



## Mid-Missouri Chapter

### **Policies & Procedures Manual**

The AGA Mid-Missouri Chapter's purpose and mission is to be a professional organization dedicated to the advancement of government financial management. The Chapter shall serve its members by providing or sponsoring appropriate educational programs, encouraging professional development, influencing government financial management policies and practices and serving as an advocate for the profession. The Chapter shall serve government officials and the public by sponsoring efforts to ensure full and fair accountability for all public monies and by providing a variety of pro bono services throughout the United States and its territories that support that end.

**Updated as of:  
March 10, 2022**

## Overview

The Mid-Missouri Chapter of the Association of Government Accountants was formed July 11, 1973, and was rebranded to AGA in 2022. The geographic membership area includes the counties of Randolph, Saline, Howard, Boone, Audrain, Pettis, Cooper, Callaway, Morgan, Moniteau, Cole, Osage, Miller and Camden, and the Chapter is based out of Jefferson 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 AGA national office.

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

**Chapter:** The Mid-Missouri 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.).

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## **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:

- (a) Respect one and another at all times
- (b) Act honestly, in good faith, in an informed manner, and in the best interests of the Chapter
- (c) Avoid conflicts of interest and act in the best interests of the Chapter
- (d) Pursue the chapter's purpose & mission and adhere to the policies adopted by the CEC
- (e) Represent the best interest of the organization
- (f) Be informed about and support the programs and mission of AGA
- (g) Attend CEC meetings and chapter functions; collaborate with CEC peers and maintain contact with AGA national leadership and staff as needed
- (h) Make a personal commitment of time and resources to the organization.
- (i) Promote the organization and membership
- (j) Carry out its fiduciary responsibilities, reviewing the chapter's monthly 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:

- (a) violation of law
- (b) violation of AGA's Code of Ethics,
- (c) violation of the Chapter Bylaws or Policies and Procedures,
- (d) not fulfilling position responsibilities, or
- (e) inappropriate behavior when representing AGA.

## **Records**

Each Chapter Executive Committee Member is responsible for 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 short or long-term basis include:

- Membership records
- Chapter minutes
- Chapter Bylaws
- Chapter policy and procedures manual
- Chapter financial records, including equipment and software records
- List of chapter officers
- ACE 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 January 15 and nominations/submission of interest are due by February 1.

### **Selection of CEC Slate**

The Nominating 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 position, not later than March 1 of each year. All nominees 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 fifteen members (whichever is less) may submit an independent nomination for President-elect, Treasurer, Secretary or Director. Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and be filed with the Chapter President-Elect by March 15 of any year.

### **Elections**

When there is a contest for an Officer or Director position, an election is required. The Chapter members shall cast the votes at a general membership meeting after ***March 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, that person should reclude himself/herself 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.

### **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, 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 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 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.
  - The Chair of the Membership Committee shall be the Membership Director.
  - The Chair of the Bylaws and Procedures Committee shall be the Immediate Past-President.
  - The Chair of the Finance Committee shall be the Treasurer.
  - The Chair of the Education Committee shall be the Education Director.
  - The Chair of the Community Service Committee shall be the Community Service Director.
  - The Chair of the Communications Committee shall be the Communications Director.
  - The Chair of the Accountability Committee shall be the Accountability Director.
  - The Chair of the Professional Certification Committee shall be the Professional Certification (CGFM) Director.
- (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:
  - President-Elect;
  - Two Past Chapter Presidents appointed by the Chapter President, including the Immediate Past Chapter President; and
  - Two Chapter members selected by the CEC. One may be the Immediate Past Chapter Treasurer.
- (f) The Nominating Committee Chair shall be the Immediate Past President of the Chapter.
- (g) Chapter members, other than the member currently serving as the President-Elect, seeking a chapter director position are ineligible to serve on the Nominating Committee.

## **Terms of Office**

- (a) Members of Committees shall be appointed/elected for a one-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 additional terms.
- (b) Nominating Committee members will serve one-year terms.

## **Responsibilities**

- (a) The responsibilities of the Committees 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.

## **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. Mid-Missouri Chapter does not currently have chapter dues assessed to members.

### **Meetings**

Chapter membership meetings are generally held once a month. The cost of the meeting is a combination of the cost of the speaker, facility, the cost of the meal, and/or small indirect cost to cover Chapter operating costs. 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 containing AGA membership materials, CGFM materials, and any available marketing materials for AGA. We should ensure that first-time guests get an invitation to attend future meetings.

### **Year-Ends**

#### **(a) Fiscal Year**

The fiscal year of the Chapter shall end at the close of business on the 30th day of June of each year.

#### **(b) Membership Year**

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

#### **(c) Recognition Year**

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

#### **(d) 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	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	Non expiring
1099-MISC or 1099-NEC 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	June 30
Achievements in Chapter Excellence (ACE) Pulse Checks	President Elect	November 30, February 28, and May 31
Annual Solicitation of Candidates for the CEC for next Program Year	Nominating Committee	January 15
CEC reviews and updates Chapter Bylaws*	All	June 30
Submit Officers Directory to <a href="mailto:chapters@agacqfm.org">chapters@agacqfm.org</a> *	President	June 15 (bonus points) or August 1
Submit Chapter Strategic Plans and ACE goals to <a href="mailto:chapters@agacqfm.org">chapters@agacqfm.org</a> *	President	August 1 (bonus points) or September 1
Chapter disseminates annual report, CCR, to our membership*	Accountability Director	October 31 (bonus points)
Chapter engages in annual financial review and sends to <a href="mailto:chapters@agacqfm.org">chapters@agacqfm.org</a> *	Past-President	August 31 (preferably)

\*These items are part of the Chapter Affiliation Requirements portion of the ACE program.

### Communications

Communication to members may be disseminated in writing or electronically (e.g. website, email). All communications to members should use the correct Chapter and AGA-associated logos, which can be found in the Communications & Marketing section of the Chapter Resources area on [agacqfm.org](http://agacqfm.org).

## **V. Training Events**

### **Training Events**

Training events are held preferably a minimum of twice a year. Training events are defined as events that offer more than four hours of continuing professional education credits (CPE). Cost for the training events are kept at a minimum so the chapter can meet its goal of providing quality CPE at an affordable cost.

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 containing AGA membership materials, CGFM materials, and any available marketing materials for AGA. We should ensure that first-time guests get an invitation to attend future meetings.

### **Meeting Registrations**

#### **Cancellations**

Registration fees for meetings or training events will not be refunded if notice of cancellation is not received by an appropriate date as set by the conference or training events committee chair. Substitutions will be allowed; however, if there is a cost difference between the original registration and the substitution based on membership type, the difference will either be paid or refunded. Exceptions can be granted by CEC approval based on extenuating circumstances.

#### **Discounted Education Registration Fees**

Retired chapter members in good standing will be charged 50 percent of the registration fees for any event with four or more CPE hours offered. 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 Events**

### 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 Mid-Missouri 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 and fulfilling their position responsibilities within their control. For example, there are generally twelve CEC meetings each program year, including the June planning meeting. In order to be considered an "active CEC member", one must attend nine of the scheduled meetings in a program year.

**Attendee:** The Chapter board member who attends the PDT.

**Hotel Scholarship:** The AGA National Office typically 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:** Travel advances are not typically provided.

**Travel Expenses:** Costs for early bird registration, hotel, airfare and baggage fees, and mileage expenses directly related to travel to and from the PDT. Transportation between airport and hotel is allowed. Airport parking is allowed. Meals not provided by the AGA event will be reimbursed by the Chapter according to AGA National's per diem rates.

### 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. Typically, the Chapter sends two CEC members, but can allow a third member if the member is receiving a special award and the CEC approves a budget item to cover the additional costs.
5. The priority list of CEC members who may attend the PDT and have full or partial chapter sponsorship is:
  - (a) The National Council of Chapters representative active at the time of the PDT being considered,
  - (b) the current Chapter President,
  - (c) the President-Elect,
  - (d) 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 will be used for Chapter sponsored attendees accordingly.
7. 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.
8. PDT Registration shall be paid by the Chapter at the Early Bird Rate.
9. All other travel-related costs must be presented to and approved by the CEC via a vote.
10. 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.
11. 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 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 AGA 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 Mid-Missouri 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 Director of Professional Certification 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 Mid-Missouri 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 provide the Chapter a copy of 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. Achievements in Chapter Excellence (ACE) Program**

Early each calendar year, the AGA National Office will provide the form and template for the ACE program to help chapters prepare for the upcoming program year. The ACE 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 ACE measures an individual chapter's performance against its own pre-established goals or benchmarks to self-evaluate its own strengths and weaknesses. The ACE 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 President-Elect prepares the ACE submission as a leadership learning tool. The ACE is designed to support, encourage and promote the accomplishment of AGA's mission and to provide flexible guidelines for a well-rounded Chapter.

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

## VIII. Chapter Awards

Chapter Award points are assessed as earned on a monthly basis.

### Member of the Year

Members with the top ten point totals are published in the newsletter as "Member Recognition". Members are responsible for informing the Secretary of any points they have earned. All chapter members, with the exception of CEC members, are eligible for the award.

At the end of the Chapter year, the member with the most points receives eight free hours of Chapter CPE or \$100 cash. The member with the second highest points receives four free hours of Chapter CPE or \$50. Free CPE must be used in the next twelve months or be forfeited. In the event of a tie for first place, the names of the tied members will be subject to a random drawing for first place. Only one first place award will be given and remaining tied members will be awarded second place (multiple second place awards can be given).

Point assessment includes:

- Attendance (at meetings scheduled for one to two CPE hours in duration)
  - Regular Chapter meeting (20)
  - Bonus for attending more than 4 meetings (15)
  - For each guest attending the meeting (10)
    - Each guest can only attend once
    - Members are not allowed guest points for speakers
- Membership
  - Each new member sponsored and accepted - with National giving the existing member credit for the new member (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 National or Chapter board, committee, sub-committee, task force, or other position other than an office (40)
    - Chapter AGA considers "office" to include: Chapter President; President-Elect; Immediate Past President, Secretary, and Treasurer.
  - Perform the annual financial review of the Chapter finances (100)

## **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 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., 2020 – 2021.

## **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 may be 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 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. The CEC will review applications and approve the recipients. A plaque will be presented to the awardee at the Annual Awards Ceremony, the Summer PDT, or the Winter PDT as determined by the CEC.

## **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 based on the criteria outlined below. All chapter members, with the exception of CEC members, are eligible for the award. The Membership Director 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 three new members must be sponsored and accepted in order to be eligible for this award.

## **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.agacgfm.org](http://www.agacgfm.org)).

## **IX. Scholarships**

One form of community outreach for the Chapter is our Scholarship Program. By providing our scholarships, we are introducing the values and mission of AGA to more community members and hopefully increasing transparency and trust in government finances. The Chapter encourages members to make tax-deductible donations to the Scholarship Program.

### **Skip Eno Academic Scholarships**

- Undergraduate Scholarship
  - The Chapter awards up to three scholarships each year to local students planning to pursue a financial management or government services major. The maximum amount for each scholarship is \$500, with the final amount determined by the CEC on an annual basis. Each year, the CEC has the option to decide if one scholarship will be dedicated to current Chapter members pursuing a degree.
  - The Community Service Director contacts local high schools and colleges, and students submit applications to the chapter's Community Service Director.
  - The Chapter also offers a free one-year student membership to the scholarship recipient.
  - If there are no Undergraduate Scholarship applicants, the CEC has the option to re-allocate the funds to Graduate Scholarships.
- Graduate Scholarship
  - The Chapter awards one scholarship each year to local students planning to pursue a Graduate degree in financial management or government services.
  - The applicant must be an existing member of the Chapter to qualify for this scholarship.
  - The Community Service Director contacts local high schools and colleges, and students submit applications to the chapter's Community Service Director.
  - If there are no Graduate Scholarship applicants, the CEC has the option to re-allocate the funds to Undergraduate Scholarships.
- Scholarship checks will be written to the school the student is enrolled to attend.

### **CGFM Scholarships**

The Chapter awards CGFM scholarships to reimburse a portion of the CGFM examination fee for any Chapter member who passes a CGFM examination. This does not apply to those members whose costs are covered by a third party and is limited to the first six exam reimbursements of each Chapter fiscal year.

The Chapter may reimburse members that pass a CGFM examination on a graduated scale.

1. If three exams are passed within 12 calendar months from the date of the Eligibility Letter, the member may be reimbursed \$125 per exam.
2. If three exams are passed within 13 to 18 calendar months from the date of the Eligibility Letter, the member may be reimbursed \$90 per exam.
3. If three exams are passed in 19 calendar months to 3 years from the date of the Eligibility Letter, the member may be reimbursed \$80 per exam.

Members applying for the scholarship will need to provide a copy of the Eligibility Letter and verification of passing the three exams to receive the correct scholarship amount. Without this documentation, the exams may be reimbursed at \$50 per exam.

## **Membership and Event Scholarships**

The CEC shall include membership and event scholarship funds in the annual budget, if necessary and affordable. The CEC shall establish the criteria prior to accepting applications. The scholarships may be applied to membership fees, registration fees, or travel related expenses to attend a National education event, as determined by the CEC.

The CEC may grant scholarships to those who apply. The amount of the scholarship will be decided by the CEC and commensurate with the event.

1. Non-members who apply for a membership scholarship.
2. Members who apply for a membership renewal scholarship.
3. Members who apply for a Chapter-sponsored education event scholarship.
4. Members who apply for a National-sponsored education event scholarship.
5. Members who apply for costs associated with traveling to receive a National award.

## **X. Financial Controls & Guidance**

### **Purpose**

This guidance has been established to guide the officers and members of the AGA Mid-Missouri 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 Mid-Missouri 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 will 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 only be initiated by the Chapter President or the Treasurer. 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 Past President 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 or Treasurer, with the approval of the CEC, shall make changes in the financial institution used by the Chapter. The Chapter typically limits debit cards to the Chapter President, Past President, Treasurer, and Education Director. 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.

### **Post Office (P.O.) Box**

The chapter maintains a post office/mail box located at 131 West High Street, Room 104, Jefferson City, MO 65101. The box number is 1104. The chapter has two keys that are generally given to the President and the President-Elect. When receiving training event registrations, it may be common for the Education Director to have one of the keys. The President is responsible for checking the post office box at least weekly and distributing the mail to the appropriate CEC member. Receipts should be promptly deposited in a bank account maintained in the name of the chapter.

### **Budget**

CEC members are responsible for proposing budgets for their respective areas of responsibility. At the June planning meeting, the proposed budgets will be reviewed to ensure the Chapter has a balanced budget for the year. The CEC will vote on the budget during either the June planning meeting or the July CEC meeting. There are several line items in the budget which are not program specific and the President or Treasurer generally recommends a budget for those items.

The chapter's bylaws allow line items to exceed the budgeted amount by no more than ten percent (10%). The monthly Treasurer's report monitors this activity. 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.

### **Funds Collections**

In order to assure the safe keeping of funds collections and to assure that the proper amounts are collected for chapter activities, there should 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, a person will be designated as the official person to collect the money generated from each event hosted by the chapter. The person collecting event revenue will notate funds collected by the appropriate person's name on the event sign-in sheet. The collector will submit a signed and dated copy of the sign-in sheet, to attest to the amount of revenue collected, with the revenue received to the Treasurer.

The Treasurer will verify 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 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.

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 Chapter President. The President shall record all revenue items collected from the post office box on the P.O. Box Collection Form. The form will itemize who sent the check, the amount, and/or the associated event name, if known. The President will endorse the check with a notation for deposit only to the Chapter account.
- The Treasurer will deposit receipts in a timely manner.
- 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 P.O. Box Collection Form.
- Electronic Funds Transfer (EFT), Venmo, and credit/debit card payment via Chapter website can be used to facilitate collection of funds for Chapter events. The Venmo monthly report will be provided to the Treasurer to substantiate the funds collected for official record. (Additional detail on EFT TBD).

## **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 by a line item in the budget detail, a CEC approval to modify the budget, or an written/email approval by the President (depending on the amount of the change). In the case of disbursements of \$200 or less, the President can approve the request in writing or via email.

An invoice, receipt, contract, or Star Chapter report will be considered the primary source of documentation for expended chapter funds. 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 must be accomplished through checks or debit card which 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.
- Checks will be written only for the payment of particular items.
- Only the Treasurer, or President in the absence of the Treasurer, will be allowed to sign checks for the chapter. If the Treasurer needs to request an expenditure, the President shall pay and sign the check for that obligation.
- Reconciliations of bank statements will be done on a monthly basis. The reconciliation and bank statement will be provided to the CEC monthly for review and approval.
- When negotiating with vendors for items or services, sometimes an estimate 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 10% of the "Good Faith Estimate".

Expenditures approved in the yearly budgeting process, regardless of dollar amount, do not require a separate vote from the CEC for approval. 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.

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 must 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. A check can be deemed a "stale check" after 180 days and the funds can be returned to the available cash balance. The Treasurer should attempt to have the check deposited by the vendor prior to deeming the check stale. Attach the written support to the original disbursement documentation. The Chapter will weigh materiality in determining whether to pay the banking institution fee 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, 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, the President shall assume duties of the Treasurer. The President Elect will assume the responsibility to obtain the mail from the P.O. Box.
2. If the President is unavailable, the President-Elect shall assume duties of the Treasurer.
3. If the President or President-Elect is not available, the Secretary shall assume duties of the Treasurer.

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

### **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 approved CEC minutes will serve as the official record.

## **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. Failure to file the pertinent return will result in the revocation of the chapter's tax-exempt status by the IRS.

Currently, for the AGA Mid-Missouri Chapter, the filing deadline is November 15.

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

- 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](#).
- 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](#).
- 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 July 1 and ends on June 30.

## **Chapter Financial Review**

Each year the Immediate Past President should arrange for the records of the chapter to be reviewed by an independent party, preferably a member in good standing. The Treasurer is responsible for preparing the records for the reviewer and taking part in the process. In addition, upon return of the review records, the President must forward those results to AGA national, the CEC, and chapter membership preferably no later than three months after the end of the fiscal year, which is June 30.

## **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.

## **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, 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.

P.O. Box Collection form – This form is primarily used by the chapter to notate revenue collected from our P.O. Box.

# 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 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, such as LEAD.
- 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.
- 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 strategic plans and budget for the next year. The strategic plans should be sent to the national office by the date established by the ACE program. A copy should be given to the secretary for the official files. This should be completed at the June planning meeting for CEC approval in either June or July.
- Ensuring the Chapter minutes are reviewed and approved by the CEC and published in the newsletter or on the website.
- Ensuring that all CEC members have a copy of the chapter bylaws and strategic plans 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 and sub-committees as prescribed in the chapter bylaws.
- Serving as an ex-officio member of all committees.
- Approving all chapter expenses greater than \$200, not line itemed in the approved budget, before payment by the Treasurer.
- Checking the post office box and utilizing the P.O. Box Collection Form as necessary. Every July, the President will need to take a copy of the approved June minutes reflecting the new slate of officers to the Post Office and create a new application associated with the post office to reflect the new board members that will have access to the post office box.
- Preparing the chapter officer's directory. The directory should be distributed to the chapter officers and national office.
- Preparing the president's message for inclusion in the newsletter, CCR, 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 and reporting of the ACE program.
- Control and protect the assigned debit card. Use the card for purchases of supplies and services as needed and coordinated with the Treasurer, in the Treasurer's absence.
- Prepare and submit the annual Corporate Registration and Statement of Change of Registered Agency and/or Registered Office with the Secretary of State's Office by August 31.
- Other duties as required.

The Chapter President serves a one-year term and served as the Chapter President-Elect for the preceding year. He/She serves as the Immediate Past Chapter President the year following his/her term as Chapter President.

## **President-Elect**

### *OBJECTIVE*

To assist the President in his/her 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 Achievements in Chapter Excellence (ACE) to the National Office by established due dates. Coordinate with the CEC to gather applicable information. Discuss progress towards goals during monthly CEC Meetings.
- Reminding the appropriate member of the CEC when documents are due at the National Office.
- Serving on applicable committees.
- Schedule the June planning meeting to develop the strategic plans and operating budget for his/her Presidency that begins the following month.
- Coordinate the Summer PDT education event, in cooperation with the Education Director.
- Reviewing and updating the chapter's Policy and Procedures Manual with the assistance of the CEC members. This should be done in June so that a revised/updated manual is available for the upcoming CEC.
- Perform annual verification of the Chapter laptop(s) and projector(s).
- Collect mail from the Post Office Box in the absence of the President utilizing the P.O. Box Collection Form as necessary.
- 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. He/She serves as the Immediate Past Chapter President the year following his/her term as Chapter President.

## **Immediate Past President**

### *OBJECTIVE*

To act as an advisor to the President and CEC. 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 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:*

- Serve on applicable committees.
- Obtaining an independent party, preferably a member in good standing, 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 finance committee. The member should not fall 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.
- Arrange for CEC monthly meeting lunches if meeting in person. A Chapter debit card may be assigned to allow for the payment of the lunch purchases.
- 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.

### *Other duties include:*

- Refer to the "Financial Controls & Guidance" portion of the chapter's policies and procedures for additional details.
- The Treasurer attends and participates in all CEC meetings.

- 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.
- 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 three business days 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 or Statement of Financial Position.
  - 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.
- 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 under \$200 should be approved by the President prior to payment, unless it is a line item in the budget. 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.
- The chapter has a checking account and/or a savings account at Central Bank. The checking account bank statements are issued each month. 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 Certificate of Deposit(s) 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.
  - The goal amount to maintain in CDs is the equivalent of a two day educational event held in a private facility. By maintaining this amount in reserve, we are self-insuring that the Chapter can pay its obligations in case an educational event has to be cancelled and registration fees refunded to members.
  - The CEC may choose to have CDs at multiple financial institutions. This diversifies the Chapter portfolio and allows the Chapter access to those financial institutions meeting spaces.
- 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 and use debit cards are the Treasurer, the President and the President-Elect. The Immediate Past President and Education Director are authorized to only use the assigned debit cards. Information to access on-line banking information is provided to the Treasurer and the President.
- 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 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 all necessary information.

- The chapter holds various training opportunities throughout the year. The Treasurer will need to obtain a list of the participants and the fees collected. Registrants can follow the advertised cancellation window if they will not be able to attend the event. If individuals register for a training opportunity and do not attend, they are still responsible for payment. An invoice should be prepared and sent by the Treasurer to those individuals.
- Serves on applicable committees.
- Other duties to be determined.

The Chapter Treasurer serves a one-year term.

## **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). The Chapter's document retention schedule includes information on included records and length of storage.
- At each CEC 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 be as succinct as possible. The Secretary submit the draft minutes to the CEC for review and approval at the following meeting. After the meeting, the secretary finalizes the prior month's minutes by making any authorized changes. The secretary then sends the pdf file of the minutes to the Communications Director to post on the chapter website.
  - If any votes are cast over email, the secretary will document that vote for inclusion with the next meeting minutes to be approved by the CEC. The dates, motion proposed, and results of the vote will be documented.
- 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. In recent years, the Citizen Centric Report can be used to accomplish the annual report of accomplishments. This report should be prepared in conjunction with the Accountability Chair, if the position is filled.
- Track Member of the Year points.
- Serves on applicable committees.
- 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. Typically, there are four per year: in person at PDT and annual leadership training event and 2 virtual. (While AGA covers both travel and hotel costs for leadership training meeting, it covers hotel scholarship only for PDT)
- Have time and employer support to travel for in-person meetings
- Excellent communicator, forward thinker, and ability to think strategically
- Involved in leadership activities, regularly attend chapter events, and able to network and mentor
- Knowledgeable about AGA programs and activities
- Knowledgeable about chapter operations and challenges; recent service as a member of their CEC 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)

### *General Duties*

- Attend NCC Meetings.
- Review any advance information prior to the meeting and complete any necessary pre-work.
- Act as a liaison between the NCC and the CEC. When necessary, report to the CEC the activity being done at the NCC and obtain CEC opinions prior to any votes by the NCC.
- Represent the Chapter's interests during NCC meetings. Ensure the views of the Chapter and the CEC are shared as necessary.

## **Community Service Director**

### *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.

### *General Duties*

- Participates in monthly CEC meetings
- Select the charities that will be supported during community service events.
- Organize each event, recruit members to participate, 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.
- Submit requests to AGA National to obtain matching donations.
- Submits participation report to the Secretary for inclusion in the member of the year award tracking.
- Information should be provided to the President-Elect for completing the ACE.
- Plan networking events, as approved by the CEC.
- Serve as Scholarship Committee Chair.
- Serve on applicable committees.
- Other duties as assigned.

## Education Director

### *OBJECTIVE*

To provide affordable, professional training, education, and development opportunities which are relevant to the professional needs of the government accountability community. The chapter's goal is to present quality programs at a reasonable price that meets the members' needs. The profits from the educational events help to fund the Chapter operations for the year.

### *General Duties*

- Participates in monthly CEC meetings.
- Takes a leadership role in keeping the chapter up-to-date on topics of importance to government financial management professionals.
- Develop an annual education plan and budget for review at the June planning meeting. 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.
- Oversees all CPE requirements
  - Maintains CPE supporting documents
  - Provides CPE certificates to those who earn them
- Schedules and conducts National webinars
  - Registers for conference through AGA National
  - Publicizes conferences to members and non-members
  - Facilitates conferences
- Coordinating with other local chapters (AGA or otherwise) to partner for events or trainings.
- Work with the Education Committee to develop topics and speakers for monthly meetings and training events. You can use other chapters' websites and events for suggested topics and speakers.
  - Contact speakers for meetings, confirm their availability
- Make arrangements with speakers for travel and accommodations. 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. However, any speaker who is paid speaker fees and is related to any member of the committee or CEC must have approval by the CEC.
  - Determine if each speaker has a time preference for 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 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 Communication Director and Web Master.
- Negotiate contracts with facilities used for in-person events. 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.
- Prepare for the Training Event

- Develop the training communications and send out or arrange with the Communication Director and the Web Master to publish the announcements. 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 may 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 the Event
  - 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, for in person events. For internet based events, ensure that the audience knows how to submit their evaluations and the process for attendance verification. The chapter is responsible for maintaining CPE certifications information for a minimum of three years.
- Post-Event
  - 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.

## **Membership Director**

### *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.

### *General Duties*

- 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
  - For 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 from the past month and send them a welcome to the chapter email. Ensure new member contact information is accurate and complete. Update Star Chapter member section appropriately and timely. Provide new member information to the Communication Director for inclusion in the monthly newsletter.
  - For existing members: Receive changes in membership information (people may email or call to update information). Update the Chapter's Star Chapter member section and the National database with changes by emailing [agamembers@agacgfm.org](mailto:agamembers@agacgfm.org).
  - For 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 purposes: 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.
- Prepare a listing of member anniversaries each month and communicate this to the Communication Director for inclusion in the monthly newsletter.
- Report the current membership number and recruiting progress at monthly CEC meetings.
- Maintaining Points for the ACE Program – provide updates to the President-Elect for areas of the ACE report that have been accomplished in the current reporting period. Provide justifications for calculations or events as necessary.
- Recruiting new members and maintaining existing 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.
- Conducting 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. 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 other CEC members
  - Provide the President-Elect with the information to report Membership information for the ACE Program in the required time periods.
  - The Professional Certification Director is responsible for promoting the CGFM certification. Advise the Professional Certification Director of any new members who have the CGFM certification or are interested in the certification. Coordinate recruitment and retention of CGFM members.
  - Provide current member listing to CEC members upon request.

## **Communications Director**

### *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.

### *General Duties:*

- 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.
- Taking pictures at events, and being the custodian of the Chapter's camera.
- Prepare and issue the Chapter newsletter
  - Visiting the National site for "News from National" page content.
  - Authoring articles for the newsletter and website, as appropriate. Obtain newsletter content from other CEC members, including a President's message and the previously approved Treasurer report.
  - Submitting a copy of the newsletter to the National Office and any other person who has requested a copy.
  - Reviewing other websites for ideas for content and design.

- Email the newsletter to members and other interested parties on our mail listing. Post the approved newsletter to the website.
- Keeping website content current by posting updated content in a timely manner.
  - Designing web pages.
  - Designing website structure. Seeks to continually improve the content, presentation and usability of the website.
  - Ensure that all information on the website is clear, concise, grammatically correct, and not potentially offensive to website users.
  - 
  - 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.
- Information on the website may include, but is not limited to the following:
  - Information from the AGA national office
  - Upcoming training events
  - Upcoming social events
  - Chapter newsletter
  - Executive Committee
    - Contact information
    - Meeting minutes
    - By-laws
    - Financial reports and budgets
  - Membership
    - Membership application
    - New member acknowledgements
    - Member anniversary acknowledgements
  - Recent scholarship and award winners
  - Sponsor information and recognition
  - Links to information or websites that may be useful to our members
- Works with CEC members on creating and disseminating the annual membership survey.
- Other duties as required.

## **Professional Certification Director**

### *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.

### *General Duties*

- 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.

## **Accountability Chair**

### *OBJECTIVE*

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

### *Chair*

- Participates in monthly CEC meetings
- Makes contact with federal, state and/or local governments to generate interest with governments in the CCR
- Coordinates, gathers and compiles the information required for the report (whether for the chapter or assisting a government entity)
- 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.
- Presents the CCR to the CEC for review and approval. Upon approval, submits the CCR to the National Office and submits and application for the Certificate of Excellence program.
- This position is not a voting member of the CEC.

## **Addendum 2: Chapter Committee & Task Force Descriptions**

### **Standing Committees**

#### **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 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 oversee 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 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 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
  - Professional Certification (CGFM) 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-Elect, the Immediate Past President, another Past President, Immediate Past Treasurer, and two Chapter members as selected by the CEC.
- The Immediate Past President 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.
- Obtains publications from National Office to advertise the benefits of an AGA membership. Distributes publications as needed.
- 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, if included in the annual plan.
- Calls potential members to advise them of the benefits provided by the Chapter.
- Calls delinquent or suspended members to encourage and remind them of their pending renewal.
- 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 including but not limited to the Mid-Missouri AGA Summer and Winter Professional Development Trainings and Annual Awards Ceremony.
- Plans and develops other quality educational programs to insure achievement of goals established in the ACE Program.
- Ensures the technical programs are responsive to the needs of governmental financial management policy makers and leaders.
- Assists in promoting the Chapter trainings and membership meetings.

- Determines the educational needs of Chapter members through questionnaires, evaluation forms, polls, speaking with members, and etc.
- Schedules educational events.
- Recruits and appoints all educational event chairs, except for the Mid-Missouri AGA Summer Professional Development Training.
- Maintains a list of speakers and topics.
- Insures speaker gifts are available for the current Chapter year.
- Maintains an educational trainings calendar on the Mid-MO AGA website.
- Sends notification of Chapter educational events to National AGA office.
- Sends notification of Chapter educational event to other organizations (IIA, MSCPA, etc.), general public, and etc.
- Works with the Communications Director to ensure information is distributed communications list.
- 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:

- Education Director, 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 help a variety of community needs.
- Acts as a parent Committee to the Fundraising Committee and the Social Events Committee, if activated by the President.
- Conducts activities that benefit the community including but not limited to food drives, soup kitchens, Toys for Tots, or 5K runs.
- Recruits individual members for participation in community service projects or activities.
- Publicizes community service events on social media and to Chapter members.
- Develops activities to provide participation in the National Community Service Fund (NCSF) Partnership Program by matching individual Chapter member donations.
- Ensures all completed events are reported for the ACE 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 at appointed by the President.

- The Community Services Director serves as the Committee Chair.

## **Communication Committee**

The Chapter's Communication Committee:

- Assists the Communications Director in preparing articles for the newsletter, preparing the newsletter and developing, updating and maintaining the website.
- Prepares advertisements for inclusion in the newsletter to build site traffic.
- Maintains archive of Chapter documents and newsletters on the website.
- Reviews other websites for ideas for content and design.
- Prepares newsletters for electronic distribution to the membership.
- Authors articles for the newsletter and website.

The composition of the Communication Committee is as follows:

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

## **Professional Certification (CGFM) Committee**

The Professional Certification (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 Professional Certification Plan outlining the Chapter's CGFM activities to be conducted during the year and submits through Professional Certification 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 using various tools including but not limited to establishing study groups, mentoring program, lending library based on the reading list for CGFM, scholarship awards program, and consider coordinating with the Education Committee to hold a CGFM course in the Chapter area.
- 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 in order to answer questions raised by current or potential CGFMs.

The composition of the Professional Certification Committee is as follows:

- The Professional Certification (CGFM) Director and other at-large members as appointed by the President.
- The Professional Certification (CGFM) Director serves as the Committee Chair.

### **Accountability (CCR) Committee**

The Accountability Committee will:

- Assist the Accountability Chair with the gathering of data and preparation of the CCR.
- Assist the Accountability Chair with contacting federal, state and/or local governments to generate interest with governments in the CCR

The composition of the Accountability Committee is as follows:

- The Accountability Director and other at-large members as appointed by the President.

The Accountability Director serves as the Committee Chair.



## **Addendum 4: Privacy Policy Template**

### **Privacy Policy (SAMPLE for website)**

This privacy policy covers the AGA Mid-Missouri 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.midmoaga.org](http://www.midmoaga.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 Mid-Missouri 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 [communications@midmoaga.org](mailto:communications@midmoaga.org). 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. You may choose to not have your information published by e-mailing [CGFM@midmoaga.org](mailto:CGFM@midmoaga.org).

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 [communications@midmoaga.org](mailto:communications@midmoaga.org) 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 [communications@midmoaga.org](mailto:communications@midmoaga.org).

### **Correction/Updating Personal Information**

If your PII changes (such as a zip code), or if you no longer desire to use or access the National website or services, log in to [www.agacgfm.org/profile](http://www.agacgfm.org/profile), send an email to [agamembers@agacgfm.org](mailto:agamembers@agacgfm.org) or call AGA Customer Service at 800.AGA.7211 so they can correct, update or remove your PII, as requested. Additionally, to update the Chapter website information, log in to [www.midmoaga.org](http://www.midmoaga.org) and update your profile or email [membership@midmoaga.org](mailto:membership@midmoaga.org) requesting the update be made. 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 [president@midmoaga.org](mailto:president@midmoaga.org). We will investigate and take appropriate action, and report back to you.