

**Mid-Missouri Chapter of AGA**

# **Policy and Procedures Manual**



***“Advancing Government Accountability”***

**Effective June 2010**

# Table of Contents

Page

## CHAPTER EXECUTIVE COMMITTEE DUTIES

Chapter Executive Committee Duties	4
President	5
President-elect	7
Immediate Past President	8
Membership Director	9
Education Director	10
Secretary	11
Treasurer	12
Communications Director	13
CGFM Program Director	14
Community Services Director	15

## CHAPTER COMMITTEE and SUB-COMMITTEE DUTIES

Bylaws and Procedures Committee	16
Finance and Budget Committee	16
Nominating Committee	17
Elections Committee	17
Membership Committee	18
Education Committee	19
Community Service Committee	20
Scholarship Sub-Committee	21
Social Events Sub-Committee	21
Early Careers Sub-Committee	22
Communications Committee	22
CGFM Committee	23
Past Presidents' Committee	23
Financial Statement Analysis Committee	24
Mid-Western Regional Coordinators	25
Chapter Representative to the Regional Committees	25

## **CHAPTER POLICY AND PROCEDURES**

Chapter Meeting Billing	26
Cancellations	26
Expense Reimbursement	26
Retired Members Educational Registration Fees	26
Chapter Meetings	26
Chapter Recognition Program	27
Chapter Records	27
Schedule of Reports and Forms	28

## **CHAPTER AWARDS**

President's Plaque	29
President's Gavel	29
President's Award	29
Chapter Service Award	29
Recognition of CEC Members and Committee Members	29
Special Recognition for President and President-elect	29
Special Recognition Award	29
Government Financial Manager of the Year Award	30
Sponsor of the Year Award	30
Community Service Award	30
Member of the Year Award	31
Scholarship Program Documentation	32
Membership and Event Scholarships	32



## **Chapter Executive Committee Duties**

The Chapter Executive Committee (CEC) consists of the Chapter officers. The Chapter President serves as the 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.

## Chapter Officers Duties



### President

The President is the chief executive officer of the Chapter. It is the President's responsibility to create an atmosphere in which the other Chapter Officers and members are encouraged to plan and participate in the current year's activities and to lay the foundation for the Chapter's future.

In addition to the general leadership of the Chapter and the motivation of the Chapter members, the President is responsible for managing committee or board activities personally, or through an appointed representative. This includes:

- Attending annual meetings of the National Board of Directors (NBD).
- Adhering to the National and Chapter Bylaws, as well as resolutions and regulations regarding the administration of the Chapter.
- Keeping the Mid-Western Regional Vice President (RVP), and through the National Office, the National President, fully informed about Chapter activities.
- 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.
- Appointing Committee Chairs, Sub-committees, and Task Forces as prescribed in the Chapter Bylaws.
- Appointing President's Committee(s) and President's Committee Chair(s). President's Committees shall serve at the pleasure of the President to assist and advise the President, as deemed by the President to be in the best interests of the chapter. A President's Committee(s) shall report to the President, who shall take the Committee(s) recommendation(s) under advisement.
- Serving on the Nominating Committee.
- Serving on the Finance and Budget Committee.
- Serving on the Education Committee.
- Serving as an Ex-Officio member of all committees.
- Serving as the Chapter's Development and Assistance Coordinator and exchanging information with the Regional Chapter Development and Assistance Coordinator, RVP and National Chapter Development and Assistance Coordinator.
- Approving all Chapter expenses before payment by the Treasurer.
- Preparing the annual operating budget with assistance from the Treasurer and the Finance and Budget Committee. This should be completed in June for CEC approval at the first CEC meeting of the program year.
- Checking the post office box if the Treasurer is unable to do so. (Retain one of the keys to the box. The Treasurer retains the other.)
- Reviewing an Annual Report of accomplishments and service to members. After the President approves the Annual Report, the President will submit it to the RVP, SVPRS, National Office, and Chapter Officers within 90 days of the Chapter's year-end.
- Preparing a Chapter Officer's Directory. The directory should be distributed to the RVP, SVPRS, National Office, and Chapter Officers.

- Review the Education and Professional Development Plan for the coming year. The President will submit the Education and Professional Development Plan to the RVP, SVPRS, National Office, and Chapter Officers by the established AGA National due date.
- Review the CGFM Plan for the coming year. The President will submit the CGFM Plan to the RVP, SVPRS, National Office, and Chapter Officers by the established AGA National due date.
- Review the Community Service Plan for the coming year. The President will submit the Community Service Plan to the RVP, SVPRS, National Office, and Chapter Officers by the established AGA National due date.
- Review the Membership Plan for the coming year. The President will submit the Membership Plan to the RVP, SVPRS, National Office, and Chapter Officers by the established AGA National due date.
- Review the Early Careers Plan for the upcoming year. The President will submit the Early Careers Plan to the RVP, SVPRS, National Office, and Chapter Officers by the established AGA National due date.
- Completing and filing the annual corporate registration with the Secretary of State by August 31.
- Preparing a monthly President's message for inclusion in the newsletter and on the website.
- Selection of the President's Award recipient.
- Coordinating the sales of Chapter merchandise.

The President serves a one-year term, and was the Chapter's President-elect for the preceding year. The President will serve as the Immediate Past President on the CEC the year following his/her term as President.



## **President-elect**

The President-elect assists the Chapter President in fulfilling his/her responsibilities. 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 of the President-elect include:

- Planning, coordinating and managing the Mid-Western Regional Professional Development Conference.
- Serving on the Bylaws and Procedures Committee.
- Serving on the Finance and Budget Committee.
- Serving on the Nominating Committee.
- Serving on the Education Committee.
- Preparing and submitting quarterly Chapter Recognition Reports to the National Office and the RVP by established due dates.
- Reporting the accumulated Chapter Recognition Points to the CEC on a monthly or quarterly basis and for inclusion in the monthly newsletter and on the website.
- Reminding the appropriate member of the CEC when documents are due at the National Office.
- Maintaining a listing of all property owned by the Chapter, including property description, date of acquisition, to whom assigned and/or last known storage location and fixed asset status. The President-Elect shall coordinate with the Treasurer regarding fixed asset status to ensure accuracy of records.

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



## **Immediate Past President**

Specific duties of the Immediate Past President include:

- Serving as the Chair of the Bylaws and Procedures Committee.
- Serving as the Chair of the Nominating Committee.
- Serving as the Chair of the Past President's Committee.
- Obtaining a member to review the Chapter's books and records. The review is to be completed as soon as possible following the close of the fiscal year.
- Arranging lunch for the CEC meetings.

The Past President serves a one-year term.





## **Membership Director**

The Membership Director is responsible for attracting members to the Chapter and maintaining the active interest of current members. Specific duties include:

- Serving as Chair of the Membership Committee. Conducting Committee meetings, when necessary.
- Develops, in conjunction with the Membership Committee, a Membership Plan outlining the events to be conducted for the coming year.
- Maintaining up-to-date records of the names, email addresses, and addresses of all Chapter members.
- Making lists and mailing labels available to Chapter chairs responsible for mailing Chapter materials and announcements to the membership.
- Analyzing the Chapter's membership mix to determine areas that are not represented, and defining a recruitment process to attract professionals to AGA.
- Reviewing registration rosters from recent Chapter events to identify participating nonmembers, and follow-up with these potential members.
- Communicating with new members, welcoming them to AGA, informing them about upcoming events, informing them about CGFM opportunities, and encouraging them to attend and become involved in AGA.
- Maintaining records of the Chapter's membership goals as defined by the National Office, and keeping the CEC apprised of the status of these goals.
- Serving on the Nominating Committee.
- Serving on the Early Careers Sub-committee
- Exchange information with the Regional Membership Coordinator, RVP and National Membership Coordinator.
- Preparing member profiles and other membership information for inclusion in the monthly newsletter and on the website.
- Preparing a Member Directory to be distributed to all Chapter members in a monthly newsletter.????
- Collecting money at the monthly membership meetings and turning it into the Treasurer.
- Sharing email updates with the Communications Director.

The Membership Director serves a one-year term.



## **Education Director**

The Education Director is responsible for chairing and coordinating the Education Committee in deciding the topics for Chapter meetings and other Chapter educational events. The specific duties include the coordination and delegation of the responsibilities for:

- Conducting Education Committee meetings, when necessary.
- Develops, in conjunction with the Education Committee, an Education Plan outlining the events to be conducted for the coming year.
- Arranging speakers and their required audio-visual equipment needs for the monthly membership meetings.
- Arranging speaker(s) and location for the Annual Awards Ceremony.
- Inviting Past-Presidents to attend the monthly membership luncheon in February.
- Preparing and submitting a tentative schedule of monthly membership meetings and speakers to the CEC for approval.
- Arranging adequate accommodations for speakers and guests.
- Securing biographical data from speakers.
- 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.
- Submitting a copy of Chapter meeting attendance records to the Secretary.
- Serving on the Elections Committee.
- Serving as the Chapter's Education Coordinator and exchanging information with the Regional Education Coordinator, RVP and National Education Coordinator.
- Communicate information on educational events with the Regional Education Coordinator, Regional Vice President, and the National Education Coordinator.
- Provides certificates of attendance to educational events.

The Education Director serves a one-year term.



## Secretary

The Secretary is the custodian of all the official Chapter files. The Secretary prepares minutes from the CEC and membership meetings for publication in the newsletter. Other duties of the Secretary include:

- Serving as Chair of the Election Committee.
- Serving as custodian of the Chapter letterhead and official documents (including all data on diskettes, thumb drives or CD's).
- Maintaining attendance records for Chapter meetings and educational events.
- Maintaining point accumulation records for the Member of the Year, and providing monthly updates for inclusion in the newsletter and on the website.
- Maintaining a record of new members sponsored for the Sponsor of the Year, and providing monthly updates for inclusion in the newsletter and on the website.
- Maintaining archive of Chapter documents and newsletters.
- Accepting independent nominations for any officer or director position (except President) as stated in Article VI, Section 1.b. of the Chapter Bylaws.
- Maintaining a diary of Chapter meetings, CEC Board meetings, and key Chapter events.
- Maintaining a list of Chapter Officers and positions held in sufficient detail to include the organization in which they work, and, if possible, the position within the organization.
- Maintaining a list of Chapter Award Winners.
- Maintaining a diary of Chapter Education Events; including title of seminar, date, location, topics, speakers, and registration fees.
- Maintaining records of Community Service Projects.
- Presenting information regarding the Chapter's History to the membership periodically through the newsletter, website or presentation.
- 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. A copy of the report should be given to the President to be sent to the National Office by the established due date.

The Secretary serves a one-year term.



## **Treasurer**

The Treasurer is the custodian of the Chapter funds and is responsible for Chapter financial records and reports. Other duties of the Treasurer include:

- Promptly depositing all receipts of the Chapter in a bank account maintained in the name of the Chapter.
- Disbursements from the account are to be made only on behalf of the Chapter.
- Presenting all bills for Chapter expenses to the President for approval.
- Assisting the President and the Finance & Budget Committee with preparation of the annual budget.
- Presenting a monthly financial report to the CEC, and for inclusion in the monthly newsletter and on the website.
- Recording fees for all chapter activities forwarded by the responsible committee or coordinator and paying any expenses in connection with these functions.
- Ensuring the signature-authorization forms from the approved bank are signed by the designated Chapter officials.
- Ensuring the website passkey is changed yearly for billing security.
- Checking the post office box at least weekly, and distributing the mail to the appropriate CEC member.
- Serving on the Elections Committee.
- Serving as Chair of the Finance and Budget Committee. Conducting Committee meetings, at least quarterly.
- 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.
- 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.
- Submit the annual tax filing....by October 15 each year. Work with the incoming Treasurer to ensure the report is submitted prior to the deadline.

The Treasurer serves a one-year term.



## **Communications Director**

The Communications Director is responsible for preparing and distributing the monthly newsletter, and other important communications from the Chapter, and for coordinating with a committee, the development, updates and/or maintenance of the website. Specific duties include coordination and delegation of the following:

- Serving as Chair of the Communications and Website Committee. Conducting Committee meetings, when necessary.
- 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.
- Obtaining articles to be featured in the newsletter.
- Including a President's message, CEC meeting minutes, Treasurer's report, Chapter Recognition Points, and the date, time, and speaker for the next Chapter meeting in each newsletter.
- Visiting the National site for "News from National" page content.
- Authoring or obtaining 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.
- Serving on the Elections Committee.
- Preparing advertisements for inclusion in the newsletter to build site traffic.
- Reviewing other websites for ideas for content and design.
- Developing policy for the website for approval from the CEC.
- Keeping website content current.
- Work with website consultant to develop and maintain the website.
- Maintaining links to outside sites.
- Providing a link from the website to key information on the National website.
- Reviewing affinity programs and submits to the CEC for approval to include on the website.
- Soliciting content from other board members for inclusion on the website.
- Reporting to the CEC board monthly on the number of hits to the site.

The Communications Director serves a one-year term.



## CGFM Program Director

Specific duties of the CGFM Program Director include:

- Support and implement National's efforts to advance awareness, knowledge, and value of the CGFM designation at all levels of government.
- Serving as Chair of the CGFM Committee. Conducting Committee meetings, when necessary.
- Develops, in conjunction with the CGFM Committee, a CGFM Plan outlining the events to be conducted for the coming year.
- Serving on the Nominating Committee
- 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.
- Track members and nonmembers in the Chapter area that take the CGFM exam.
- Ensure that National is providing data on chapter members that will share their interest/application for the CGFM program.
- Recognize new CGFMs in the newsletter and on the website by providing assistance to the Communications Director on updating and maintaining CGFM information on the website and acknowledging each time a chapter member passes a CGFM examination.
- Provide the newsletter with monthly CGFM articles to update the chapter on CGFM news from AGA National as well as any local CGFM news or incentives. Make sure to periodically include the steps of the CGFM process, CPE requirements, and other CGFM information from [www.agacgfm.org](http://www.agacgfm.org) in the newsletter articles.
- Serving as the Chapter's Certification Coordinator for the Region. This includes coordinating the CGFM Month proclamation ceremony at the Capitol in March.
- Exchange information with the Regional CGFM Coordinator, RVP, and the National CGFM Coordinator or contact.
- Promote CGFM at various chapter training events by having CGFM information (pamphlets/applications) on hand for chapter members to review.
- Develop criteria for Chapter provided CGFM Scholarship Award Program.????

The CGFM Program Director serves a one-year term.



## **Community Services Director**

Specific duties of the Community Services Director include the coordination and delegation of the responsibilities for:

- Serving as Chair of the Community Service Committee. Conducting Committee meetings, when necessary.
- Develops, in conjunction with the Community Service Committee, a Community Service Plan outlining the events to be conducted for the coming year.
- Serving as Chair of the Scholarship Committee.
- Preparing scholarship letters to send to area high schools and colleges in December.
- Preparing scholarship articles for the newsletter and website, including an application form and selection criteria.
- Serving on the Elections Committee.
- Coordinating the various community services events and fundraisers that are sponsored by the Chapter.
- Solicits Chapter members-at-large for the Social Events Committee.
- Serving as the Chapter's Community Service Coordinator.
- Exchange information with the Regional Community Service Coordinator, RVP and the National Community Service Coordinator.

The Community Services Director serves a one-year term.

# **Chapter Committee and Sub-Committee Duties**

## **Bylaws and Procedures Committee**

This committee is responsible for maintaining and updating the Chapter's Bylaws and the Policy and Procedures Manual, the committee:

- Reviews the Chapter's Bylaws and the Policy and Procedures Manual, periodically.
- Recommends Bylaws changes to the CEC.
- Recommends Policy and Procedures Manual changes to the CEC.
- Reviews proposed Bylaws changes and recommends disposition to the CEC.
- Prescribes, when necessary, the procedures for nominating and electing Chapter officers.
- Ensures Chapter Bylaws conform to the National Association (hereinafter referred to as "the Association") Bylaws.
- Authors articles for the newsletter and website, as appropriate.

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.

## **Finance and Budget Committee**

This committee administers the financial affairs of the Chapter, including:

- Developing the annual Chapter budget.
- Submitting the budget recommendations for the fiscal year to the CEC.
- Advising the CEC on financial issues.
- Determining the effective application of the Chapter's funds and oversees the investment of those funds.
- Reviewing and recommending updates to the Chapter's financial policies.
- Ensuring an adequate system of internal control is implemented to protect the Chapter's real and personal property.
- Reviewing and updating the long-range financial plan of the Chapter.
- Authoring articles for the newsletter and website, as appropriate.

The composition of the Finance and Budget Committee is as follows:

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



## **Nominating Committee**

This committee is responsible for recommending names for Chapter Elective Offices in accordance with provisions stated in the Chapter Bylaws, the committee:

- Annually solicits candidates for the CEC no later than January 15 of each year. All nominees must indicate their willingness to serve if elected.
- Actively seeks at least one nominee and submits formal nominations as necessary for the following Chapter Offices:
  - President-elect
  - Education Director
  - Membership Director
  - Community Services Director
  - Communications Director
  - CGFM Program Director
  - Secretary
  - Treasurer
- Confirms that nominees have professional backgrounds commensurate with the duties of the office for which they are nominated.
- Selects the best-qualified candidates to fill the Chapter's Officer slate.
- Reviews and certifies the results of the Chapter's elections to the President without ballot where there is no contest for an elective office.
- Authors articles for the newsletter and website, as appropriate.

The Chapter Bylaws stipulate the composition of the Nominating Committee as follows:

- President, President-elect, Immediate Past President, CGFM Program Director, and the Membership Director.
- The Immediate Past President serves as the Committee Chair.

## **Elections Committee**

This committee is responsible for preparing for the elections of the CEC, the committee:

- Prepares ballots when there is a contest for an elective office.
- Tabulates election results.
- Reviews and certifies the results of the Chapter's election to the President no later than March 1.
- Authors articles for the newsletter and website, as appropriate.

The Chapter Bylaws stipulate the composition of the Elections Committee as follows:

- The Communications Director, Education Director, Community Services Director, Secretary, and Treasurer.
- The Secretary serves as the Committee Chair.

## Membership Committee

This committee is responsible for attracting members to the Chapter and maintaining the active interest of current members. Through implementation of a well-conceived membership recruitment and retention plan, the committee:

- Develops goals at the beginning of the year.
- Develops an annual written Membership Plan outlining the events to be conducted during the year and submits through Membership Director to Chapter President for review and approval.
- Develops form letters to welcome new members, to recruit new members, and to reactivate delinquent or suspended members.
- Prepares publicity material for use by the local media, web pages, or office newsletter to be posted in local offices or websites where potential members work.
- Analyzes the Chapter's make-up to determine which local agencies, companies, and schools are not sufficiently represented. This information could be used for a publicity campaign.
- Prepares a Chapter questionnaire to determine how to better satisfy members. Recommendations can be used to develop new activities, programs, and benefits.
- Coordinates with specific organizations such as agencies, colleges, or other professional societies to promote the Chapter. This may include speaking before a group on the benefits of being a member.
- Staffs career day booths at local colleges and universities to advise students on government employment and the benefits of membership.
- Calls potential members to advise them of the benefits provided by the Chapter.
- Calls delinquent or suspended members for renewal when a Retention Committee is not used by the Chapter.
- Serves on other Chapter committees when the purposes of the other committees involve functions that relate to or overlap membership functions.
- Oversees the dissemination of promotional material to prospective members.
- Assists in maintaining up-to-date membership section on the Chapter's website. Including a membership application and a membership renewal form.
- Membership may be revoked or suspended by the Association only. If the Membership Committee determines that any member has acted detrimentally to the objectives of the Association or Chapter, as set forth in the Bylaws, or violated the Code of Ethics of the Association, they shall furnish the Association's Membership Committee with the complete details of the situation.
- Develops and implements programs to establish a relationship with Beta Alpha Psi Chapters throughout the area.
- Contacts accounting department heads at local colleges and universities to establish a point of contact.
- Educates students about careers in government financial management.
- Educates students about the Certified Government Financial Manager Program (CGFM).
- Authors articles for the newsletter and website, as appropriate.

The Chapter Bylaws stipulate the composition of the Membership Committee as follows:

- The Membership Director and other Chapter members-at-large as appointed by the, President.
- The Membership Director serves as the Committee Chair.

## **Education Committee**

The objective of this committee is to identify and organize quality educational events to provide professional development for the benefit of members and other participants, the committee:

- Develops an annual written Education Plan outlining the events to be conducted during the year and submits through Education Director to Chapter President for review and approval.
- Assists in the planning and development of a quality technical program for the annual Membership Seminar, annual Mid-Missouri Regional Professional Development Conference, and Annual Awards Ceremony.
- Plans and develops other quality educational programs to insure achievement of goals established in the Chapter Recognition Program.
- Ensures the technical programs are responsive to the needs of governmental financial management policy makers and leaders.
- Assists in promoting the Chapter conferences.
- Determines the educational needs of Chapter members through questionnaires, evaluation forms, polls, speaking with members, and etc.
- Schedules educational events with a goal of 1 year in advance.
- Recruits and appoints all educational event chairs, except for the Mid-Missouri Regional PDC.
- Maintains a list of speakers and topics.
- Insures speaker gifts are available for the current Chapter year.
- Maintains a supply of seminar information, handouts to attendees, and etc.
- Sends notification of Chapter educational events to RVP, and Regional Education Coordinator.
- Sends notification of Chapter educational event to other organizations (IIA, MSCPA, etc.), general public, and etc.
- Coordinates educational events information with Regional Education Coordinator.
- Solicits ideas from the Regional Educational Coordinator.
- Works with the Communications Director to ensure information is distributed to membership and or public.
- Develops sub-committees to work education events.
- Submits a copy of educational events attendance records to the Secretary.
- Authors articles for the newsletter and website, as appropriate.

The composition of the Education Committee is as follows:

- Director of Education, President, President-elect, and other at-large members as appointed by the President.
- The Education Director serves as the Committee Chair.

## **Community Service Committee**

This committee is responsible for the Chapter's Community Service activities and Scholarship Awards Program, the committee:

- Develops an annual written Community Service Plan outlining the events to be conducted during the year and submits through Community Service Director to Chapter President for review and approval.
- Plans community service events to obtain the yearly maximum credits in the Chapter Recognition Program community service category.
- Acts as a parent Committee to the Fundraising Committee, and the Social Events Committee.
- Conducts activities that benefit the community such as public television fundraisers, food drives/soup kitchens, Toys for Tots, walkathons, etc.
- Recruits individual members for participation in community service projects or activities.
- Publicizes community service events in a local newspaper, on radio, or television.
- Develops activities to provide participation in the National Community Service Fund (NCSF) Partnership Program by matching individual Chapter member donations.
- Participates and submits entries for the annual National Community Service photo contest.
- Submits the annual Community Service budget to the Treasurer, when requested.
- Ensures all completed events are reported to the Chapter Recognition Program.
- Ensures photographs are taken of each event.
- Authors articles for the newsletter and website, as appropriate.

The composition of the Community Service Committee is as follows:

- The Community Services Director and other at-large members are appointed by the President.
- The Community Services Director serves as the Committee Chair.

## **Scholarship Sub-Committee**

Each year the Scholarship Sub-Committee and the CEC will decide what scholarship amounts to award and the criteria for the scholarships. This sub-committee is responsible for administering the Chapter Scholarship Awards Program. This program is designed to extend scholarship assistance to students, such as:

- A local high school senior planning to enroll full-time in a four- or five-year program in a college/university in the State of Missouri with the intent to pursue a degree in a business-related field.
- A college student enrolled full-time in a four- or five-year program in a college/university in the State of Missouri with the intent to pursue a degree in a business-related field.
- A Mid-Missouri Chapter AGA member pursuing a degree in a business-related field.

The Committee:

- Distributes Scholarship Awards Program material to area high schools and colleges and Mid-Missouri Chapter members in December or early January.
- Determines the Scholarship Award recipient(s) based on approved criteria.
- Presents the Scholarship Award(s) at the Annual Awards Ceremony.
- Invites the Scholarship Award recipient(s) and his/her family to attend the Annual Awards Ceremony.
- Authors articles for the newsletter and website, as appropriate.

The composition of the Scholarship Committee is as follows:

- The Community Services Director, and at least four at-large members as appointed by the President.
- The Community Services Director serves as the Committee Chair.

## **Social Events Sub-Committee**

This committee is responsible for conducting and promoting the Chapter's social activities, the committee:

- Coordinates and informs the Community Services Director of all activities of the sub-committee.
- Plans the Chapter's annual family social, such as a Family Picnic.
- Assists with any Social Activities during the Chapter's annual Charitable events, such as a Golf Tournament, bowling night, etc.
- Plans and coordinates all other Chapter social events.
- Authors articles for the newsletter and website, as appropriate.

The composition of the Social Events Committee is as follows:

- The Sub-Committee Chair is appointed by the Community Services Director in coordination with the President.
- Chapter members-at-large as solicited by the Community Services Director.

## **Early Careers Subcommittee**

This committee is responsible for administering the Early Careers Program. This program is designed to identify early career members and recruit new early career members. The Committee will develop a plan to get more involved with Early Careers into Chapter functions.

The composition of the Early Careers Subcommittee is as follows:

- The Sub-Committee Chair is appointed by the Membership Director in coordination with the President.
- Chapter members- at-large as solicited by the Membership Director.

## **Communications Committee**

The Chapter's Communications Committee:

- Provides assistance to the Communications Director in preparing articles for the newsletter, preparing the newsletter and developing, updating and/or maintaining the website.
- Prepares advertisements for inclusion in the newsletter to build site traffic.
- Maintains archive of Chapter documents and newsletters.
- May develop contests to build site traffic.
- Reviews affinity programs and submits to the CEC for approval to include on the website.
- Reviews other websites for ideas for content and design.
- Assists in developing policy for the website.
- Prepares a monthly newsletter for electronic distribution to the membership.
- Distributes Flash News items to the membership.
- Authors articles for the newsletter and website.

The composition of the Communications Committee is as follows:

- The Communications Director and other members-at-large as appointed by the President.
- The Communications Director serves as the Committee Chair.

## **CGFM Committee**

The CGFM Committee will:

- Support, promote, and implement National's efforts to advance awareness, knowledge, and value of the CGFM designation at all levels of government.
- Prepare an annual written CGFM Plan outlining the Chapter's CGFM activities to be conducted during the year and submits through CGFM Director to Chapter President for review and approval.
- Encourage local and state governments to offer pay incentives for those attaining the CGFM and/or reimbursement for the costs of exams. The Committee should be open to collaboration with local Chapters of other certification programs on promoting certification in general.
- Contact local colleges and universities regarding opportunities to address students in relevant degree programs. This might involve addressing a group of interested students, addressing a class of students, briefing faculty, suggesting adjunct professors to teach government accounting or finance courses, and briefing accounting advisory committees.
- Support individuals in attaining the CGFM by establishing study groups, a mentoring program, a lending library based on the reading list for CGFM, scholarship awards program, and coordinate with the Education Committee to hold a CGFM course in the Chapter area.
- Answer questions raised by current or potential CGFMs, the Committee should become familiar with the general requirements for Continuing Professional Education, options for attaining waivers, and points of contact on the National Staff.

The composition of the CGFM Committee is as follows:

- The CGFM Program Director and other at-large members as appointed by the President.
- The CGFM Program Director serves as the Committee Chair.

## **Past Presidents' Committee**

This committee is responsible for advising the Chapter Executive Committee in chapter matters. The CEC may request input from this committee regarding specific tasks or issues.

The committee shall:

- Meet and discuss chapter matters.
- Develop recommendations.
- Report their findings and recommendations directly to the CEC, who shall take their findings and recommendations under advisement.

The Past Presidents' Committee shall be comprised of:

- All prior Chapter Presidents, who wish to serve on this committee.
- The Immediate Past President serves as the Chair of the committee.

## **Financial Statement Analysis Committee**

The Financial Statement Analysis Committee is responsible for conducting a yearly analysis of the Chapter's financial operations and giving a verbal report of their findings to the CEC.

The Committee shall:

- Be Chapter members in good standing who have not served on the CEC for the fiscal year being reviewed.
- Conduct the analysis in such a manner as to determine if the financial statements conform with generally-accepted accounting principles.
- Perform tests of the accounting records and such other procedures, as considered necessary in the circumstances to provide a reasonable basis for the conclusions drawn.
- Assess the accounting principles used and significant estimates made by the CEC, as well as evaluate the overall financial statement presentation.
- Plan and perform the analysis to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud.
- Inform the CEC about any material errors and any instances of fraud or illegal acts that in the committee's judgment causes a material misstatement of the financial statements of the Chapter, and illegal acts, unless clearly inconsequential, that have not otherwise been communicated to the CEC.
- Make any recommendations for improvement as deemed necessary.
- Complete the analysis as soon as possible following the close of the fiscal year.
- Give a verbal report to the CEC addressing any recommendations for improvement.
- Does anything need to be added from the last review?

Internal Controls:

- In planning and performing the analysis, the committee will consider the Chapter's internal control for the purpose of evaluating the financial statements and not to provide assurance on internal controls.
- While the committee is not being charged to report on the Chapter's internal control, the committee will communicate reportable conditions to the CEC to the extent they come to their attention.
- 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 CEC has responsibility for:

- The financial statements and all representations contained therein.
- The adoption of sound accounting policies and the implementation of record keeping and internal control to maintain the reliability of the financial statements and to provide reasonable assurance against the possibility of misstatements that are material to the financial statements.



## **Mid-Western Regional Coordinators**

The Regional Coordinators work with the RVP, RVP-Elect and Immediate Past RVP in accomplishing their assigned duties and responsibilities. The Chapters in the Region will provide volunteers as needed for the Regional Coordinator positions in the areas of Education, Certification, Membership, Chapter Development and Assistance, and Community Service as directed under the regional governance structure.

These positions and their descriptions are listed in the National Leadership Governance Structure.

## **Chapter Representatives to the Regional Committees**

The Chapter Representatives to the Regional Committees are assigned to the applicable CEC position as follows:

- Education - Education Director
- Certification - CGFM Director
- Membership - Membership Director
- Chapter Development & Assistance – President and President-Elect

The Chapter Coordinators to the Region are expected to attend their Region's Sectional Leadership Meetings, meetings/conference calls, or other communication venues at the request of the Regional Coordinator, RVP, RVP-Elect, Senior Vice President for Regional Services (SVPRS) and the National Coordinator of their functional area.

# Chapter Policy and Procedures

## Chapter Meeting Billing

Due to the resources required to produce the invoices and track the outstanding receivables, the Chapter does not bill attendees for monthly Chapter Meetings. However, receipts will be given as requested to accommodate claiming the Chapter Meeting on an expense account.

## 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.

## Expense Reimbursement

### National PDC

The following CEC members will be eligible to attend the National PDC:

- President and President-elect, as of June 1.

The chapter will reimburse the following costs:

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

### Sectional Leadership Meetings

AGA National will plan a Sectional Leadership Meeting for each region 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.

## Retired Members Educational Registration Fees

Retired Chapter members in good standing will be charged 50 percent of the Membership Seminar and Professional Development Conference registration fees. Chapter meeting fees will be paid at full price. Discounts for audio-conferences or other events will be decided by the CEC each year.

## Chapter Meetings

- Guests of the Chapter are allowed to attend one monthly Chapter Meeting at no charge.
- Past Presidents Luncheon Meeting: The Chapter will pay, at the CEC's discretion, the registration fee of the past presidents.
- The CEC may implement a prepaid Chapter Meeting program at its discretion.

## **Chapter Recognition Program**

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.

From quarterly reports submitted to the National Office, fulfillment credits are applied to each chapter. Awards are made to chapters that reach their goals at the annual Professional Development Conference.

The Chapter Recognition Program is also 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 National.)

## **Chapter Records**

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 included:

- Membership records
- Chapter minutes
- Chapter policy and procedures manual
- Chapter financial records, including equipment and software records
- List of chapter officers
- National Office Memoranda (NOM)
- Chapter Recognition Reports
- Annual Chapter History
- Monthly Chapter Newsletters

## Schedule of Reports and Forms

### External Reports and Forms:

<b>Reports and Forms</b>	<b>Officer or Director Responsible</b>	<b>Due Date</b>
Annual Corporate Registration with the Secretary of State's Office	President	August 31
Statement of Change of Registered Agent and/or Registered Office with the Secretary of State's Office	President	August 31
Federal Form 990-EZ with the IRS	Treasurer	November 15
Tax Exempt Status Form with the Missouri Department of Revenue	Treasurer	February 2012
1099-MISC with the IRS (for paid speakers in the previous calendar year)	Treasurer	January 31

### Internal Reports and Forms:

<b>Reports and Forms</b>	<b>Officer or Director Responsible</b>	<b>Due Date</b>
Chapter Annual Budget	Finance and Budget Committee, Treasurer and President	July
Chapter Recognition Program Items	All	Various; listed in Chapter Recognition Program
Annual Solicitation of Candidates for the CEC for next Program Year	Nominating Committee	January 15
Review and Certification of Election Results (if needed)	Elections Committee	March 1

## **Chapter Awards**

### **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 fiscal 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 plaque is awarded.

### **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 Subcommittee 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 choice of a \$50 cash award and free meals for each chapter meeting during the upcoming year, excluding conferences.

### **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.

## Member of the Year Award

All chapter members with the exception of CEC members are eligible for the award. The timeframe of this award is April 1 through March 31 of the following year.

1. The member with the highest number of points, based on the criteria below, will receive:
  - Their choice of one paid Mid MO Regional PDC Registration Fee with one night's lodging OR a \$100 cash award. (Once the choice of prize is awarded, it is considered final.) The free membership may be used by the recipient or in sponsoring another.
  - A plaque.
  - Free chapter meetings during the upcoming year, excluding conferences and audio conferences.
2. The member with the second highest point total, based on the criteria below, will receive:
  - Free Chapter Meetings during the upcoming year, excluding conferences and audio conferences.

<b>Criteria</b>	<b>Points</b>
<b>Attendance</b>	
• Each regular chapter meeting/social event .....	20
• Bonus for perfect attendance at chapter meetings .....	100
<b>Educational</b>	
• Each presentation at a job fair or career day .....	25/hr
• Speaking engagement, or conducting a workshop on the benefits of membership in AGA &/or CGFM .....	100
• Speaking engagement, or conducting a Financial Management Presentation where the member mentions the benefits of AGA.....	20
• Presenting at chapter meetings or functions .....	100/hr
• Attending a Chapter-sponsored seminar or training event (excluding Chapter Meetings) .....	10/CPE hr
<b>Publications</b>	
• Manuscripts or research projects accepted by National Research Committee.....	100
• Article on financial management &/or a summary of a CPE session approved by CEC to be published in the newsletter or other AGA publication .....	50
• Article on any general interest to Chapter members approved by the CEC and published in newsletter .....	25
<b>Volunteers</b>	
• Service on any Chapter committee or Sub-Committee.....	50
• Chair of any Chapter committee or Sub-Committee as defined by the appropriate Director (additional) .....	50
• Serve in any Regional/National position .....	50
• Serve as Chapter Financial Statement Auditor/Reviewer.....	100
• Others as deemed appropriate by the CEC up to .....	100 per event
<b>Community Service</b>	
• Participation in AGA-sponsored community service event.....	10/hr
<b>Recruitment</b>	
• Each new member sponsored (up to 5 members) .....	20 each
<b>Bonus</b>	
• Having at least 20 points under each criteria above.....	100/year

**Note: Members wishing to share duties of chairing events, etc. will share the points allocated for the event/category.**

## **Scholarship Program**

Each year the Scholarship Committee and the CEC will decide what scholarship amounts to award and the criteria for the scholarships. The applications will be distributed in late December or early January, and the scholarships will be awarded at the annual Awards Ceremony in April.

The CEC will encourage tax-deductible donations from AGA members to the Scholarship Program.

## **Membership and Event Scholarships**

The CEC shall include membership and event scholarship funds in the annual budget, if necessary. The CEC shall establish the criteria prior to accepting applications.

The CEC may grant scholarships to those who apply, as follows:

- Non-members who apply for a scholarship for membership
- Members who apply for a scholarship for renewal of membership
- Members who apply for a scholarship to attend a Chapter-sponsored event
- Members who apply for a scholarship to attend an AGA National-sponsored event

The scholarships may apply to membership fees, registration fees and, in the case of events, to overnight lodging, mileage, and meals, as determined by the CEC.