the success of the chapter's programs during the President's term. The President is responsible for identifying and selecting those individuals so honored. A plaque is awarded at the discretion of the President.

Chapter Service Award

The Chapter Service Award recognizes a CEC member for their outstanding service to further the objectives of the CEC and Chapter. The CEC, by majority vote, determines the recipient of the Chapter Service Award. A [incentive/prize] is awarded from the chapter to the individual.

Recognition of CEC Members and Committee Members

At the discretion of the President, awards of recognition may be presented to the CEC members and committee chairs.

Special Recognition for President and President-elect

The President (out-going president) may present the President-elect (incoming president) with a gift of their choosing. The President-elect (incoming president) may present the President with a gift of their choosing honoring the President for their dedicated service.

Special Recognition Award

Individuals may be awarded special recognition for meritorious service to the chapter &/or AGA. The recipient must be approved by the CEC.

Government Financial Manager of the Year Award

This award recognizes outstanding state, local or federal government financial managers responsible for leading extraordinary initiatives in the course of their employment throughout the last year that made significant and lasting contributions resulting in increased quality, efficiency, or effectiveness of government operations. Up to two recipients may be presented with this award. Recipients must be government employees in the area of finance, procurement, budget, accounting, or auditing; however, they do not have to be members of AGA. The Awards Committee will send applications for this award to each Chapter member, each state agency, each elected official's office, and the local government offices in our chapter area.

Sponsor of the Year Award

This award will be given to the member who sponsors the greatest number of new members to the chapter and will be evaluated to the criteria outlined below. All chapter members, with the exception of CEC members, are eligible for the award. The Chapter Secretary will maintain a record of new members sponsored. Any questions regarding the criteria should be discussed with the secretary, and the final decisions will be made by the CEC.

Award: The member with the highest number of points, based on the criteria below, will receive a plaque and a free AGA membership for the upcoming year. The free membership may be used by the recipient or in sponsoring another.

Criteria: The time frame of this award is April 1 through March 31 of the following year. One point will be awarded for each new member sponsored and accepted. A minimum of five new members must be sponsored and accepted in order to be eligible for this award.

Community Service Award

This award will be given to the member who volunteers the greatest number of hours and participates in Chapter-sponsored community service events. All chapter members, with the exception of the CEC and the Member of the Year and Member of the Year runner-up (see below), are eligible for the award. The Chapter Secretary will maintain a record of hours volunteered. Any questions regarding the criteria should be discussed with the secretary, and final decisions will be made by the CEC.

Award: The member with the highest number of points, based on the criteria below, will receive a plaque and a free AGA membership for the upcoming year. The free membership may be used by the recipient or in sponsoring another.

Criteria: The time frame of this award is June 1 through May 31 of the following year.

AGA-sponsored Community Service Hours	10 points per hour
Final AGA-Bay bid, or silent auction bid	1 point per dollar paid
Auction item donations.....	1 point per dollar value of item

AGA National-Level Awards

In order to promote the work of the chapter, its members, and local students and financial management professionals, the chapter will strive to participate in AGA’s national awards program annually. Information on these awards is available on the AGA national website (www.agacqfm.org).

IX. Scholarships

Young Professionals Scholarship

- The Chapter awards a \$500 scholarship to an area college financial management/government services major.
- The Young Professionals Director/Chair contacts local colleges, and students submit applications to the chapter's YP/scholarship/awards committee.
- The Chapter also offers a free one-year membership to the scholarship recipient.

CGFM Scholarships

The Chapter awards 2 CGFM scholarships.

1. Scholarship for all members:
 - a. \$500 per year will be awarded to any member in good standing who passes all 3 exams.
 - b. If more than one member passes the exams in any given year, the award will be divided among the members in good standing who passed all 3 exams.
2. Scholarship for long-time members who have shown leadership qualities:
 - a. \$500 will be awarded to any member in good standing who meets the following criteria:
 - i. Has been a member in good standing for 5 consecutive years.
 - ii. Has served on the CEC for 2 of those 5 years.
 - iii. Has attended at least half of the member meetings.

X. Financial Controls & Guidance

Purpose

This guidance has been established to guide the officers and members of the AGA [Chapter Name] Chapter in the proper procedures to follow while handling the funds of the organization. The establishment of these procedures will help to assure the proper use of chapter resources and provide assurance that all receipts and disbursements are properly documented and recorded.

The procedures established within this guidance will also create internal controls for the funds held by the organization. The internal controls will be created through the segregation of duties set up by this guidance which is to be followed by all chapter officers and members who are involved with any funds collected or disbursed. Additional control over chapter resources is also set up in this guidance by instituting procedures that create checks of all collections and disbursements by more than one member of the organization (Dual Controls) and by insuring that one officer or member of the organization is not solely responsible for chapter funds thereby creating a situation where fraud could occur.

These procedures will also establish the normal duties and responsibilities of the Treasurer for the AGA [Chapter Name] Chapter. The duties of the Treasurer, created within this document, will further assure that the assets of the chapter are properly managed throughout the recording of chapter activities involving chapter assets.

This document is intended to be a living document. As the chapter grows and new activities and efforts of the organization are created, this document should be updated as necessary in order to assure that the financial impact of those activities are properly recorded and additional internal controls are developed. Updating this document as the chapter takes on new efforts will assure that new assets of the organization created through these new activities are properly monitored with exemplary stewardship to reduce the risk of fraud.

Bank Authorizations & Activities

Bank authorizations for signature authority on Chapter disbursements shall be as follows: Chapter President, Chapter President-Elect and Immediate Past Chapter President. The signature authority for removing and adding signature authority will commence with the approved election and/or appointment of new Chapter officers.

The Chapter Treasurer has express authority to create disbursements, and the Chapter Secretary in the absence of the Chapter Treasurer, have authority to generate disbursements. In order to maintain internal controls, deposits should be made by CEC members other than the Chapter Treasurer whenever practicable.

The Chapter President, with the approval of the CEC, shall make changes in the financial institution used by the Chapter. In no event shall any Chapter Officer or CEC Member procure a debit card, charge card, credit card or other financial instrument on behalf of the Chapter without written approval by the CEC. Any member who performs this function will be immediately removed from their position and reported to the National Office of the AGA for ethics violation and permanent removal from AGA.

Any disbursements made contrary to this policy will be the responsibility of the individual making the procurement.

Funds Collections

In order to assure the safe keeping of funds collections and to assure that the proper amount of funds are collected for chapter activities, there must be a separation of duties established with each activity the organization hosts. The separation of duties shall assure that the person collecting the funds is not the same person who records the funds and deposits the money in the checking account. In order to create this separation of duties at least two people will be designated as the official persons to collect the money generated from each event hosted by the chapter. These two individuals will have the responsibility of counting the money that is collected and recording that amount on the Funds Collection Record form (See Funds Collection Record form).

After both individuals have verified the amount collected, signed the Funds Collection Record form, and attached any supporting documentation to the form, within 5 business days they will pass the funds on to the Chapter Treasurer who will record the amount collected in the chapter records and deposit the funds in the savings or checking account of the organization. The Treasurer will verify that the amount collected for the activity is the proper amount that should have been collected by comparing the receipts to an independent source of information on the event. By separating the functions of collecting and recording of funds, and having the Treasurer verify that what was collected is the correct amount, the chapter will reduce the risk of inappropriate use of organizational funds and assure that the correct amounts are collected and deposited in the chapter's account.

The monthly chapter lunch provides a good example of how funds collection duties should be separated.

- Receipts for ticket sales will be made by either the Program Director/Chair and another person, or two individuals designated with this responsibility for the particular event.
- Funds shall be forwarded by the Program Director/Chair to the Chapter Treasurer within 5 business days of collection at an event.
- After all receipts have been collected the two individuals responsible for collecting the funds will verify that the amount collected corresponds to the number of tickets sold and record the amount collected on the Funds Collection Record form. The Funds Collection Record form should also have noted any free lunches that have been given to individuals, and the two people responsible for collecting the funds should sign the Funds Collection Record form indicating that the amount recorded on the form is correct.
- The Funds Collection Record form, money, and any supporting documentation for the funds collections should then be given to the Treasurer; who will verify the information and the amount collected, record the amounts in the chapter records, and deposit the money into the chapter's account.
- The Chapter Treasurer will deposit funds into the AGA account of greatest economic benefit (checking or savings) within 2 business days of receipt of funds.
- The Treasurer will then verify the amount of money collected by comparing the information he/she received to another independent source of information. For the lunches, the number of tickets sold can be compared to the number of continuing education credits that were given out at the luncheon. Alternately, the sign-in sheet could be used to compare the number of people to the money collected.

All events the chapter sponsors that require the collection of funds should have a similar separation of duties and internal controls to assure that the proper handling of funds takes place.

In order to create additional safeguards on the chapter funds the following procedures should be followed:

- The mail should be collected and opened by the Secretary of the organization. The Secretary shall record all items collected from the post office box on the P.O. Box Collection Record form (See P.O. Box Collection Record form) prior to disbursing the mail to the proper chapter committees or officers. If the mail contains checks for deposit into the chapter account, it will be noted how much the check is for and where it is from prior to passing it on to the Chapter Treasurer. At the end of each month, the Secretary should make a copy of the mail collection form to keep for his or her records and provide a copy of the form to the Chapter Treasurer, which can be used in place of the Funds Collection Record when making deposits of checks received.
- When funds are received in the mail the Secretary will record the amount on the Funds Collection Record form and endorse any checks with the chapter stamp before passing them on to the Treasurer.
- The Treasurer will make copies of any checks received in the mail to keep as supporting documentation for the deposit.
- The Treasurer of the chapter will deposit receipts within 48 hours after receiving them (weekends excluded).
- The Treasurer will make all efforts not to collect funds him or herself, except in extreme circumstances, which can be approved with discussion with the President or President-Elect and documented on the Funds Collection Record form.
- Electronic Funds Transfer (EFT), **PayPal, and Eventbrite** can be used to facilitate collection of funds for largely attended events. These collections will be recorded on the Funds Collection Form in a similar manner to cash or check collections. The Treasurer shall include evidence of the EFT deposit into the Checking Account in the Funds Collection Form package.

Funds Disbursements

Controls over disbursements will help to assure that chapter funds are properly used and limit the possibility of funds being designated for use without proper approval of chapter leadership. To be sure that chapter funds are being used in accordance with the wishes of chapter leadership all expenditures must be properly approved using a Funds Disbursement Request form (See Funds Disbursement Request form) and accompanied by the proper documentation. This form, as the name implies, is for all funds being disbursed.

The Funds Disbursement Request form provides the opportunity for a committee member or officer within the organization to request the disbursement of funds from the chapter account to a designated recipient for services provided to the chapter or for chapter programs that need funding. After the requestor has filled out the form and signed it, they will then have another committee chairperson of the organization review the request. The reviewer has the responsibility of verifying that the request is valid and related to current operations of the organization. The reviewer should also verify that any necessary supporting documentation is attached to the request.

After the reviewer of the Funds Disbursement Request form has signed the request it will then be passed on to the President or President-Elect of the chapter, who will review the request and sign the form as the approver. In the case of disbursements of \$200 or less, the Chapter Secretary may also sign the form as the approver.

After the disbursement request has all three signatures and the necessary documentation, it will be passed to the Chapter Treasurer who will prepare a check based on the request and provide it to either the requestor or send it to third parties who are being paid.

Each request for a disbursement of funds should be made by the committee that requires the funds for the operations pertaining to the respective committee's responsibilities. When the chapter purchases items or pays for services, a receipt must either accompany the request or be supplied to the Chapter Treasurer when received. A receipt will be considered the primary source of documentation for expended chapter funds being spent. Other arrangements can be made if a receipt is not available, but these arrangements need to be made with the chapter leadership and the Treasurer prior to funds being disbursed.

To place further controls on the disbursement of chapter funds the following guidelines should be followed:

- *All expenditures (This includes advances, disbursements, or settlements) must be accomplished through checks when check provides the most efficient means to conduct business transactions. This will eliminate the need to keep cash on hand which can be lost, stolen, or misused relatively easily compared to checks or EFT.*
- Checks will be written only for the payment of particular items and not for cash.
- Only the Treasurer and a designated alternate¹ will be allowed to sign checks for the chapter.
- Monthly reconciliations of bank statements will be done on a regular basis. As a further control to ensure that reconciliations are being done timely and accurately, the chapter President or President-Elect will appoint one of the committee persons, such as the Bylaws committee Chairperson or the Accountability committee Chairperson, to check the reconciliation.
- When negotiating with vendors for items or services, sometimes an estimate for an advance has to be given. The negotiator will provide a "Good Faith Estimate" to the chapter leadership for items or services. The final bill should be within plus or minus 15% of the "Good Faith Estimate".

(¹See Alternate Succession in case the Treasurer is unavailable)

The last control on the disbursement of chapter funds is to require that large disbursements of funds be approved by chapter leadership and through a vote of the CEC. All disbursements under \$100.00 can be made by following the normal disbursement request procedures. Services such as a chapter lunch, where the chapter is collecting money for a service and then paying the service provider, can also be accomplished through the normal use of the disbursement request. Disbursements of funds for more than \$100.00 which are not related to the chapter collecting funds and then paying them to a service provider, such as a chapter lunch, need be approved by chapter leadership and a vote of CEC members. After a positive vote and chapter leadership has approved the request for funds to be used for a particular purpose, the requestor must still follow the normal procedures for getting the Funds Disbursement Request form filled out prior to the Chapter Treasurer preparing the check.

Expenditures approved in the yearly budgeting process, regardless of dollar amount, do not require a separate vote from the CEC for approval, and can be accomplished using the normal disbursement request process. The Treasurer shall track the budget to ensure any expenditures above the approved amount are approved by chapter leadership and a vote of CEC members.

The Treasurer should not sign as requestor or reviewer of Chapter disbursements except in rare circumstances, which can be approved with discussion with the President or President-Elect and documented on the Funds Disbursement Request form.

For disbursement of scholarship funds, ensure that checks are made out to the school rather than the recipient of the scholarship. This will ensure that the funds are used for the intended purpose of covering education expenses for the recipient.

Cancellation of Checks

In the rare circumstance that a check requires cancellation, additional documentation will be attached to the original disbursement documentation noting the reason why a check was cancelled, and include documentation from the banking institution as confirmation that the action was taken.

In addition, if a recipient loses or voluntarily chooses not to deposit their check, obtain written confirmation that they will not seek payment for those funds. Attach the written support to the original disbursement documentation. The Chapter will weigh materiality in determining whether to pay the banking institution fee of **\$25.00 U.S.D.** to formally cancel the check. In either of the two above circumstances, include a note on the Monthly Treasurer's Report documenting the action taken.

Succession in the Treasurer's Absence or Unavailability

From time to time, due to work-related requirements, sickness, vacation, or separation of duties, the Treasurer may not be able to perform his or her duties for a short period of time (2 weeks or less). If any of these situations occur, then the Treasurer must make arrangements for the following succession to occur in order to continue the financial workings of the chapter:

1. If Treasurer is unavailable, then the President shall assume duties of the Treasurer.
2. If the President is unavailable, then the President-Elect shall assume duties of the Treasurer.
3. If the President or President-Elect is not available, then the Secretary shall assume duties of the Treasurer.
4. In extreme cases where the four officers (President, President Elect, Treasurer, and Secretary) are not available, then the President or President-Elect will appoint one of the CEC Chairpersons to assume the duties of the Treasurer.

This shall be worked out with the succession line and communicated to the chapter leadership and CEC Chairpersons.

Some examples of the situations where the Treasurer is unavailable follow:

- The Treasurer is working off site for a lengthy period of time.
- The Treasurer is sick and will be unavailable.
- The Treasurer is on vacation.

- The Treasurer is also a committee chair and cannot sign checks where a separation of duties will be violated.

Funds Management

Another responsibility of the Chapter Treasurer is to manage the funds of the organization. This includes informing chapter leadership of the availability of funds and reporting on cash position of the chapter on a regular basis. As part of managing the cash position of the chapter, the Treasurer should take steps to place the chapter funds into areas that will help the chapter realize the best possible gain with the time frame that is available. If the chapter deems it in the best interest of the chapter to move funds between account types (Savings, Checking, Certificate of Deposit, etc.), the CEC will take a vote to approve, and the Funds Transfer form will be approved by the Chapter President or President-Elect to ensure the transfer was completed successfully by the Chapter Treasurer.

Annual Tax and State Filings

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

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

- 1) Chapters whose annual gross receipts are \$50,000 or less must file form 990-N (e- Postcard). Form 990-N is due every year by the 15th day of the 5th month after the close of the chapter's program year. [Instructions on Form 990-N e-Postcard](#).
- 2) Chapters with gross receipts between \$50,001 and \$200,000 and total assets less than \$500,000 file form 990-EZ. [Instructions on Filing Form 990-EZ](#).
- 3) Chapters with gross receipts greater than or equal to \$200,000 or total assets greater than or equal to \$500,000 at the end of the tax year must file Form 990. [Instructions on Filing Form 990](#).

The chapter must also file with its "state department of revenue and taxation, Secretary of State or other applicable entities" based on the chapter's incorporation status and state requirements.

Please Note: Each chapter is responsible for complying with the rules and regulations dictated by the IRS and its state department of revenue and taxation. For more details about the chapter's tax status, please see the [Treasurer's Handbook](#).

Fiscal Year

The chapter's fiscal year begins on April 1 and ends on March 31. This aligns our chapter with AGA National's fiscal year.

Chapter Audit

Each year the Chapter Treasurer must arrange for the records of the chapter to be audited by an outside party. The Treasurer has the responsibility for preparing the records for the auditor and taking

part in the audit process. In addition, upon return of the audit records, the Treasurer must forward those results to AGA national, the CEC, and chapter membership no later than three months after the end of the fiscal year, which is **March 31**.

Auditor Selection

The Treasurer should solicit for an auditor; a deadline of **March 15** helps ensure the auditor is selected and voted on prior to year end. A letter will be sent to the auditor informing them of the selection.

The audit should be issued prior to, and no later than, **August 15**. Because of the limited time between the chapter's year end and submission of the report, it is important that the records be ready for the auditor within the first two weeks of **July**. Following Chapter policy, the auditor(s) may be an appointed committee or a person selected by the president or the CEC, or a Certified Public Accounting firm.

Budget

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

The budget for the local PDT shall not be limited to the 10 percent increases/decreases of the operational budget, but shall be based on estimated costs. Additional budget for training (i.e. CGFM) shall be presented to and adopted by the CEC on estimated costs/revenues.

Modifications

Modifications to the budget shall be in accordance with the most current version of the approved Chapter's Bylaws. If the Chapter Bylaws are out of date and not in accordance with the National Office Bylaws, then the National Office By-laws shall prevail.

Use of Forms

The forms are part of the controls used to monitor and assure that the intake and outflow of funds are properly used in the everyday conducting of chapter business. The narrative is provided to lend clarity of their use.

Funds Collection Record form – The form is used to record the inflow of funds. Examples follow but are not limited to those provided:

- Donations to the chapter
- Money from luncheons
- Money from AGA National or DFAS
- Return of excess money from "Good Faith Estimates"

P.O./Mail Box Collection Record form – This form is primarily used by the chapter Secretary to notate checks, letters, bills, and other items collected from our Post Office Box. If a check is received via mail, the P.O./Mail Box Collection Record form can be used in lieu of the Funds Collection Record form.

Funds Transfer form – This form is used by the chapter to notate anytime funds are transferred between various bank accounts, to include checking, savings, or certificates of deposit.

Funds Disbursement Request form – This form is used for all outgoing funds. It covers three specific areas: *Advances*, *Reimbursements*, and *Settlements*. Checking the box for the appropriate area on the form will allow for the proper disbursement reason to be recorded.

- *Advances* – Typically these are monies that are needed for pre-payment of luncheons or other chapter activities, or for needed items. If the exact amount is not known, then a “Good Faith Estimate” of plus or minus 25% can be requested. If the actual amount exceeds the plus 15% estimate then appropriate documents and an explanation must be provided to the chapter leadership. Any excess monies from an advance should be returned using the Funds Collection Return form.
- *Reimbursements* – In exceptional cases where a chapter member uses private funds to pay for a chapter activity or item, and has been given permission by chapter leadership to do so, then funds will be reimbursed. Receipts and/or other documentation are required to substantiate the reimbursement.
- *Settlements* – If any person or business is owed money this box is used to balance or settle the open account. For example, if the Greater Columbus AGA Chapter held a joint luncheon with the local American society of Military Comptrollers (ASMC) chapter and the Greater Columbus AGA Chapter collected the proceeds from the luncheon, then there would be a “settlement” due. The proceeds are typically split, so half of those proceeds would be given to the ASMC chapter. The Advance box would be checked by the Programs Committee Chairperson and along with approvals, receipts, and other needed documentation the funds would be disbursed by the Treasurer to effect the settlement.

Addendum 1: Chapter Executive Committee Position Descriptions

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.

General Duties

The president is the chief executive officer of the chapter. The Chapter President is responsible for leading the CEC to develop plans and programs to implement goals at the Chapter level which are consistent with the national goals and objectives. The chapter should implement programs and activities at the chapter level consistent with the national mission and vision. The duties of the President are varied, as they will be involved in all aspects of the CEC and with all of the chapter programs and events that occur. These details are contained in the individual sections within this procedure manual. The President is responsible for managing Chapter activities personally, or through an appointed representative. This includes:

- Preparing the President-Elect for the next program year.
- Revising or affirming the chapter's mission and vision for the program year.
- Participating in national or regional leadership training activities.
- Adhering to the national and chapter Bylaws, as well as resolutions and regulations regarding the administration of the chapter.
- Keeping the national office informed about chapter activities.
- Coordinating with other local chapters (AGA or otherwise) to partner for events or trainings.
- Calling and chairing meetings of the membership as prescribed in the chapter bylaws, or as may be deemed necessary.
- Presiding at meetings of the CEC following Robert's Rules of Order.
- Reviewing and approving, with the CEC, the operating plans and budget for the next year.
- Ensuring the Chapter minutes are reviewed and approved by the CEC and published in the newsletter or on the website.
- The President shall require the CEC to vote on approval of the last official meeting minutes.
- Ensuring that all CEC members have a copy of the chapter bylaws and are educated on their position, duties, and other appropriate chapter policies and procedures.
- Establishing the monthly CEC meeting dates, times, and locations for the upcoming year, and notifying the general membership of the meetings to discuss chapter business.
- Distributing agenda and meeting materials to the CEC members.
- Appointing committee chairs, sub-committees, and task forces as prescribed in the chapter bylaws.
- Serving on the Leadership Development Committee.
- Serving as an ex-officio member of all committees.
- Approving all chapter expenses greater than \$250 before payment by the Treasurer.
- Ensure that the Treasurer works with all the officers and committees (i.e., programs, education/PDT, meetings arrangements, community service, etc.) in preparation of the annual operating budget. The annual operating budget will be reviewed and approved by the CEC. This should be completed in May/June for approval at the first CEC meeting.
- Checking the post office box if the Secretary is not available.
- Preparing the chapter officer's directory. The directory should be distributed to the chapter officers and national office.

- Review and approve each committee plan for the coming year. The plans should be sent to the national office by the date established by the Chapter Recognition Program. A copy should be given to the secretary for the official files.
- Preparing the president's message for inclusion in the newsletter and on the website.
- Providing a short introduction and welcome to the attendees at the various educational and other events.
- Approving letterhead and other forms, publications, letters, notices to ensure a consistent public and membership message is presented.
- Providing assistance, support, and oversight to all directors, committees, and other functions during the program year.
- Providing oversight and assistance in the development of the annual accomplishments report, as part of the Chapter Recognition Program (CRP).
- 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.

General Duties

The primary duty of the President-Elect is to help the President and to assist other CEC members in carrying out their duties. The President-Elect serves a one-year term prior to becoming the chapter President. The main function of the President-Elect is to plan for and ensure a smooth transition in the coming year from the existing to the new CEC. This is accomplished by becoming involved in the AGA projects and participating in the various aspects of the chapter. 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 include:

- 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.
- Preparing and submitting quarterly Chapter Recognition Reports to the National Office by established due dates.
- Reminding the appropriate member of the CEC when documents are due at the National Office.
- Appointing a Leadership Development Committee, which is responsible for deciding the formation of the next year's CEC. The President-Elect is primarily responsible for the recruitment of members to serve in leadership positions of the CEC.
- Chairing the Leadership Development Committee to identify the candidates for the next CEC. This process begins in October in the year prior to when the President-Elect takes over as President. The President-Elect is very involved in recruiting members to serve in leadership posts and forming the subsequent CEC.
- Serving on the Bylaws and Procedures Committee.
- Providing a list of nominees to the CEC for approval following the nomination process.

- Once approved, providing the list of nominations to the Newsletter/Communications Director for inclusion in the January Newsletter as the notice to the membership.
- Meeting with the CEC nominees no later than May prior to the beginning of their presidential term to organize, set priorities for the coming year, decide on the necessary committee structure, and set a time line for developing the operating plans and budget for the upcoming year.
- Ensuring an early kick-off for the Education committee. Early April is considered the optimum start time so that the education program is started prior to the August CEC meeting.
- Preparing the quarterly Chapter Recognition Program (CRP) Report. Our chapter goal is to consistently achieve and report **12,000 credits** each year. Upon completion of each section, the President-Elect should perform a final review of the report before National's submission deadline.
- Informing the **Communications Director** of chapter progress in the credit total so they may let membership know where the chapter stands in the recognition credit process.
- Presenting the CRP report summary to the CEC. It is the President-Elect's responsibility to track the status toward the chapter's goal and communicate shortages in points to the CEC.
- Compiling the annual performance report and operating plan results for submission to the national office.
- Reviewing and updating the chapter's Policy and Procedures Manual with the assistance of the CEC members. This should be done early in the spring so that a revised/updated manual is available for the upcoming CEC.
- Other duties as assigned by the President.

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/Board and help facilitate a smooth transition from the prior CEC to the current CEC.

General Duties

The Immediate Past President assists with the completion of the new President transitioning to a new CEC. This includes assisting new CEC members to understand their duties and serving on any planning committees and/or programs.

The Immediate Past President's experience is invaluable to the new President. As such, the President may call upon the Immediate Past President to perform certain tasks during the year that take advantage of his/her AGA knowledge and experience.

Other duties can include:

- Serving as the chair of the Bylaws and Procedures Committee.
- Serving as the chair of the Leadership Development Committee.
- Obtaining a member to review the Chapter's books and records.
 - If it is a member who reviews the financial records, the member should not be on the budget and finance committee. The member should not follow under the supervision or chain of command of the Treasurer or Treasurer-elect in his/her career position. The Immediate Past President's responsibility to the Chapter CEC is to ensure this independence.

- Provide guidance to the president.
- Serve as a “special project” leader or chair of a designated task force.
- Help identify future chapter leaders.
- Function as a liaison with other associations and organizations, academia, etc.
- Other duties to be determined.

The Immediate Past President serves a one-year term.

Treasurer

OBJECTIVE

To maintain the financial records of the chapter.

General Duties

The primary duty of the Treasurer is to serve as the custodian of chapter funds and ensure that the financial records and assets of the chapter are accurately maintained. The Treasurer provides the CEC with advice and recommendations of how the chapter’s finances should be managed to ensure proper cash flow and long-term financial stability of the chapter.

Additional duties include:

Refer to the “Financial Controls & Guidance” portion of the chapter’s policies and procedures for additional details.

Administrative

The Treasurer attends and participates in all CEC meetings. The individual is also responsible for preparing the Treasurer-Elect through the program year to transition into the position the following year. If applicable, the Treasurer submits quarterly chapter recognition credits to the [position in charge of the CRP for the chapter].

Budget

CEC members are responsible for preparing budgets for their respective areas of responsibility. It is best to obtain budgets from the director(s) of each committee in April and May so a proposed budget for the entire chapter can be established and voted on at the June meeting. There are several line items in the budget which are not program specific and the Treasurer generally establishes a budget for those items.

Budget and actual information should be provided to the President, and the Treasurer assists the President with preparation of the annual consolidated budget.

Federal and State Tax Forms

The Treasurer is responsible for completing and mailing the necessary federal and state tax forms by the required due date in order to maintain the chapter’s tax-exempt status. A copy should be retained in the Treasurer’s records and a copy should be sent to the Secretary to be included with the chapter’s official records.

Treasurer’s Report

The Treasurer prepares a report for each month and provides it to the CEC. The report should be prepared so that it may be provided to each CEC member at least one week prior to the monthly meeting. The Treasurer's report includes:

- A comparison of budget to actual year-to-date financial activity and provides a budget balance for each revenue and expenditure line item.
- A balance sheet.
- Disbursements for the month. This includes check number, payee, check amount, line item(s) charged.

The report may be revised but must include the essential elements identified above. The Treasurer's report must be approved and documented in the monthly CEC minutes. The CEC minutes must include the dollar amount of disbursements approved by the chapter President.

Expenditures

During the year, various officers and Directors of the CEC have to make expenditures whether from their personal funds or by obtaining a check from the chapter's account (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 are maintaining fiscal responsibility. Also, the Treasurer supplies the officers with the appropriate form and manner with which to request reimbursement. All requests for reimbursements are required to be accompanied by the original receipt. Disbursements from the account are to be made only on behalf of the chapter. All expenditures should be approved by the President prior to payment.

The Treasurer needs to ensure each officer has access to a copy of the tax-exempt documentation. Most expenditures incurred by the chapter are tax-exempt and the tax-exempt documents should be honored by most vendors.

Budget Changes

The chapter's bylaws 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 will bring this to the attention of the CEC and it should be noted in the minutes. If any CEC committee or officer makes an expenditure out of his/her personal finances in excess of the 10%, the President should be notified immediately. The CEC will approve/deny such expenditure in excess of the authorized limit.

Bank Accounts

The chapter has a checking account and a savings account at [bank name]. The checking account bank statements are issued each month. The savings account statement is issued quarterly. Statements are also available on line and accessible on demand. The Treasurer is responsible for promptly depositing all receipts of the chapter in this bank account.

The chapter may invest in a Certificate of Deposit with approval from the CEC. The Treasurer must be aware of the maturity date so that a comparison of rates at the various banking institutions can be made if the chapter determines that it wishes to continue investing in any funds. Depending on the financial institution, the statement may be issued monthly, quarterly, or when the CD matures.

Account reconciliations should be performed each month to ensure the chapter funds are adequately accounted for.

The signature card for banking accounts must be signed each year. Those authorized to sign checks are the Treasurer, the President and the President-Elect, and they may sign them with the approval of the CEC. It is best to obtain a new signature card so that it may be signed at the June CEC meeting. Information to access on-line banking information is provided to the President and the President-Elect.

Accounts Payable

If accounts payable have been established, a review should be conducted at year-end to determine if the account balance should be carried forward. The chapter may establish accounts payables related to membership prizes, which are valid for only one program year. In such cases, prizes not claimed are discussed at the CEC meeting and, with approval from the CEC, written off at year-end.

Accounts Receivable

Accounts receivable are generally established for seminars or the annual training event for those individuals who have registered and payment is not received prior to or at the event. Accounts receivable may also be established for monthly program meeting registrants who fail to attend. An invoice should be prepared and sent by the Treasurer for each registrant from who payment has not been received based upon information provided by the program chairs. The invoice should contain any needed information in the event a government entity is making payment. The invoices support the establishment of the accounts receivable. It should be noted that the registrant is responsible for payment rather than the employer. This should be noted in any communications related to training opportunities.

Training Opportunities

The chapter holds various training opportunities throughout the year. The Treasurer will need to obtain a list of the participants and the fees collected. As noted in the Accounts Receivable section, a registrant is responsible for the payment. If an individual registers for a training opportunity and does not attend, they are still responsible for payment. An invoice should be prepared and sent by the Treasurer to those individuals.

Post Office/Mail Box

The chapter maintains a post office/mail box located at [location]. The post office box number is [number]. The chapter has two keys that are generally given to the Treasurer and the President. When receiving training event registrations, it may be common for the Education Director to have one of the keys. The Treasurer is responsible for checking the post office box at least weekly and distributing the mail to the appropriate CEC member. Receipts from the lockbox should be promptly deposited in a bank account maintained in the name of the chapter.

Other

Other duties to be determined.

The Chapter Treasurer serves a one-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.

General Duties

The primary duty of the Treasurer-Elect is to help the Treasurer in carrying out their duties. The Treasurer-Elect serves a one-year term prior to becoming the chapter Treasurer. In the event that the Treasurer's position becomes vacant, the Treasurer-Elect will assume the office of chapter Treasurer until the expiration of the Treasurer's term, or until the election of a new chapter Treasurer.

Additional duties

- Preparing the annual bank account authorization letter for the President and Secretary.
- 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. An annual review of the chapter's books and records must be completed as soon as possible following the close of the fiscal year. A copy should be given to the President to send to the National Office by the established due date. The result of the annual review of the records shall be published for the Chapter membership to see. The result shall also be included in the Chapter's CRP.
- Completing and mailing the necessary federal and state tax forms by the required due date. These forms should be completed after the review is complete. Retain a copy and send a copy to the Secretary to be included with the Chapter's official records.
- Serving as an additional layer of internal controls and evaluating the effectiveness of the chapter's internal controls.
 - Reportable conditions are significant deficiencies in the design or operation of internal control that could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

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.

General Duties

The Secretary is responsible for keeping accurate minutes of the monthly CEC meetings and any special meetings deemed necessary.

- 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.

- After each meeting, the secretary drafts the minutes, being careful to fully explain the discussion yet being as succinct as possible. The secretary sends the draft minutes to the President of the Chapter for review.
- After reviewing them, the President will then submit the minutes to the Executive Committee for approval.
- At the next monthly meeting, the Executive Committee reads through the minutes, suggests any changes, and approves the minutes.
- After the meeting, the secretary finalizes the prior month's minutes by making any authorized changes and pdf printing the minutes.
- The secretary then sends the pdf file of the minutes to the webmaster to post on the chapter website.
- Creates and maintains the CEC roster and email distribution list.
- Disseminates information to the CEC on behalf of CEC members in order to consolidate communications efficiently.
- Maintains chapter bylaws.
- Ensures the annual election process occurs in accordance with the chapter bylaws.
- Preparing an Annual Report of accomplishments and service to members. The report should include, at a minimum, education provided (e.g., total number of CPEs provided), CGFM, membership, community service, and early career activities during the program year. The Annual Report should be sent to the Chapter President for review and approval within 60 days after the Chapter's year-end.
- Other duties to be determined.

The Secretary 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

- Member in good standing
- Available for NCC meetings (four per year: in person at PDT and annual leadership training event and 2 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)
- Excellent communicator; forward thinker, ability to think strategically
- 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 their 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).

- Chapters are encouraged to consider experienced chapter leaders who are new to a national role in order to develop future national leadership representatives; however, this consideration is not intended to be a disqualifier for individuals who wish to serve on the NCC and have previously served in national roles

Leadership Development Committee Director/Chair

OBJECTIVE

The Leadership Development Committee supports the CEC by identifying, vetting, recruiting, evaluating, and proposing potential CEC members. The Committee works to match CEC needs with skilled, strategic leaders for the chapter's future. Committee members provide mentoring, advice and guidance to help foster future leaders.

Duties

- Work with the CEC to establish position criteria, qualifications, and perspectives for achieving a balanced board of leaders.
- Proactively seek out and encourage leaders for chapter and national leadership positions, working year-round with AGA leaders and national office staff.
- Identify and assess needed skillsets, leadership requirements and capabilities, as well as availability and willingness to serve, in all candidates.
- Review nominations received and select for CEC approval a president-elect, treasurer-elect and [other elected positions] no later than January 15 each year.
- Review nominations received and select for CEC approval chapter directors no later than March 31 each year.
- Engage with, and provide mentoring to, those members who have been identified as potential candidates or who seek to serve on the CEC.
- Promote value of volunteer leadership in AGA by personal outreach and/or authoring articles or columns for as requested.

Composition

The members shall be selected by the Immediate Past Chapter President and Immediate Past Chapter Treasurer and shall be approved by the CEC. Consideration shall be given to the demographic profile of the membership in making selections. Chapter members seeking a position on the CEC are ineligible to serve on the Leadership Development Committee. The Committee shall be comprised as follows:

- The Immediate Past Chapter President, Committee Co-Chair
- The Immediate Past Chapter Treasurer, Committee Co-Chair
- One current CEC member, any role
- One young professional

In the event that the Immediate Past Chapter President or Immediate Past Chapter Treasurer is unable to serve, the CEC will appoint a replacement. Replacement candidates can be selected from Past Chapter Presidents, Past Chapter Treasurers or other appropriate past chapter leaders as determined by the CEC. Committee Co-Chairs will serve a one-year term.

Committee members must be AGA members in good standing and will serve a two-year term. Members may be reappointed for an additional two-year term. Terms of membership are staggered to facilitate transition and provide for continuity of knowledge and experience.

AGA chapter or national leadership experience is recommended for members (except the young professional position). Members who are involved, regularly attend events, are active in the government FM community and able to network and mentor are also encouraged.

Citizen-Centric Reporting Director/Chair

OBJECTIVE

To promote and support the Citizen-Centric Reporting initiative within the chapter and the government entities in our area.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- Makes contact with federal, state and/or local governments to generate interest with governments in the Citizen-Centric Report
- Coordinates, gathers and compiles the information required for the report (whether for the chapter or assisting a government entity)
- Prepares the report using Microsoft Office Publisher, or appoints someone well-versed in design software to prepare the report based on direction from the chair/director
- The Chapter President and CEC shall provide input to the Chair as deemed needed for publication which includes additions/corrections/deletions for the chapter report.
- Finalizes the report to the appropriate chapter point of contact for action toward publishing the report
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides annual committee budget to the Treasurer
- Writes an article for the newsletter as needed

Members

- Makes contact with federal, state and/or local governments to generate interest with governments in the Citizen-Centric Report
- Assist in gathering and compiling the information required for the report (whether for the chapter or assisting a government entity)
- Assist in preparing the report using Microsoft Publisher, or work with someone appointed by the chair/director
- Support the chair/director as required

Community Service Director/Chair

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.

Chair/Director

The individual(s) is/are responsible for coordinating community service events throughout the year by organizing events and recruiting members to participate.

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- A Community Service Plan is to be completed at the beginning of the year and provided to the President-Elect for submission to National. This is part of the Chapter Recognition Program. The plan should include a tentative schedule of the community service activities expected to take place throughout the year. A budget for the year of program activities should be prepared and turned into the Treasurer in May or June of each year.
- For all activities performed, the Chair/Director will need to ensure someone organizes the event, recruit members to participate in the event, provide adequate notification and publicity through the monthly newsletter and website, and provide a summary of the event for inclusion in the newsletter and on the website after the activity has been completed.
- The Chair/Director should also submit requests to AGA National to obtain matching donations.
- After completion of an event, a list of all participants should be forwarded to the Social Committee Director for tracking and invitation to the annual appreciation event.
- Information should be provided to the President-Elect for completing the quarterly Chapter Recognition Program points.

Members

- Assist the chair/director as needed.
- The following is a list of programs that are recommended, but is not all-inclusive as local organizations should be researched and supported. The list should not be considered the only possibilities for activities and the committee members are encouraged to be creative and try to develop activities that will generate chapter member interest:
 - Public television fund-raisers
 - Food drives
 - Toys for Tots
 - Jolly Holiday Lights (Make-A-Wish Foundation)
 - Walk-a-thons
 - Blood Drives
 - Hospice care
 - Assisting a family in need
 - Working a soup kitchen
 - Working with Special Olympics
 - Highway Clean up
 - Assistance at an animal shelter
 - Cancer/illness awareness/research funding events
 - Tutoring
 - Volunteer Income Tax Assistance (VITA) programs
 - Local university events
 - Caring for service members and/or their families

Education Director/Chair

OBJECTIVE

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

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends all monthly CEC meetings.
- Takes a leadership role in keeping the chapter up-to-date on topics of importance to government financial management professionals.
- Remain well organized and must have good planning and communication skills.
- Oversees all CPE requirements
 - Registers with NASBA annually
 - Maintains CPE supporting documents
 - Provides CPE certificates to those who earn them
- Schedules and conducts audio conferences
 - Registers for conference through AGA National
 - Publicizes conferences to members and non-members
 - Facilitates conferences

The chapter's goal is to present quality programs at a reasonable price that meets the members' needs, so the following items are duties that need to be completed to present a well-received education seminar.

Annual Program Plan and Budget

Develop an annual education plan and provide copies to the President-Elect by June 15 for submission to the National Office. This plan does not have to be detailed to the extent of specific topics and the presenters. The plan is an overview of what the chapter is expecting to complete during the year with the expected general topics. The plan is tentative and may be altered as the year progresses. The primary function of the plan is to provide a starting point/framework for the year.

Develop a budget and provide to the Treasurer. This can be done once the brainstorming session (see below) is completed and a rough estimate can be made of revenues and expenses based on the tentative education plan and historical expenses.

Develop a budget and present the results to the CEC for their input and approval. Include in the budget a price for each seminar to be charged to attendees (members and non-members). This price will be near cost for members and above the actual cost to put on the seminar for nonmembers (approximately double the cost for members). The profits help to fund the Chapter operations for the rest of the year. Also, offer an early registration discount. This enables the planner to have a better indication as to the attendance as well as reduce our accounts receivable.

Annual Program Development

Establish a committee to assist in developing the program and training topics. This is a brainstorming session, which helps the director identify topics and possible themes for programs and seminars. When conducting the brainstorming session, try to bring brochures from other conferences. They will be valuable sources of information for topic ideas and speaker names. Depending on time constraints and the number of ideas generated, a few brainstorming sessions may be necessary. Committee participants in the past have been past Education Directors, current and past Presidents, and any other members that have an interest or may be of help. Generally, committee members volunteer to coordinate one or more specific events in the education plan, including contacting speakers.

These tasks should start in the spring (prior to taking office) to ensure a comprehensive annual program is marketed during the summer and that the first program in September is scheduled timely.

Once the themes and topics are developed, the educational events need to be scheduled. Negotiate a contract with the facility to provide for room(s), registration table, break refreshments, lunch (if applicable) and parking. The facilities and requirements will vary depending on the format, such as one-day with breakouts or not breakout sessions, or several half-day events. Variety should be provided to meet the needs of the diverse membership and scheduling should take into account member schedules (i.e., year-end close for state financial professionals). The committee should pursue facilities that historically have not charged for use.

Arranging for Speakers/Presenters

Contact potential speakers or delegate someone else to perform this task. For example, if a particular CEC or chapter 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. But any speaker for which is paid speaker fees and is a family relationship with any member of the committee or CEC must have approval by the CEC.

Determine if each speaker has a time preference as to when they would like to make their presentation. Speakers may have other responsibilities the same day or may need to travel some distance. Therefore, they may need a morning slot versus an afternoon slot. 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.

Confirm speaker engagements in writing. Arrange for any necessary travel/overnight accommodations, equipment, receiving their biographical summary, handouts, etc. Such information should be provided to the Newsletter/Communication Director and Web Coordinator.

Preparing for a Training Opportunity

Develop the training communications and arrange with the Newsletter/Communication Director and the Web Coordinator. Information should be sent approximately six weeks prior to the monthly training opportunity. This is accomplished through a member email blast and posting on the website. Communication should include information on registration and cost.

Recruit volunteers to assist during the week preceding the training (if necessary). During that week volunteer assistance will be needed to assemble the training materials – speaker handouts, CPE forms, session evaluations, agendas, etc. Prepare sign-in sheets and any announcements that need to be made, such as public restrooms, message board, etc. Sign-in sheets will be needed at the registration table the day of the training. Assign at least two volunteers to greet participants and assist with registration.

If applicable, confirm (in writing) the lunch count to the catering vendor.

Develop the registration list. Arrange to have or to pick up mail frequently, record the registration and forward the checks to the Treasurer. Keep money collected and the registration list reconciled.

Day of Training

The volunteers noted above will work the registration desk. Request other CEC or committee members to introduce various speakers. The director should be free to greet speakers and handle any situation that may arise.

Prior to the start of the session, locate and test the lighting, test microphones and audio/visual equipment. The President welcomes the participants and starts the training.

Ensure that evaluations and CPE forms are collected at the end of the day. The chapter is responsible for maintaining CPE certifications information for a minimum of three years.

Post-Training Information

Immediately after the training, thank you notes should be sent to speakers/presenters. This helps to maintain positive relationships with speakers.

Prepare a final reconciliation of registration information and revenue received and send to the Treasurer. Preparation of a summary of expenditures for reimbursement should be forwarded to the Treasurer. The Treasurer will prepare billings and follow up on any unpaid attendees. Reconcile the budget with the actual costs of the training.

Prepare a summary evaluation and provide the information to the President-Elect for inclusion in the Quarterly Chapter Recognition Program reporting. Prepare a summary of the training along with pertinent information for inclusion in the newsletter and forward to the Newsletter/Communication Director.

Complete the end of the year report for the National Office. This report should include a summary of the entire year's educational events.

Members

Support the chairperson as required.

Meeting & Events Director/Chair

OBJECTIVE

Facilitate the event planning aspect of all chapter events.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- Oversees ticket sales for AGA functions, to include accounting and collection of monies from ticket sales and transfer to chapter Treasurer
- Oversees facility arrangements for luncheons, to include creating luncheon menu, coordinating with luncheon facility, and in-processing of luncheon attendees
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer
- Writes an article for the newsletter as needed

Members

- Promote AGA luncheons
- Sell tickets to AGA events, to include collection and transfer of monies to Chair Person
- Support the Chair Person as required

Membership Director/Chair

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.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings.
- Monitoring the National Office's membership database for chapter members
- Maintaining Points for the Chapter Recognition Program
- Recruiting new members and maintaining existing members
- Recommending initiatives to increase and retain members
- Conducting periodic membership surveys
- Assisting other CEC members

Monitoring the National Office's Membership Database for Chapter Members

New Members

Ensure the new members feel welcome to the chapter's AGA family. Monthly, obtain the New Member Report from the Members Only website at <https://www.agacgfm.org/My-AGA/Chapter-Resources.aspx>. Contact new members during the past month and send them a welcome to the chapter email. Ensure new member contact information is accurate and complete. Provide the **Web Coordinator** with new member contact information for the email database. Provide new member information to the **Newsletter/Communication Director** for inclusion in the monthly newsletter.

Existing Members

Receive changes in membership information (people may email or call to update information). Update the National database with changes by emailing agamembers@agacgfm.org.

Prepare a listing of member anniversaries each month and communicate this to the **Newsletter/Communication Director** for inclusion in the monthly newsletter.

Suspended Members

The membership year is April 1 to March 31. National provides a 60-day grace period for payment of dues. During and at the conclusion of this grace period, access Chapter Resources on the AGA website and obtain a list of the members who have not renewed from the Suspended Members Report. Contact the members who have not renewed and/or suspended members, encouraging them to renew their membership. Attempt to identify why they are not renewing their membership and provide ways to renew.

Other Duties

Periodically access the member listing for the chapter and request any recent members or inquiries in our local area. Review the individuals to identify any members who were inadvertently placed in the incorrect chapter, or nonmembers who might join. If such individuals are found, reach out to them to confirm their selection and/or encourage them to join.

Report the current membership number and recruiting progress at monthly CEC meetings.

As requested by CEC members, download the current members listing in Excel and forward to the requestor.

Maintaining Points for the Chapter Recognition Program

Develop a membership plan for the year and complete the section for Membership and portions of the Young Professional and Student Members section in the required time periods.

Maintain supporting documentation for the points for Membership and Young Professional and Student Members by describing how the points were determined for each category. Provide information to the President-Elect for inclusion in the Quarterly Chapter Recognition Program reporting.

Recruiting New Members / Maintaining Established Members

Obtain the attendance listings for program events. Identify those attendees who are non-members and email membership information, including benefits and an application. Track individuals who are contacted through this process and number of memberships generated.

Develop an email contact list for federal, state and local governmental agencies in the area. Periodically, email information to encourage membership by highlighting the benefits, especially the **free** CPE opportunities for chapter members.

Since most communication with members is through email, it is vital each member's email contact information is up to date. Work with the other CEC members to determine the new contact information for any member whose emails are returned.

Identify member accomplishments for highlight in the chapter and national newsletters. Encourage current members to recruit new members by participating in the annual national member recruitment campaign.

Staff career day booths at local colleges and universities to advise students on government employment and the benefits of membership.

Recommending Initiatives to Increase and Retain Members

Receive and review promotional information from national AGA for various recruiting efforts. Disseminate this information to the rest of the CEC as needed.

Offer guests at member meetings a coupon for a free lunch to be redeemed at the first meeting they attend as an AGA member.

Suggest new member-only benefits to provide an incentive for membership renewals. Consider members who are physically located outside the general chapter area (webinars, etc.) who are not serviced by another chapter.

Conduct Periodic Membership Surveys

Ensure that the chapter is providing services requested by the members by periodically conducting membership surveys. These surveys can be on a specific topic (e.g., suggested topics for educational events) or a general survey. Surveys can also be targeted to specific audiences (e.g., new members or suspended members).

Identify the purpose of the survey. Other CEC members may request specific information. Inform the CEC of the intent to conduct a survey, the intended audience, and the scope of the survey. As survey development proceeds, advise the CEC of any changes. If necessary, consult the CEC members for input.

When distributing the survey, provide specific instructions on how long the survey should take and how to return completed surveys. If utilizing the postal service, ensure that prepaid postage is included for members to return the surveys. Set a specific timeline for completion of the survey.

Once the surveys have been returned, tabulate the responses and report conclusions to the CEC (for general surveys) or the requesting director (for specific surveys) for further consideration.

Assisting the President and Other CEC Members

Provide the President-Elect with the information to complete the section for Membership and portions of the Young Professionals and Student Members section of the Chapter Recognition Program in the required time periods.

The **Certifications Chair** is responsible for promoting the CGFM certification. Advise the **Certifications Chair** of any new members who have the CGFM certification. Coordinate recruitment and retention of CGFM members.

Provide current member listing to CEC members upon request.

Other duties as determined.

Members

Support the chair/director in the preceding activities as required.

Communications/Newsletter/Website Director/Chair

OBJECTIVE

To organize, prepare and distribute various forms of communication to the membership and others to gain interest in the Chapter, communicate chapter events, and publish other information as necessary.

Chair/Director:

- Serves as a vital link to our membership and the government accountability community.
- Appoint the Vice-Chair and other members to the committee
- Participates in monthly CEC meetings.
- Coordinating and sending official Chapter email communications.
- Obtaining updated email addresses from the Membership Director.
- Taking pictures at events, and being the custodian of the Chapter's camera.
- Visiting the National site for "News from National" page content.
- Authoring articles for the newsletter and website, as appropriate.
- Submitting a copy of the newsletter to the National Office, the RVP, and any other person who has requested a copy.
- Reviewing other websites for ideas for content and design.
- Keeping website content current.

- Designing web pages.
- Designing website structure.
- Maintaining links to outside sites.
- Providing a link from the website to key information on the National website.
- Soliciting content from other board members for inclusion on the website.

Prepare and issue the Chapter Newsletter.

A good first step is to become familiar with the newsletter portion of the Chapter Recognition Program. Based on the number of issues and attention to the AGA criteria, the chapter can achieve the maximum points in this category.

Establish a clear understanding with each CEC member regarding expectations regarding the content, format and deadlines. Articles should be submitted in print-ready format. This will result in less editing on the part of the editor. 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.

The President's message should be prepared by the President. The letter must be at least 100 words to count for recognition points.

The Treasurer's report should include a revenue and expense information and budget to actual year-to-date information. The information should be on a one month lag and the data should be approved by the CEC. Other articles that fall under the responsibility of the Treasurer include the publication of the annual budget following CEC approval and solicitation of bids for the annual chapter audit.

The President-Elect should provide a summary of the chapter recognition points submitted to the National office. The information should reflect the summary provided at the previous CEC meeting.

The monthly newsletter will be sent to members via an email blast and posted on the website.

Develop and maintain appropriate member emailing information.

Obtain email listing of other non-member groups who may have an interest in the Chapter's activities and programs.

Other duties as required.

Members

- Assist in the creation and publication of the monthly newsletter.
- Support the chair/director as required.

CGFM/Professional Certification Director/Chair

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.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends monthly CEC meetings
- Serve as a leader in:
 - Promoting the CGFM Credential to members and non-members.
 - Support individuals striving to attain the CGFM.
 - Answering questions raised by current and potential CGFMs.
- Identify chapter members who do not hold the CGFM certification.
- Promote the value of the CGFM credential to members and nonmembers.
- Recognize new CGFM members in the chapter.
- Contact suspended CGFMs to encourage renewal of the designation.
- Provide articles for the newsletter and/or website about the CGFM certification.
- Promote the CGFM designation by providing information at chapter meetings, recognizing those in the chapter who hold the designation in the newsletters, on the website and on name tags.
- Exchange information with other chapter CGFMs leaders, and with the national office.
- Identify key individuals (both in government and the private sector) to recognize the CGFM for advancement and incentive payments.
- Work 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.
- Obtain state/local proclamations for CGFM Month.
- Work with the Membership Chair/Director and the Education Chair/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.
- Provides annual committee budget to Treasurer.
- Answer questions raised by current or potential CGFMs.

Members

Support the chair/director as required.

Programs & Technical Meetings Director/Chair

OBJECTIVE

Develop and initiate a comprehensive set of programs for general chapter membership through monthly meetings and special activities.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attending monthly CEC meetings.

- Arranging speakers and their required audio-visual equipment needs for the monthly membership meetings (as opposed to large training events, which each have their own director).
- 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 and presentation slides from speakers, providing luncheon logistics, asks for favorite charity so a donation can be given in their name, and meets the speaker "at the door" to welcome them and take to the head table for introductions.
- Arranging the place and menu for the monthly membership meetings.
- Preparing Chapter meeting notices for inclusion in the monthly newsletter and on the website.
- Introducing speakers at the Chapter meetings.
- Sending a letter of appreciation to each speaker.
- Provides annual committee budget to the Treasurer.
- Other duties to be determined.

Members

- Take reservations for the education session and contact the caterer with the final meal count.
- Arrange for a sign-in table and man the table.
- Support the chair/director as required.
- Provide pertinent information to Publicity/Communications Committee for promotion.
- Set up laptop and projector at each luncheon; loads/runs the announcement slideshow and speaker's PowerPoint slides (as required)
- Submit quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Chair.
- Write articles for the newsletter as needed.
- Support the Chair/Director as required.

Awards & Scholarships Director/Chair

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/Director

- Appoint the Vice-Chair and other members to the committee
- Attends monthly CEC meetings.
- Collaborates with [the appropriate committee(s)] to plan and coordinate the annual awards event.
- Provides 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.
- Write articles for the newsletter as needed.
- Support the Chair/Director as required.

Social Activities Director/Chair

OBJECTIVE:

To promote the Chapter's social activities.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attend monthly CEC meetings.
- Coordinate the social networking plan at the beginning of the year, facilitating completion of a budget to the Treasurer and promotional information to the appropriate committee.

Members

- Plan and coordinate assigned chapter social event(s). This includes providing event information for posting and a summary of the event to the newsletter/communications team after the event.
- Support the Chair/Director as required.

Bylaws & Procedures Director/Chair

OBJECTIVE:

To ensure the chapter's bylaws are in accordance with national AGA guidelines, are available to all members, and are adhered to.

The Chapter Bylaws stipulate the composition of the Bylaws and Procedures Committee as follows:

- President-elect, Immediate Past President, and such other members as appointed by the President.
- The Immediate Past President serves as the Committee Chair.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attend monthly CEC meetings.
- 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 the bylaws in relation to chapter operations to ensure that they are adhered to.

Commented [LB1]: This position/committee is frequently combined with the Historian or Secretary positions.

Commented [LB2]: One recommendation for how to structure the committee so it is comprised of individuals who are "in the know" for chapter operations.

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.

Sponsorships (Corporate) Director/Chair

OBJECTIVE:

To seek additional resources through a corporate sponsorship program to enhance, extend, or reduce the cost of the chapter's activities. Also, to provide affordable marketing opportunities to the corporate sponsors.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attend monthly CEC meetings.
- Solicit current and existing Corporate Sponsors to partner with our chapter for the upcoming program year
- Provide corporate point of contact (POC) e-mail addresses to **Publicity Chair** once sponsorship commitments are made
- Coordinate invoicing/payment of sponsorship funds with corporate POC and Chapter Treasurer
- Coordinate ad design with corporate POC, chapter webmaster, and chapter newsletter chair once sponsorship commitments are made
- Find out who is attending events and luncheons (using comp'd tickets) and notify chapter **meetings committee**
- Coordinate with **meetings committee** to make sure that the "Thank You to Corporate Sponsors" slide is part of each luncheon or event
- Maintain relationships with Corporate Sponsors and ensure they are taking advantage of their sponsorship benefits
- Provide annual committee budget to the Treasurer to include projected revenue and expenses
- Writes articles for the newsletter as needed

Members

- Develop the sponsorship packet for the current program year, including determining sponsorship levels benefits, etc. and have chair obtain approval of the Executive Committee.
- Contact potential sponsors and provide them with the approved sponsorship packet and address any questions that may arise
- Coordinate collection of sponsorship funds with Chapter Treasurer
- Ensure that sponsor benefits are being met by regularly communicating with other Executive Committee members.
- Support the Chair/Director as required.

Historian Director/Chair

OBJECTIVE

Maintain the historical information of the Chapter, including but not limited to Chapter Newsletters and annual GARS reports.

Commented [LB3]: You may want to consider "calendar" or "fiscal" year instead, depending on when potential sponsors build their budgets...that way you're asking at the right time!

Duties

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- Tracks the chapter's activities and accomplishments throughout the program year and compiles the information into the Annual Chapter Historian's Report
- Maintain a summary of the following since the Chapter started in [year established]:
 - Chapter Officers
 - Chapter Members (numbers, members of the year, membership summary)
 - Chapter Programs
 - Chapter Educational Events
 - Chapter Community Service Event
 - Chapter Financial Summary
- Submits the report to AGA National by the established deadline
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Writes an article for the newsletter as needed
- Other duties to be determined.

Young Professionals/Students Director/Chair

OBJECTIVE

Ensure that a focus on Young Professional (YP) and Student members is present in every activity the chapter hosts, including special activities just for these members.

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends/participate in in monthly CEC meetings.
- Focuses committee efforts on current and potential YP members.
- Prepare, and submit to the CEC for approval, an annual YP program plan.
- Provides annual committee budget to the Treasurer
- Offer Scholarship recipient(s) an opportunity to serve on the CEC in an advisory capacity.
- Submit quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Other duties as determined.

Members

- Promote educational activities targeted toward early career members and potential members.
- Determine the interests of current and potential early career members related to Chapter activities.
- Promote the professional development and advancement of YP members in the following ways:
 - Plan/execute annual recruitment/networking events (examples include cookouts, cocktail nights, and informational luncheons)
 - Coordinate job-shadowing events
 - Provide venues for YP members to become more involved in chapter activities
 - Encourage YP members to serve on CEC
 - Focus recruiting efforts on potential YP members
- Assist membership committee with recruitment activities (when necessary)

- Write articles for the newsletter as needed
- Assist the Chair/Director as required.

Chapter Recognition Director/Chair

OBJECTIVE

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

Chair/Director

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings.
- Collects and consolidates credits from CEC members (in accordance with the AGA National CRP Manual) on a quarterly basis
- Inputs CRP credits into the national website by the established deadlines
- Emails the National CRP coordinator by the established deadlines in order to earn additional credits toward future quarters
- 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 Web Site Chair for inclusion on the Chapter's web page.
- 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 Chapter Recognition Chair serves a one-year term. The current President-Elect will hold this position.

Webmaster/Website Coordinator Director/Chair

OBJECTIVE

To maintain and coordinate updates of the chapter's website with pertinent and timely information for the chapter's members, potential members, and other affiliates.

General Duties

- Appoint the Vice-Chair and other members to the committee
- Attend/participate in monthly CEC meetings.
- Website information should be posted timely and kept updated on a regular basis, as needed.
- Ensure that all information on the website is clear, concise, grammatically correct, and not potentially offensive to website users.
- Work closely with the CEC and other committees and members to ensure that the information on the website conveys the information in a way that encourages members and future members to return to the website often.
- Seeks to continually improve the content, presentation and usability of the website.
- In coordination with the CEC, contract for and maintain a website hosting account with a qualified service provider.
- Information on the website may include, but is not limited to the following:

2. Information from the AGA national office
 3. Upcoming training events
 4. Upcoming social events
 5. Chapter newsletter
 6. Executive Committee
 - a. Contact information
 - b. Meeting minutes
 - c. By-laws
 - d. Financial reports and budgets
 7. Membership
 - a. Membership application
 - b. New member acknowledgements
 - c. Member anniversary acknowledgements
 8. Recent scholarship and award winners
 9. Sponsor information and recognition
 10. Job postings
 11. Links to information or websites that may be useful to our members
- Works with CEC members on creating and disseminating the annual membership survey
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Other duties as determined.

Miscellaneous Directors/Chairs

AICPA, GASB, FASB, NASBA Liaison

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

Incentive Points/Member Recognition Coordinator

- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- Publicizes the Member Incentive Points Program within the chapter
- Collects and consolidates member incentive point totals
- Informs members of their incentive points status at the end of the program year
- Submit top ten members and points to Communications Director for monthly newsletter.
- Identify member with most points at the end of the Chapter year.
 - Chapter year for member points ends [month] annually.
 - Chapter does not consider CEC members eligible for member recognition award.
 - In the event of a tie, each member with the highest points will receive [prize/incentive].
 - Coordinate ordering of prize(s)/incentive(s) with appropriate CEC members.
- Determine individuals and number of times to be included in year-end drawing based upon:
 - Sponsoring new members
 - Perfect attendance at Chapter meetings
 - Guests at meeting
 - Name drawn at monthly Chapter meetings
- Other duties to be determined.
- Writes an article for the newsletter as needed

Photographer

- Appoint the Vice-Chair and other members to the committee
- Attends monthly CEC meetings
- Takes photos (or ensures photos are taken) at AGA events and activities
- Makes photos available to the CEC for download/transfer
- Writes an article for the newsletter as needed

Publicity Coordinator

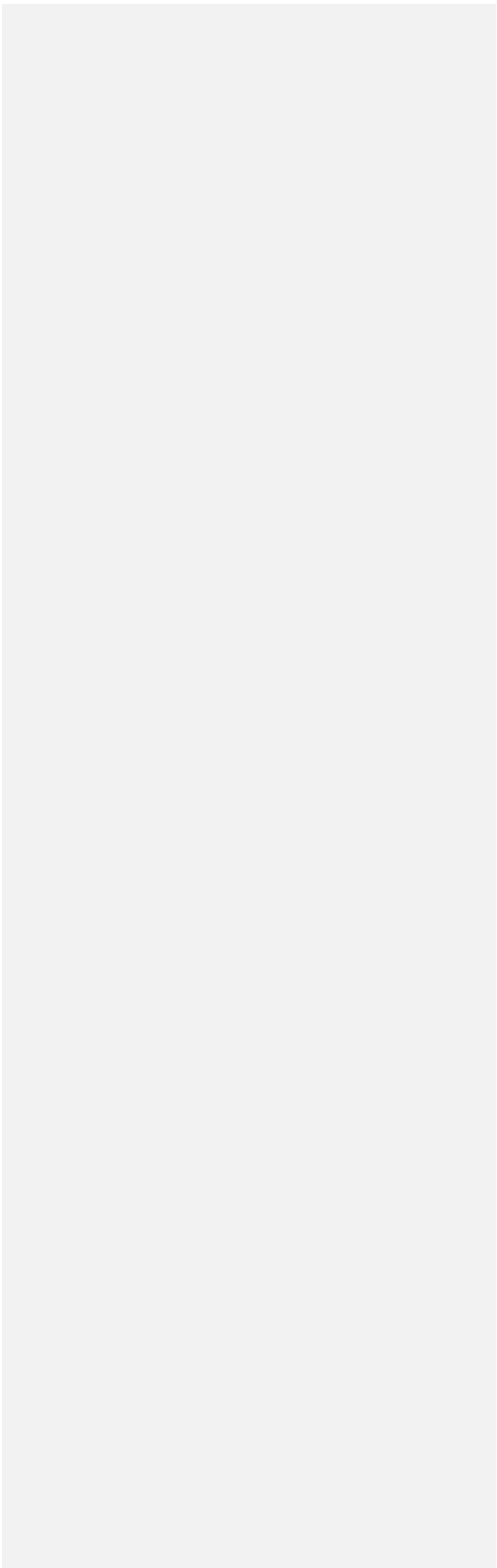
- Appoint the Vice-Chair and other members to the committee
- Attends/participates in monthly CEC meetings
- Maintains the chapter email distribution list by coordinating with the Membership Committee Chair Person
- Creates flyers for chapter events and emails the flyers to chapter members
- Gathers information from the CEC for the monthly luncheon Announcements Slideshow
- Acts as the primary point of contact between the chapter and its members
- Forwards email from member to the appropriate CEC member for action
- Provides member participation information to the Incentive Points Coordinator
- Writes an article for the newsletter as needed

Member of the Board of Directors/Advisor

- Serves a two-year term
- Attends/participates in monthly CEC meetings
- Provides leadership, knowledge and experience about the AGA and its programs/activities
- Supports the President as required

Addendum 2: Chapter Committee & Task Force Descriptions

[Insert descriptions of your chapter’s committees and task forces]



Addendum 3: Examples of Forms

[Chapter Logo]

Funds Collection Record

Event description: _____

Amount collected: *Checks:* \$ _____, *Cash:* \$ _____, *EFT:* \$ _____ =
Total: \$ _____

Committee: _____

Notes/Comments:

I certify the funds collected are accurately accounted for and have been forwarded to the chapter Treasurer for deposit into the accounts of the AGA **[Chapter Name]** Chapter.

Collector 1:

Print Name Signature Date

Collector 2:

(if applicable)

Print Name Signature Date

Reviewer (CEC member):

Date Print Name Signature

For Treasurer Use Only:

Date received: _____ **Print Name:** _____

Date deposited: _____ **Signature:** _____

[illegible]

Print Name: _____

Print Name: _____ **Date Deposited:** _____
(if applicable)

[Chapter Logo]

Funds Disbursement Request

Payable to: _____

Amount: \$ _____

Description: _____

Committee: _____

Type: ☐ Advance ☐ Reimbursement ☐ Settlement

Notes:

- For an *Advance* or a *Settlement* request receipts must be submitted to ensure proper closure.
- For a *Reimbursement* all receipts for amounts spent must be attached.

I certify the requested funds have been/will be used for official business of the AGA **[Chapter Name]** Chapter.

Requestor:

_____	_____	_____
Print Name	Signature	Date

Reviewer (CEC member):

_____	_____	_____
Print Name	Signature	Date

Approver (president or president elect)

Chapter Secretary may approve \$200 or less.

_____	_____	_____
Date	Print Name	Signature

For Treasurer Use Only:

Date issued:	Print Name:
_____	_____
Check Number:	Signature:
_____	_____

[Chapter Logo]

Funds Transfer Form

From Account: _____
To Account: _____
Amount: _____

Justification: _____

I certify that this funds transfer is between accounts controlled by the AGA **[Chapter Name]** Chapter, and that it is being performed for a valid reason to promote the financial wellness of the chapter.

Treasurer: _____
Print Name Signature Date

Approver (president or
president elect): _____
Date Print Name Signature

For Treasurer Use Only:

Date of Transfer: _____ **Print Name:** _____
Signature: _____

Addendum 3: Additional Templates and Samples

Template for Committee Plans

Introduction

Committee background, description, responsibilities

AGA [Chapter Name] Committee Leadership and Point-of-contact

Committee member contact information

Performance Goals

Identify total (key components) number of chapter recognition points by category/component the committee plans to contribute to the chapter for chapter recognition

Planned Activities

Identify key committee activities planned for the year

Budget

(if applicable)

Resource requirements

Other Information

Additional information regarding committee

Privacy Policy (SAMPLE for website)

This privacy policy covers the AGA [chapter name] Chapter's ("the chapter") privacy practices with respect to personally identifiable information (PII) that is transmitted electronically to or collected by the chapter via this website and addresses the following items:

- How the chapter collects and uses PII.
- With whom the chapter may share PII.
- The choices available to you, as a website visitor, regarding collection, use and sharing of PII.
- The security procedures that the chapter has in place for PII under our control.

By visiting this website, and/or using the website's services, you agree to the terms of this Privacy Policy. As we update and expand our services, this Privacy Policy may change so check back to this page from time to time.

This website, located at www.agacgfm.org, including any services and features available on or through the website such as blogs and user communities, is published and maintained by the AGA [chapter name] Chapter. The chapter is referred to in this Privacy Policy as "we," "us," "our," or other similar pronouns.

PII is any information about an individual that is maintained by an organization, including information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Collection and Use

AGA does not collect PII from you except when you expressly volunteer the information. This includes when you:

- register for a meeting, become a member, register for certification, purchase or download an AGA product or service;
- request information (electronically) about AGA's products and services, subscribe to newsletters, or enter a promotional contest;
- use or participate in various services or features made available on the website (including, for example and without limitation, blogs and other user communities);
- use various tools to select AGA products and services that are suitable for your website visit;
- request contact with an AGA representative; or
- provide AGA with comments, questions or feedback about AGA products and services or your website experience.

The chapter does not sell, rent, give away, or loan any PII about its members and customers to any third party other than organizations directly connected to AGA, including business partners.

Organizations that have access to PII are required to protect this information in a manner that is consistent with this Privacy Policy.

Among other things, we may use your PII to respond to your requests and inquiries and to provide you with the services and features offered on or through the website. We may also use your PII to communicate timely information and special offers (for example, in the form of emails, mailings, and the like) about products, services, companies and events, sponsored by us and others, that we think might interest you. You may choose not to receive such information by e-mailing [designated chapter email]. Please understand that if you choose not to receive promotional correspondence from us, we may still contact you in connection with your relationship, activities, transactions and communications with us.

If you register for a meeting or pay for products and services using a credit card, PII (such as your name and shipping address) and financial information (such as your credit card number and expiration date) may be required. This information may be used for billing purposes and to fill orders. If we have trouble processing an order, this contact information may be used to get in touch with you. We also may share attendee registration information with exhibitors and sponsors of AGA conferences and similar events, which these exhibitors and sponsors may use to promote their products and services.

If you become a Certified Government Financial Manager (CGFM), your name will be published on this website unless you expressly request otherwise.

The PII you give us via the website and information about your order may be combined with other PII (such as demographic information and past purchase history) available from our records and other sources. This information may be used to make our future marketing efforts more efficient, and will help us to improve the operations and maintenance of our website and business.

Links

The chapter's website contains links to other sites. Some links are to sites of the chapter's partners that offer AGA members and customers a variety of special products and services. Please be aware the chapter is not responsible for the content, security or privacy practices on or of such other sites. We trust that you are aware when you leave the chapter's website, and we encourage you to read the privacy statements of each site to which ours is linked.

This Privacy Policy applies solely to information collected by or on the website.

Security

This website takes reasonable precautions to protect PII submitted to the chapter via its website. However, because the internet is an open global communications vehicle, we cannot guarantee that information, during transmission or while stored on our system or otherwise in our care, will be safe from intrusion by others, such as hackers. When possible, certain sensitive PII is encrypted and protected using SSL software.

You may be able to create an account on our website with a username and password. If so, you are responsible for maintaining the strict confidentiality and security of your account password, and you are responsible for any access to or use of the website through your password or account, whether such access or use has been authorized by or on behalf of you, and whether or not such person or entity is your employee or agent. You agree to (a) immediately notify the chapter of any unauthorized use of your password or account or any other breach of security and (b) ensure that you exit from your account at the end of each session. When you desire to cancel your account on this website, it is your responsibility to notify the chapter. We will not be responsible or liable for any loss or damage arising from your failure to comply with this provision.

In the unlikely event that we believe that the security of your PII in our possession or control may have been compromised, we may seek to notify you of that development. If a notification is appropriate, we would try to do so as promptly as possible under the circumstances, and, if we have your e-mail address, we may notify you by e-mail. You consent to our use of e-mail as a means of such notification. If you prefer for us to use another method to notify you in this situation, please e-mail us at [designated chapter email] with the alternative contact information you would like us to use.

If you have any questions about privacy at the AGA website, please send an email to [designated chapter email].

Correction/Updating Personal Information

If your PII changes (such as a zip code), or if you no longer desire to use or access our website or services, log in to www.agacgfm.org/profile, send an email to agamembers@agacgfm.org or call AGA Customer Service at 800.AGA.7211 so they can correct, update or remove your PII, as requested. AGA members and customers can also access and update Personally Identifiable Information by logging into the password protected area of the site.

Notification of Changes

If we decide to change our Privacy Policy, we will post those changes in the Privacy Policy section accessible from the home page of the website so that you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Any changes or updates will be effective when posted. Under certain circumstances, we may also elect to notify

you of changes or updates to our Privacy Policy by additional means, such as posting a notice on the front page of our website or sending you an e-mail.

Problems or Complaints

If you believe that there has been a violation of this Privacy Policy, please contact us at [\[designated chapter email\]](#). We will investigate and take appropriate action, and report back to you.