



OFFICIAL POLICIES AND PROCEDURES MANUAL

ASSOCIATION of **G**OVERNMENT **A**CCOUNTANTS

New York Capital Chapter

Official Policies and Procedures Manual

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INTRODUCTION

The Association of Government Accountants (“AGA”) – New York Capital Chapter (hereinafter referred to as the “Chapter”) was chartered in 1977. The membership is comprised of professionals from many state and federal agencies, public accounting firms, local governments, academia, and private companies.

The Chapter serves professionals in the government financial accountability community by providing quality education at a reasonable cost, fostering professional development and certification, promoting professional interaction, recognizing professional and academic achievement, and serving the local community. The Chapter's educational opportunities include one-hour, two-hour, and half-day seminars, as well as full-day and multi-day conferences sponsored occasionally with other local professional organizations.

AGA periodicals including the *Journal of Government Financial Management*, *AGA Today* and *Government Financial Management TOPICS*, as well as the award winning local newsletter *Capital Ideas*, keep our members and the accountability community current on recent developments and emerging issues.

We believe that embodied in the mission is what our Chapter and its membership is all about, and that it will help ensure that the specific efforts we put forth are directed to the benefit of our members and other professionals serving government in the area.

PURPOSE AND OBJECTIVE

The purpose of this Policies and Procedures Manual is to provide guidance to the Chapter Officers, Directors and related Committee members. The manual is designed to address the responsibilities and requirements of the Chapter Officers, Directors and related Committees as they fulfill their duties to maintain a sound organization while enhancing member value as ultimately set forth in the Chapter Bylaws and Strategic Plan.

The manual has been approved by the Chapter Executive Committee and is subject to on-going review when conditions warrant and at least on an annual basis.

Officer and Director Terms

Officers serve one-year terms. Directors serve two-year terms (five each year are elected) and can only serve as director for two consecutive terms. Committees are usually chaired by an officer and directors are asked to serve on at least one committee. Ex-officio positions, such as the Chapter Historian has no set terms.

While the President serves a one-year term, this member also serves one-year terms as President-Elect and subsequently as Immediate Past President. Thus, the same member serves for three consecutive years as a Chapter Officer.



PRESIDENT

OBJECTIVE:

To provide effective leadership of all Chapter activities, programs and events, resulting in a strong, viable Chapter.

GENERAL DUTIES:

The President chairs the CEC and is strongly involved in all aspects of Chapter programs and events.

SPECIFIC DUTIES:

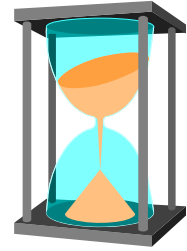
- Convene the new CEC following the “passing of the gavel” at the June Awards Celebration Luncheon. The President outlines their goals, and expectations of the CEC.
- Contact each Officer and Committee Chair to ensure operating plans and budgets are developed for the upcoming year.
- Participate in the kick-off meeting for each committee and help set their priorities for the operating plan, as appropriate. Some of these meetings may take place prior to the President taking office.
- Establish the date in early August for the CEC organization meeting, which will include the review and approval of the operating plans and budget for the next year and the orientation for new officers and directors.
- Ensure that all CEC members have a copy of the Chapter Bylaws and are educated on their position, duties, other appropriate Chapter policies and procedures, and information.
- Establish the monthly CEC meeting dates, times, and locations for the upcoming year, and notify the general membership of the meetings to discuss Chapter business (Chapter Bylaws Article VI, Section 1(b)).
- Call general membership meetings to advance the objectives of the Chapter on such dates, times, and places as the Chapter President may deem appropriate (Chapter Bylaws Article V, Section 1).

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- Distribute agenda and materials at least 5 days prior to CEC meetings.
- Chair meetings of the CEC. In lieu of a meeting, the Chapter President may call for a poll vote of the CEC (via mail, e-mail or phone) on matters requiring a CEC vote (Chapter Bylaws Article VI, Section 1).
- Appoint the individual selected by the Nominating Committee to fill any vacant position of Secretary, Vice President or Director (Chapter Bylaws Article VIII, Section 5(b)).
- Chair the Strategic Direction and Bylaws Committee (Chapter Bylaws Article IX, Section 2(f)). Set the agenda for this important committee and use it effectively to ensure the strong future of the Chapter.
- Provide a short introduction and welcome to the attendees at the various educational and other events.
- Approve letterhead and other forms, publications, letters, notices, etc. to ensure a consistent public and membership message is presented.
- Prepare the President's column for each issue of the Newsletter.
- Provide assistance, support, and oversight to all Officers, Committees, and other functions during the program year.
- Ask Officers and appropriate Committee Chairs to submit quarterly operating reports to the CEC for review, discussion, and action, as necessary.
- Organize the Chapter Awards Celebration Luncheon at the end of the program year. Approve the award nominations and present the awards.
- Track quarterly and annual progress against the performance indicators included in the Strategic Plan and the Annual Operating Plans.
- Monitor goals established for the Chapter and provide an accountability report at the June Awards Celebration Luncheon.



PRESIDENT-ELECT

OBJECTIVE:

To assist the President in their duties and become familiar with the operations of the Chapter.

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 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 projects that AGA promotes, and participating in and learning the various aspects of the Chapter.

Other general duties include:

- Assist the President in meeting their goals and those outlined in the Strategic Plan.
- Serve in the President's absence in running monthly CEC meetings or kicking off programs.
- Attend CEC meetings and programs to help prepare and plan for the coming year.
- Other duties as assigned by the President.

SPECIFIC DUTIES:

- Chair the Nominating Committee to identify the candidates for the next CEC. This process begins in November in the year prior to when the President-Elect takes over as President. (Chapter Bylaws Article IX, Section 2(e)).
- Provide a list of nominees to the CEC for approval following the nomination process.
- Once approved, provide the list of nominations to the VP of Communications for inclusion in the January Newsletter as the notice to the membership (Chapter Bylaws Article VIII, Section 1(a)).
- Meet with the CEC nominees no later than March prior to the beginning of their presidential term to organize, set priorities for the coming year, decide on the necessary committee

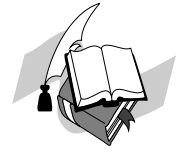
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structure, and set a time table for developing the operating plans and budget for the upcoming year.

- Submit the various committees and their chair nominees for the subsequent year to the CEC for review and approval following the nomination process (Chapter Bylaws Article IX, Sections 1 and 2).
- Ensure an early kick-off for the Education and Budget and Finance Committees. Early April is considered the optimum start time for these committees so that the education program and budget will be completed prior to the August organizational meeting of the CEC to review and approve these plans.
- Coordinate the preparation of the Quarterly Chapter Recognition Program (CRP) Report. Upon completion of each section, the President-Elect should perform a final review of the report before National's submission deadline to ensure completeness of our Quarterly CRP Report.
- Present the Quarterly CRP Report summary to the CEC. It is the President-Elect's responsibility to track the status toward the Chapter's goal and communicate anticipated or apparent shortages in points to the President and CEC members.
- Provide the Communications VP the quarterly CRP statistics for the Newsletter and website.
- Provide a Summary Status report to the CEC at the monthly meeting following the presentation of the Quarterly Operating Status Reports. The Summary Status may include a comparison to prior quarters or prior years.
- Compile the annual performance report and operating plan results for submission to AGA National as required under the CRP.



SECRETARY

OBJECTIVE:

To maintain an official record of the Chapter's meetings, events, and activities.

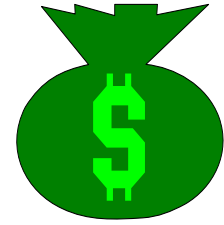
GENERAL DUTIES:

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

SPECIFIC DUTIES:

The Secretary:

- Keeps accurate minutes for the monthly CEC meetings and any special meetings deemed necessary. The minutes from each meeting should be sent to all CEC members via e-mail. The minutes should be approved by the CEC at the opening of the next meeting.
- Maintains the CEC minutes from prior years for record keeping and historical purposes.
- Forwards a copy of the approved CEC meeting minutes to the VP of Communications Committee for inclusion in the Newsletter and to the Web Coordinator for posting on the Chapter website.



TREASURER

OBJECTIVE:

To maintain the financial records of the Chapter.

GENERAL DUTIES:

The primary duty of the Treasurer is to 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.

SPECIFIC DUTIES:

Budget.

Chapter officers are responsible for preparing budgets for their respective areas of responsibility. It is best to obtain budgets from the members in July and August so a proposed budget for the entire Chapter can be established and voted on at the September CEC meeting.

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

- Interest Income: The budget is generally based on the prior year's data.
- Credit Card processing fees: The budget is generally based on the prior year's data.
- Audit Fee: The budget is established based on the cost of the audit conducted during the current program year. The prior year CEC minutes should show the auditor selected and the associated cost.
- National PDC: The budget is based on the location of the PDC and considers the cost of air fare, lodging, meals, and local transportation.
- Stamps and Supplies: The budget is generally based on the prior year's data. Any known postal increases should also be considered.
- Chapter Development Fund: The budget is generally based on the prior year's data.

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- **Bank Charges:** The budget is generally based on the prior year's data. The purchase of new checks during the year may require a slightly higher budget amount.

Budget Changes

The Chapter Bylaws allow line items to exceed the budgeted amount by no more than ten percent (10%). The monthly Treasurer's report allows this activity to be monitored. If it appears that an item will exceed or has exceeded the budget flexibility amount, the Treasurer should bring this to the attention of the CEC and it should be noted in the minutes. When necessary, a revised budget is prepared and voted on by the CEC.

Treasurer's Report

The Treasurer prepares a report each month for the CEC. This report should be prepared so that it may be included in the CEC packet of information sent to each member by the President. 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.
- A statement of profit/loss for the year to date.
- Disbursements for the month. This includes the check number, payee, check amount, and 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.
- The monthly reports are to be submitted to the Chapter webmaster for posting to the Chapter's website.

Expenditures

During the year, various CEC members have to make expenditures either from their personal funds or by obtaining a Chapter check (made out to the business and for the proper amount) from the Treasurer to carry out their various duties. The Treasurer needs to ensure that the Officers/Directors are maintaining fiscal responsibility.

Finally, the Treasurer needs to be sure each Officer and Director has access to a copy of the tax-exempt documentation. Most expenditures incurred by the Chapter are tax-exempt and the tax-exempt documents should be honored by most vendors.

Bank Accounts

- The Chapter has a checking account at the First Niagara Bank. The checking account bank statements are issued on the 15th of each month.
- The Chapter may invest in a Certificate of Deposit. The Treasurer must be aware of the maturity date so that a comparison of rates at various banking institutions can be made if the Chapter determines that it wishes to continue investing any funds. Depending on the financial institution, the statement may be issued monthly, quarterly, or when the CD matures.
- Monthly, perform a reconciliation to ensure the Chapter funds are adequately accounted for.
- The signature card for banking accounts must be signed each year. Those authorized to sign checks are the Treasurer and the President.

General Accounts

- Accounts Payable:

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

- Accounts Receivable:

Accounts receivable are generally established for seminars for those individuals who have registered and payment is not received prior to or at the conference. Accounts receivable may also be established for monthly program meeting registrants who fail to attend. An invoice should be prepared for each registrant from whom payment has not been received. The invoice should contain any needed information in case a government agency is making payment. The invoices support the establishment of the accounts receivable.

Internal Controls Over Fee Collections

- General Process:

Each year, the Chapter solicits an individual to volunteer to be the registrar. This person is responsible for collecting and maintaining registration data for each Chapter event. Using the Excel file developed by the Chapter, the registrar will populate the file with data from the website database as well as from individuals that register by phone.

A few days prior to each event, the registrar will provide the file (absent any credit card data) to the individual(s) that have volunteered to work the registration table(s) at the event. This is so those people have enough time to prepare nametags, sign-in sheets, accounting reconciliation sheets etc.

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The registrar will also need to provide the complete file (with credit card data) to the Treasurer so credit card payments may be processed and the accounting reconciled.

- **Seminars and Monthly Meetings:**

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

- **Advantage Program:**

Beginning in January 2005, the Chapter will allow government agencies enrolled in the AGA group membership program called Advantage to send a matching number of non-members to Chapter sponsored AGA events as it has members enrolled in the program. This offer applies only to AGA events and not to jointly sponsored events, like TCTC. Before each event, the registrar will need to know how many individuals an agency has signed up in the Advantage program. The registrar will then need to keep track of the number of non-members attending that will only have to pay the member rate. This offer will be on a first come first served basis. For example, if a bureau/division within an agency signs up 10 people through the program, it will not necessarily mean they will get to send 20 people at the member rate. If 10 other non-members from the same agency sign up first, they get to attend at the member rate.

- **Joint Events:**

Throughout the year, the AGA co-sponsors events with various organizations such as the IIA, ISACA, and ACFE. The current policy is that the AGA does the bookkeeping for the events and then invoices or remits payment to the other organizations depending on the final profit or loss.

Credit Card Processing – To be added

Post Office

- **Post Office Box:**

The Chapter maintains a post office box at the Post Office on Hudson Avenue in downtown Albany. Our post office box number is 1923. The Chapter has one key that is maintained by the Treasurer.

- **Postage Account:**

The Chapter maintains a postage account for various mailings during the year which include items such as the annual program brochure, newsletters and the TCTC brochure.

Year-End Audit

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The Treasurer should solicit for an audit of the Chapter's financial records in the March and April Newsletters or other publications as deemed appropriate. A deadline of May 15 helps ensure that an auditor is selected and voted on by the CEC prior to year end. A letter should be sent to the auditor informing them of the selection.

The audit should be issued no later than August 15 to ensure that it can be submitted to the National Office by the CRP deadline.

The audit report is to be submitted for inclusion in the fall Chapter Newsletter. It is also submitted to the Web Coordinator for posting to the Chapter's website.

IRS Tax Requirements

IRS regulations requires that tax returns for not-for profit organizations must be postmarked no later than 3½ months after the Chapter's fiscal year end. The Chapter's fiscal year ends on June 30 so the tax return must be postmarked by October 15th.



IMMEDIATE PAST PRESIDENT

OBJECTIVE:

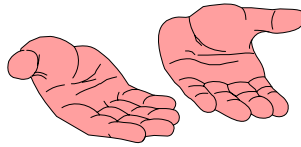
To act as an advisor to the President/CEC and help facilitate a smooth transition from the prior CEC to the current CEC.

GENERAL DUTIES:

The Immediate Past President (IPP) is a member of the CEC. The IPP, current President, and President-Elect work as a team to transition the Chapter to a new CEC. This includes assisting new CEC members to understand their duties. The IPP may participate on any committee. The IPP may also assist CEC members in completing their duties. For example, the IPP may be a good person for the Education VP to tap as a greeter at training events.

The IPP's experience is invaluable to the current President. As such, the President may call upon the IPP to perform certain tasks during the year that take advantage of IPP's knowledge and experience.

The IPP's and other past presidents should also be considered candidates for the Regional Vice President position, Regional Coordinator functions or National committees and boards.



CERTIFICATIONS

OBJECTIVE:

To increase the number of individuals who have successfully completed the certified government financial manager (CGFM) examination.

GENERAL DUTIES:

- Chair certification committee
- Lead Chapter efforts to promote the CGFM program to members and nonmembers and to have it recognized by government agencies.

SPECIFIC DUTIES:

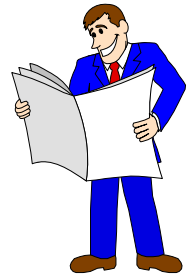
- Handle Inquiries – Answer member's questions on the certification, refer them to National (if necessary), and give or obtain any other information requested by members.
- Encourage Renewals – In April and November, use form letter to mail or e-mail reminder letters to CGFMs who have not yet renewed their CGFM. Obtain list from National of those CGFMs who have not renewed yet. Also, inquiries regarding renewals are answered or referred to National.
- Encourage Membership – Encourage CGFMs who are not Chapter members to join the Chapter. In the winter, send non-member CGFMs a form letter encouraging them to join the Chapter. Obtain list of non-chapter member CGFMs from National. Also, if a non-chapter member expresses interest in the CGFM, provide name to Membership VP.
- Draft Newsletter articles – Draft Newsletter articles including reminders regarding renewals, CPE requirements, CPE opportunities, exam/book discounts, study tips, CGFM Committee news, and encouragement. National will provide Newsletter articles on a regular basis, which may require some minor edits.
- Provide Support – Periodically e-mail or call CGFM candidates to monitor their progress, offer encouragement, and offer assistance.
- Promote CGFM Recognition – Develop and implement strategies to encourage NYS Civil Service and other governmental entities to recognize the CGFM and include it in their hiring/promotion process.

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- Promote the CGFM Designation – Draft marketing material to promote the CGFM. Provide CGFM handouts at member events and programs. Encourage colleges to list CGFM as a designation that graduates may pursue after graduation.
- Recognize those who obtained the CGFM – At a Chapter event or awards ceremony, recognize new CGFMs and present them with an AGA saddlebag (or similar gift). We will ask the new CGFM to write a Newsletter article detailing their experience with the exam. Hopefully reading someone's experience with the exam will encourage others to pursue the CGFM.
- Submit unique ideas to the National Coordinator – National Coordinator may encourage other chapters to consider implementing unique ideas.



COMMUNICATIONS

OBJECTIVE:

To organize, prepare and distribute various forms of communication to the membership and others to gain their interest in the Chapter.

GENERAL DUTIES:

The Communications VP is an important link to our membership and the government accountability community. The VP has several functions, such as to:

- Prepare and issue the monthly Newsletter, *Capital Ideas*.
- Oversee the development and maintenance of the Chapter's Internet website (discussed in a different section).
- Prepare the Annual Program Brochure as well as various brochures and flyers to advertise Chapter activities and events.
- Prepare an electronic version of the Chapter's official letterhead.
- Develop and maintain appropriate member mailing information (postal addresses and e-mail addresses) and to obtain e-mail listing of other non-member groups who may have an interest in the Chapter's activities and programs.

SPECIFIC DUTIES:

Newsletter Editor:

- Become familiar with the Newsletter portion of the AGA National Office's CRP and include sufficient Newsletter content to maximize the number of CRP points.
- Use a computer desktop publishing software program to develop an appealing cover design and flexible inside design format for the Newsletter. Be creative and include photographs of Chapter members and/or program presenters.

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- Review the timing of the Chapter's programs and education events and schedule release of the Newsletter at least three weeks prior to the next major event. Publicize the upcoming events for the next two to three months on the Newsletter cover (as well as in the inside). Depending on the program schedule, it may be possible to schedule bi-monthly Newsletter issues.
- Maintain standard space for recurring columns (e.g., President's Message, CGFM News, Treasurer's Report, CEC Minutes, Early Careers, Community Service, Chapter Recognition Report, Member News, etc.). Also, National AGA Office news (from the National AGA Internet website) should be obtained and printed. It is important to publish the events for the year in one place as well as the names and contact information of all officers and directors. Publishing the Newsletter due dates will help the respective officer/director provide their material in a timely manner.
- Obtain financial management article(s) to go along with the topic of the upcoming training event(s) for the front page and the inside of the Newsletter so the Newsletter issue has a theme.
- Prepare a Newsletter budget early in the year that considers the expected number of issues, the anticipated number of pages per issue, the number of print copies needed (10 to 20 more than the number of copies mailed to members) and the postage cost. The previous year's costs should be used as a guide.
- Use a local printing company (currently the Fuller Printing Company) for the Chapter's printing needs. Either e-mail the completed electronic Newsletter (in a format compatible with the printer's software) or otherwise get the file to their business. The printer should professionally produce the ordered number of hard copies (on white glossy paper, three-color cover) and provide the Acrobat (.pdf) file. The Newsletter Editor picks up the completed product from the printer.
- Give the Acrobat file of the Newsletter to the Chapter Web Coordinator to post to the Chapter's Internet website. The Chapter's Membership VP provides the Newsletter Editor an electronic listing of current membership information. Mailing information is extracted into a mail label computer program; e-mail information is copied to a separate file. An e-mail notification that the Newsletter is available on-line is sent to the members; their e-mail addresses are pasted to the blind copy (bcc) section of the e-mail. The Newsletter Editor prints the mailing labels sorted by zip code, and affixes the labels to the Newsletter. The Newsletters are sorted by zip code according to U.S. Postal Service non-profit bulk mail regulations and brought to the Karner Road Post Office bulk mailing building. It is best to have sufficient money in the Chapter's bulk mail account to cover each mailing.

Other Chapter Publications

- Design and prepare a Program Brochure at the beginning of the program year (target date is early or mid August) that includes the dates and description of the Chapter's programming for the year. (See above for preparation, production and distribution of the hard copy Program Brochure.) The document is bulk mailed to all Chapter members and is to be available at all Chapter events for the first half of the year. It is also placed on the Chapter's Internet website and an e-mail notification of such is sent to Chapter members as well as others on e-mail listings of other groups that may have an interest.

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- Design and prepare an electronic brochure for each Chapter event that is placed on the Chapter's Internet website and e-mailed to Chapter members and non-members as the date for the program approaches. Generally, this e-mail should provide a hyperlink to the document on the Chapter's website, not include the document as an attachment.
- Serve as a member of TCTC committee and prepare/distribute the TCTC promotional brochure to all members of the sponsoring organizations and other interested groups.
- Prepare, at the beginning of the program year, the Chapter's letterhead stationery in Microsoft Word, making sure to include the names of all officers and directors, as well as past Chapter presidents. The stationery should be available to officers and directors on the Chapter's Internet website.
- Prepare the nomination for the annual Chapter Newsletter Award that National selects for each chapter grouping. The nomination is sent to the President and Awards Committee Chair in March or April each year, depending on the nomination deadline.

Web Coordinator:

The Web Coordinator primary duties are to:

- Coordinate content submissions from page owners into a visually appealing, current, interesting and informative website (<http://www.aganycap.org>) for our constituents and other interested parties
- Facilitate CEC and Chapter activities through the use of web based tools.
- Provide information about Chapter activities to Chapter members and other interested parties, including potential members. Through the use of web-based tools (e.g., discussion rooms, registrations and survey forms, databases, etc.), we can also facilitate the activities of the CEC and Chapter members.
- Responsible for updating the site on a timely basis with material provided by the page owners (CEC members). The owners for each section of the website are as follows:

Section	Owner(s)
Home	Chapter President and Web Coordinator
AGA National	No maintenance necessary
Newsletter	Communications VP
News & Weather	No maintenance necessary
Chapter Information	Bylaws – Strategic Direction and Bylaws Chair
	CEC Minutes – Secretary

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	Chapter Calendar – President
	Chapter Directory – Membership VP
	Chapter History – Chapter Historian
	Finances - Treasurer
	Invitation to Lead – President-Elect
	Officers – Web Coordinator
	Strategic Plan – Strategic Direction and Bylaws Committee Chair
	Accomplishments – President-Elect
Links	No maintenance necessary
Education and Programs	Education VP
Membership	Membership VP
Certification	Certification VP
Careers	Marketing VP
Community Service	Community Service VP
Contact Us!	No maintenance necessary

The Web Coordinator also works with the President to maintain the default web page (index.htm) for our site to ensure the entry point to our site is current, visually appealing, interesting and informative. The various CEC members should forward website changes pertinent to their responsibilities. However, that should not preclude the Web Coordinator from soliciting input and insight for changes and additions to the site.

The member filling this position need not have previous skills as a web coordinator, webmaster or webpage developer. A “shell” has been created for our site which can be loaded prior to each program year and then updated for current year information. A site maintenance plan is included at the end of this narrative and can also be located at: (http://www.aganycap.org/site_maintenance_plan.htm). Both the current and incoming Web Coordinators have a duty to meet and discuss the maintenance of the site to ensure the site is handled properly. At the end of each program year, the Web Coordinator should update the shell and the site maintenance plan.

The AGA National Office has published non-mandatory guidelines, which Chapters may use for the establishment and maintenance of their website. In general however, the overall appearance of the site should remain professional and neat. In addition, the site should be limited to AGA business. Also, keep in mind that the National Office has authorized chapters to download any information we’d like from the National website for inclusion on the Chapter website.

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The website should contain, at a minimum:

- Chapter Events

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

- Current CEC

The list should note the CEC member names, position held, and a means to contact them – either e-mail address or work phone number. If the composition of the CEC changes during the course of the year this information should be updated on the website as soon as possible.

- Pertinent CEC Business

The website contains the electronic versions of the monthly Chapter Newsletter *Capital Ideas*, and CEC approved monthly Treasurer's Reports, and CEC minutes. The responsible CEC members should forward the aforementioned electronic files to the Web Coordinator as soon as they are available and approved by the CEC, if applicable.

- Appropriate Web-links

At a minimum there should be a link to the AGA National website – www.agacqfm.org. Other links may be added as appropriate, examples include links to other AGA chapters in the region; entities, government and non-government, at which our members are employed; and local points of interest.

Website Maintenance Plan	
Ongoing	<p>Make changes to "News and Notes" section according to President and VP priorities.</p> <p>Add Newsletter to Newsletter directory and hyperlink to newsletter/main.htm</p>
Month end	<ul style="list-style-type: none"> • Save the site statistics from the previous month (Excel file) under a new file name. • Update the new file to reflect totals from counters in the "private" directory. • Copy and paste the Excel table to the "site_statistics.htm" page in the main directory.
Monthly	<p>1. Add CEC minutes to website.</p> <ul style="list-style-type: none"> • Insert a row at the top of the page.

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	<ul style="list-style-type: none"> • Drop in the minutes and reformat to be consistent with the rest of the page. • Add a bookmark ("Insert", "Bookmark") • Hyperlink the menu at the top of the page to the bookmark link. <p>2. Add financial statements.</p> <ul style="list-style-type: none"> • Obtain financial statements from Treasurer (Excel). • Open the most recent (months) page from the Chapter information/financial statements directory. Delete content, save file as current month. • Open Excel file and copy and paste cells into Frontpage. Save page. • Hyperlink new statement on the Chapter_information/finances.htm page
June	<p>Research web hosts to find out how much it will cost us to research what configuration would provide us with a secure server on which we could create a teamroom which would allow for attachment of documents, etc. Pages would need password access. We would want the ability to put event registration pages in a secure area.</p> <p>Contact web host to ensure billing information is up-to-date. This is especially important if the Web Coordinator is going to need to bill services to their personal credit card and be reimbursed.</p>
July	<ol style="list-style-type: none"> 1. Upload website shell. 2. Run "Reports" option to identify any problem areas such as "slow loading pages, etc." 3. Change the slate of officers on the "officers,htm" page under /Chapter_information directory. 4. Using the "search" feature, search on each departing officer last name throughout the website and make replacements accordingly. 5. Update "Past Presidents" page under the Chapter_information directory. 6. Place new "President's message" on main page.
August	<p>Make a formal request to all officers to review the content of their pages. Make changes accordingly.</p>

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August	Load program information to the website: <ol style="list-style-type: none">1. Obtain program schedule/details from Education VP or Newsletter Editor.2. Under the education/events directory, there are additional directories for each month. Within each, there is a page for each month's event (september.htm, october.htm, etc.). If all the details are not available, put in what you can and put "to be announced" in the remaining fields.3. Update each month's event page with new information.4. Update the registration and confirmation forms so they contain the names of the new events.5. Update the "main" file under education (training calendar for the year) so it lists all of the events and they link properly <p>Note: The registration databases should already work (loaded with the shell).</p>
August	Load community service information to the website: <ol style="list-style-type: none">1. Obtain program schedule/details from Community Service VP.2. Update the "main" file under community service so it lists all of the events and they link properly. <p>Note: We also have a registration form/database for community service activity. These need to be loaded as well.</p>
August	<ul style="list-style-type: none">• If not already done, update the President's message on the main page.• Add fall events to the "Chapter Events" box on the main page and hyperlink them to the event pages. Note: Frontpage can be finicky when you are creating hyperlinks to other pages. It is easiest to open the page you want to link to, then underscore the text you want to link, click on the hyperlink button on the menu and create the hyperlink by selecting the target from the "Recent Files" section of the hyperlink menu. Also, target the hyperlinks to the same frame.• Mark your office calendar for the day after each event and remove the announcement from the website's main page.
Helpful Hints	<ol style="list-style-type: none">1. To obtain the best level of control over the placement of content, it is always best to use tables. Often, you will place new tables within cells for this purpose.2. To single space between lines of text, use "insert", "break".3. Cells, tables and pictures all have justification options (top/middle/bottom, left/right/center). You will need to use these options a lot or content will move around on you. When using tables, you will want to right click, select "table properties" and set the border size to "0" if you want the table to be invisible.4. Discussion rooms basically maintain themselves.5. Officer information is hidden from the general public. It is accessed through

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	<p>www.aganycap.org/officers.htm. This page will link you to discussion rooms, site statistics and event registration data.</p> <p>6. You can cut and paste graphics from any other site into Frontpage very easily.</p> <p>7. When creating new databases, Frontpage will automatically load them into a directory called 'fpdb'. This directory is a security measure and precludes you from creating a web page with which to view database information, e.g., http://www.aganycap.org/education/events/january/january_registrations_view.asp. If you want to do so, you need to drag the database out of fpdb and to another directory.</p>
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COMMUNITY SERVICE

OBJECTIVE:

To promote and conduct community service activities that enhance the Chapter and the AGA's image and reputation.

GENERAL DUTIES:

The primary duty of the Community Service VP is to establish an annual plan of volunteer service projects that demonstrate the Chapter's commitment to "giving something back" to the community. The Community Service VP is to ensure that the Chapter maintains a well-rounded community service program and accomplishes this by organizing events and recruiting members to participate. The VP chairs the Community Service committee.

SPECIFIC DUTIES:

- Prepare an activity plan for the fiscal year ending May 30 and submit it to National AGA by August 30th to meet CRP reporting requirements. The plan should include a tentative schedule of the community services activities expected to take place throughout the year.
- Prepare a budget for the year of program activities and forward it to the Treasurer as soon as possible in the beginning of the program year (usually by mid July).
- Obtain Chapter AGA Community Service T-shirts. Extra T-shirts are currently in the possession of the current VP.

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

VITA (Volunteer Income Tax Assistance)

Volunteers must take and pass an open-book test on income tax situations before they can prepare taxes for the VITA program. The test is taken in December or January, so AGA volunteers should be solicited during October. Test materials are provided by the IRS through the various VITA site coordinators. The AGA coordinator can contact Pattie Faulkner at 427-4125 with names of volunteers. Pattie can provide information about the various sites where volunteers can work and the hours those sites are open. They will also help with getting training for volunteers. The tax preparation season runs from February 1 through April 15th. Volunteers may work as often as they like, but they should communicate with the site coordinator where they will work with a specific commitment so that the site coordinator is able to ensure adequate coverage each day the site is open. Sites are usually open on weekday evenings or on Saturdays. The VITA site will provide the equipment the volunteers need to prepare individual income taxes.

Blood Drives

Contact Linda T. at 458-8111 x3003 for the Capital District and in the Glens Falls office to reach the Saratoga area, contact Eileen Reardon or Cheryl Murphy at 792-6545. It is suggested that AGA try to piggyback with other organizations if possible for greater coverage and the ease of obtaining a location.

Walk-A-Thon

The Chapter has annually participated in the American Cancer Society's "Making Strides Against Breast Cancer" held in October at Washington Park, Albany. Registration may be done on the day of the walk-a-thon or on-line at www.cancer.org. Contact is Tina Gleason, Director of Special Events, American Cancer Society, 260 Osborne Rd, Loudonville, NY 12211 (phone 518-438-7842 x308 / fax 518-438-9608).

Lights in the Park

Contact Claudia Wolfgang at 857-5738 or capholidaylights@aol.com to establish a volunteer date, usually in December.

Valentines and Cookies to Veterans at the Stratton VA Medical Center

Contact is Karen Haas (phone #). AGA coordinates with a school to have children make valentines for the veterans. AGA members bake the cookies and deliver both to the veterans.

WMHT Membership Drive

Contact Sigrid Vompa at svompa@wmht.org. (phone 518-357-1808 / fax 518-357-1804). Membership drives usually take place in March, June and August. The Chapter generally volunteered for the March or June drives.

Charity Golf Tournament

The Tournament, usually planned for June or July, is to benefit the Children's Hospital at Albany Medical Center. The Tournament is coordinated by Brian Gee and co-sponsored by the local chapters of the IIA and ISACA. The event has been held at various golf courses and sponsors are usually employed for prizes.

Hands on Capitaland

The event is coordinated through the United Way of Northeastern New York (518-456-2200). Volunteer date is usually in June. Organizations sign up in March to help either with facility enhancement, maintenance activities, and landscaping projects at one of the 64 human services organizations in Albany, Schenectady, Rensselaer, Saratoga, and Schoharie counties.

Charities

- Food Bank – Contributions solicited at the November Fraud Seminar for Northeastern New York Food Bank.

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- Scholarships – The Chapter has not established a set scholarship program to date, but it has been a consideration for the future. This is dependent on the availability of funding for such an activity. It would also be a greater consideration if a student chapter is established at SUNY Albany, St. Rose, or Siena College.
- Community Hospice – At the Holiday Luncheon in December, we have held a raffle to raise funds for Community Hospice. The Community Hospice contact is Shannon Haughton at 724-0209. The website address is www.communityhospice.org.
- TCTC – The Chapter has supported and assisted in raising funds to benefit a charity selected by the TCTC Committee.
- AGA National – Historically, the Chapter has donated an item or funds to benefit a charity at the PDC.

For all activities performed, the VP will need to organize the event, recruit members to help carry out the activities, provide adequate notification and publicity via e-mails, newsletters and website, and provide a summary of the event for inclusion in the Newsletter after the activity has been completed.

After the events are completed, forward a copy of all participants to the Awards Chair for tracking for the membership participation award.

The VP should also draft the nomination for the Chapter Community Service Award provided by National AGA at the PDC each year. This nomination should be forwarded to the President and Awards Chair in March.



EDUCATION

OBJECTIVE:

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

GENERAL DUTIES:

The Education VP should be an experienced Chapter member familiar with setting up and managing events. The VP chairs the Education Committee.

The Education VP takes a leadership role in keeping the Chapter up-to-date on topics of importance to government financial management professionals. To carry this out, there are various detailed duties. The VP has to remain well organized and must have good planning and communication skills. One thing to keep in mind is that we want to present quality programs at a reasonable price in accordance with our Strategic Plan. The following items are all duties that need to be completed to present a well-received education seminar. Please see attachment for a summary checklist of the tasks.

SPECIFIC DUTIES:

Annual Program Development

Establish a committee to assist in developing the program and training topics. This is a brainstorming session, which helps the VP identify topics and possible themes for programs and seminars. These tasks should start in the spring (prior to taking office) to ensure a comprehensive annual program is marketed during the summer and that the first program in September is scheduled timely. The Education VP should make every effort to attend the PDC (AGA National Professional Development Conference) and other organization's conferences to identify potential speakers for the Chapter's training seminars.

When conducting the brainstorming session, try to bring brochures from other conferences. They will be valuable sources of information for topic ideas and speaker names. Depending on time constraints and the number of ideas generated, a few brainstorming sessions may be necessary. Committee participants in the past have been past Education VPs, current and past Presidents, and any other members that have an interest or may be of help. Generally,

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committee members volunteer to coordinate one or more specific events in the education plan, including contacting speakers.

Once the themes and topics are developed, the educational events need to be scheduled. Negotiate a contract with the facility to provide for room(s), registration table, refreshments, breakfast and/or lunch (if applicable), A/V equipment and parking. Contracts should be provided to the Treasurer so that any facility deposits may be paid timely. The facilities and requirements will vary depending on the format, such as one-day with breakouts or no breakout sessions, or half-day events. By providing variety, we should be able to meet the needs of our diverse membership, but typically the membership has preferred morning and/or afternoon programs (i.e., not dinner or evening programs). Scheduling should also take into account member schedules (i.e., avoid tax season, year-end closing for the State financial management professionals, and NYS agency conferences).

Annual Program Brochure

Develop and implement an annual programs and education plan for continuing education based on topics that are timely and relevant to the government accountability community. A copy of the annual programs and education plan is provided to the Communications VP by July 15 for submission to the National Office (200 recognition points) as well as duplication and distribution to membership. The plan is detailed to the extent of specific topics, presenters, number of CPE's, dates and location. A budget must also be prepared and provided to the Treasurer by July 15.

Arranging for Speakers/Presenters

Contact potential speakers or delegate someone else to perform this task. For example, if a particular CEC member, 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.

Determine if each speaker has a time preference as to when they would like to make their presentation. Speakers may have other responsibilities the same day or may need to travel some distance. Therefore, they may need a morning slot versus an afternoon slot. We try to arrange to keep our speaker costs low to enable the Chapter to provide quality training at a reasonable cost to our members.

Confirm speaker engagements in writing. Arrange for any necessary travel/overnight accommodations, equipment, biographical summary, handouts, etc. Such information should be provided to the Communication and Marketing VPs, as well as the Web Coordinator.

Annual Program Budget

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

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Costs to keep in mind, in addition to the facility, lunch, speaker, and audiovisual costs are - advertising brochures, mailing of brochures, copying of speaker handouts, participant folders and name tags, speaker gifts, and a miscellaneous category to catch anything missed.

Preparing for a Seminar

Prepare the seminar flyers and coordinate the printing and mailing with the VP's for Communications and Marketing. An electronic copy of the flyer should also be forwarded to the Webmaster for inclusion on the website as another means of advertising. Flyers should be e-mailed approximately five weeks prior to the seminar. Recipients should include AGA members, key financial management throughout the State, and local governments and CPA firms in the area. Mailing labels for the general membership are available from the Communications or Membership VPs. The seminar flyer should be reproduced in the Newsletter prior to the event.

Recruit volunteers to assist during the week preceding the seminar. During that week, volunteer assistance will be needed to assemble the seminar materials – speaker handouts, CPE forms, seminar evaluations, agendas, and note paper – into folders for the participants. Prepare sign-in sheets and any announcements that need to be made, such as location of message CEC, public phones, restrooms, etc. Sign-in sheets will be needed at the registration table the day of the seminar. Assign at least two volunteers to greet participants and assist with registration. Additionally, have blank receipt forms available for those who want an official receipt as proof of payment.

If applicable, confirm the breakfast/lunch count to the seminar facility contact.

Speaker gifts will need to be purchased. Keep in mind some speakers are not allowed to receive monetary or monetary-like gifts. Also, presenters traveling on airplanes may find bulky gifts, such as gift baskets, impractical. Gift cards to bookstores, restaurants, etc. make excellent speaker gifts.

Develop the registration list and nametags. This can be done in Microsoft Word or Excel. Arrange to have or to pick up mail frequently, record the registration, and forward the checks to the Treasurer. Always keep the money collected and the registration list reconciled.

Equipment

Determine whether the speaker will require any A/V equipment such as a multimedia projector that works in tandem with a laptop computer to run MS PowerPoint presentations. Alternatively, the speaker may require an easel with markers, or an overhead projector, etc.

Encourage presenters to provide the electronic copy of the presentation at least one week prior to the conference so that presentation copies may be made in advance.

The Chapter owns a lapel microphone and related equipment, so rental of such equipment, which most speakers prefer, may not be necessary.

The items that we have used previously at seminar facility are:

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- Podium with microphone (generally not a facility charge).
- Lapel microphones - sometimes, as is the case with a two speaker presentation, there is the need to have two lapel microphones. These and the podium microphone must be able to work simultaneously. Therefore, the facility will need to be able to provide an audio mixing board.
- 8-foot projection screen, one that is large enough to see from the back of any conference room. Sometimes for larger seminars, a second screen is necessary. In such cases, a “splitter” and a second projector are needed to project to both screens. The TCTC owns a splitter. Check with the current AGA liaison to use the equipment.

The Day of the Seminar

The volunteers (at least two) noted above will work the registration table. The President or other CEC members should introduce various speakers. Keep yourself free to greet speakers and handle any situation, which might arise. However, a script outlining the sequence of the event has been found to be helpful.

Prior to the start of sessions, locate and test the lighting, test microphones, and audio/visual equipment. The Education VP and President welcome the participants and start the seminar. Ensure the speakers biographical summaries are in a format for easy presentation by the person making the introduction (i.e., avoid reading the bio since the participants have the entire bio in their seminar packets).

CPE forms should be signed by the Education VP and made available to participants no sooner than at the end of the event.

Ensure that evaluations and left over CPE forms are collected at the end of the day. Gather up any extra AGA materials and take them. Keep a few copies of the participant handouts for historical purposes (including an audit by SED our CPE licenser) and in the event a non-attendee would like a copy of the handouts. CPE Certification documentation (evaluations, agendas, and sign-in sheets) must be kept for a minimum of five years.

Finally, coordinate payment of facility expenses with the Treasurer, as well as, other expenses such as speaker gifts, handouts, etc.

Post-Seminar Details

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

Coordinate with the Treasurer and registration committee to ensure financial information is properly accounted for. Work with the Treasurer to collect any accounts receivables.

Prepare a summary evaluation to mail with the recognition report and forward it to the President-Elect.

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Prepare a summary of the seminar including attendees, speakers and their background, and an overview of their presentation for inclusion in the Newsletter. Forward this information to the Communications VP. Also, forward a copy of the list of AGA attendees to the Awards and Nominations Director for use in the member participation award.

Other

Draft the nomination for the AGA Chapter Education Award and forward it to the President and Awards Committee Chair prior to the deadline (normally in March.)

Complete the end of the year report for the National Office. This report should include a summary of the entire year's educational events and should go on the Officer's page of the website. A sample of the Year-end Education Report may be obtained from the previous Education VP.

Education Checklist

General

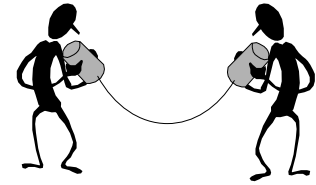
1. Establish Committee
2. Hold Planning Meetings
3. Review Strategic Plan
4. Develop Education Plan and Annual Brochure
5. Prepare Budget
6. Report progress monthly to CEC
7. Draft Chapter Education Nomination
8. Prepare Year-end Summary

Event Specific

1. Prepare Flyer
2. Registration (take phone calls, etc.)
3. Obtain Speaker Gift
4. Copy Handout Materials and Assemble Participant Packets
5. Identify Audio/Visual and other Equipment Needs
6. Check the event registration data using the officer's page on the website. Some event sites have limited seating and a cutoff for registration may be needed.
7. Ensure Sign-in Sheets, Evaluations, CPE Certificates and Name Tags are prepared
8. Ensure Registration Desk coverage
9. Set up equipment for Presenter (Overhead, Proxima, TV/VCR, etc.)
10. M/C Facilitator Introductions (script)
11. Summarize Evaluations
12. Send Thank You Notes to speakers
13. Collect and file CPE Certification Documentation

For Audio Conferences:

- Contact the Treasurer. Download the registration form for the event and fax this to the Treasurer. The Treasurer will complete it and mail the check with the registration form.
- A week or two before the event, AGA will send an e-mail with the power point presentation, blank CPE certificates, bio's, agenda, and sign-in sheets. Print out the presentation so there are three slides to a sheet and space to take notes. Arrange to have copies made.
- **On the day of the event**
 - Print out a list of attendees.
 - Make three or four copies of the sign-in sheets.
 - Collect money.
 - Be available or arrange to have someone show the slides.
 - Make sure to have the phone number and pass code available for the call.
 - Have everyone fill out the CPE certificates, collect them and mail them in together to AGA National for approval.
 - Remind attendees to go online to complete the evaluation.



MARKETING

OBJECTIVE:

To promote the Chapter to members and non-members.

GENERAL DUTIES:

The primary responsibility of the Marketing VP is to plan, coordinate and promote the Chapter to the members, the accountability community and the public. The Marketing VP chairs the Marketing Committee that attempts to secure sponsors for the Chapter's programs and operations.

Other general duties include:

- Assist the President in meeting the Chapter's goals as outlined in the Strategic Plan.
- Work with the other officers and CEC members to promote their programs and events.
- Participate in CEC meetings to ensure that marketing our "product" is considered in planning events.
- Participate on other Chapter committees to further the mission and goals of the Chapter.

SPECIFIC DUTIES:

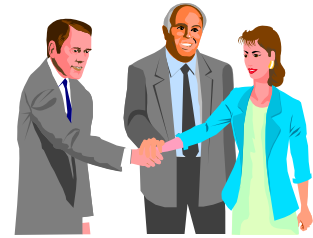
- Assist the VP's for Education and Communications in developing the annual program brochure.
- Assist the VP's for Education and Communications in preparing individual flyers for program events and then distributing them to members and non-members.
- Work with the Chapter President and VP for Membership to promote initiatives designed to increase membership, including various forms of direct communication to members, agency heads, etc.
- Prepare and issue press releases to newspapers and other media regarding our programs and other noteworthy events (e.g., annually announce our new CEC, recognition awards, etc.).

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- Contact firms to sponsor our annual program brochure and individual programs, including the TCTC, to defray costs.
- Monitor the website and make recommendations on promoting the Chapter.



MEMBERSHIP

OBJECTIVE:

To provide leadership in recruiting new members and retaining current members, and working with the National Office in enrolling and renewing members, Also, to accurately maintain the membership records of the Chapter.

GENERAL DUTIES:

The VP for Membership chairs the Membership Committee. The VP for Membership is the focal point for monitoring most Chapter activities affecting individual members.

The seven major duties of the Membership VP are as follows:

- Maintaining the membership data and listing
- Distributing membership applications
- Recruiting new members and maintaining existing members
- Recommending initiatives to increase and retain members
- Conducting periodic membership surveys,
- Assisting other CEC members
- Managing the new member sponsor contest

SPECIFIC DUTIES:

Maintain Membership Data and Listing

New Members

Ensure that membership applications at events and included in the Newsletter reflect the Chapter number to ensure appropriate recording of new members by National.

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Obtain monthly the New Member Report from the Members Only website at <https://members.agacqfm.org/>. Contact new members during the past month and welcome them to the Chapter. Provide CEC contact information and a membership directory, if available.

Existing Members

Receive changes in membership information (people generally will call or e-mail changes), most commonly address changes. Update the National database with changes by going to Members Only and signing in. As VP of Membership, you should have the ability to update the information of all members of the Chapter.

Suspended Members

The National membership year is April 1 to March 31. National provides a 60-day grace period for payment of dues. At the conclusion of this grace period, periodically access the Members Only website and run the Suspended Members Report. Contact the suspended members, encouraging them to renew their membership. Attempt to identify why they are not renewing their membership and provide ways to renew (on-line, by invoice, by telephone).

Other

- Periodically access the member listing for the New York City Chapter and the At-Large Chapter. Review the individuals located in New York State to identify any members who were inadvertently placed in the incorrect Chapter. If such individuals are found, contact National to have member moved to our Chapter.
- Determine if agencies qualify for the AGA group membership program Advantage.
- Report the current membership number, and recruiting progress, at monthly CEC meetings.
- Prepare the listing of current members for the membership directory to be included in the Newsletter. Work with the Communications VP to ensure the list is in a usable format.
- As requested by Communications VP, or other CEC members, download the current members listing in Excel and forward to the requestor for mailing label preparation.

Distribute Membership Applications

- Maintain a supply of applications and promotional information from National. To reorder applications, call the membership department of National AGA.
- Ensure that there are membership applications available at monthly membership meetings and other events such as the seminars. Distribute membership applications to CEC members.
- Mail membership applications to interested persons.

Recruiting New Members / Maintaining Established Members

- Obtain the attendance listings for program events. Identify those attendees who are non-members and provide membership information, including benefits and an application. Track individuals who are contacted through this process and number of memberships generated.
- Receive and review promotional information from National AGA for various recruiting efforts. Disseminate this information to the rest of the CEC as needed.

Conduct Periodic Membership Surveys

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

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

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

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

Assisting the President and Other CEC Members

The President-Elect is responsible for ensuring the Chapter Recognition Program data on-line form is completed. To assist in this process, complete the section for Membership in the required time periods.

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

Coordinate recruitment efforts with the Education VP to make sure membership initiatives are appropriately planned. Provide a list of new members to the President to welcome them at events. Work with the Socialization Director to create opportunities for new members to participate in fun activities. Work with the VP's for Communication and Marketing, as well as the Web Coordinator, to promote membership initiatives.



AWARDS COMMITTEE

OBJECTIVE:

To coordinate the Chapter awards nominating process, including planning and assisting the President in hosting the annual awards luncheon each June. Also, to coordinate the submission of award nominations for the Annual State and Local awards, and National awards presented at the respective AGA professional development conferences.

GENERAL DUTIES:

The Awards Chair organizes the annual awards luncheon. The Chair also coordinates the submission of award nominations for the national awards that are presented each year at the National Leadership Conference and the Professional Development Conference.

SPECIFIC DUTIES:

Each year the National Office either provides a website link or mails a listing of all of the awards that they are soliciting nominations for to the Chapter President's. This listing should be forwarded to the Awards Chair for review. An article outlining the requirements or a summary article may be written and published in the *Capital Ideas* Newsletter to solicit responses. If any response is received or the CEC or Awards Committee has a person in mind for an award, the Committee Chair will then need to organize the nomination and gather all information required.

Each year in June of the program year, the Chapter holds an awards luncheon to honor its members for their work over the past year. The following is a listing of the standard awards and the process for nomination. The CEC may also give any additional or special awards as they see a need.

- John Wrafter Distinguished Chapter Service Award - This award is the Chapter's highest honor and recognizes outstanding contributions that have had a major impact on Chapter activities. Past recipients generally have had more than one year of significantly active service and most have also previously received the Chapter Service Award (although this is not a prerequisite).

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- Chapter Service - This award is used to recognize participation above and beyond the call of duty, for matters that have made a positive impact and improvement on Chapter operations, membership, etc.
- Tone from the Top Award - This award recognizes those members who set the tone at the top with their staff for encouraging professional development, certification, and association membership and participation.
- Chapter Champion Award – This award recognizes members who have had at least ten years of active service to AGA. It is the Chapter’s hall of fame award.
- Certificate of Appreciation – This certificate is awarded for a wide variety of Chapter activities and achievement. It can be used to recognize departing CEC members, member participation such as: coordinating event registration, contributing original articles to the Newsletter, assisting with TCTC or special conferences or events, etc. and or nonmember support staff who have assisted throughout the year (in some cases, they may also receive a gift certificate).

We also recognize membership longevity (15, 20, 25 years, etc.)

Early in the program year, the President and Education VP should choose the location, date, and a reservation made for the annual awards luncheon.

The primary input for the award nominations should come from the President who works with the officers and directors on a regular basis. However, Committee chairs and others should recommend members for Chapter awards. The Awards Committee should also take the lead in determining the specific level of award (e.g., Chapter Service versus Certificate of Appreciation).

NOMINATING COMMITTEE

OBJECTIVE:

To identify future CEC members.

GENERAL DUTIES:

The President-Elect serves as the Committee Chair.

The Committee consists of the current Chapter President, a past Chapter President, and one or more members nominated by the President-Elect and approved by the CEC.

SPECIFIC DUTIES:

- The Nominating Committee should select, from the names it obtains from the Chapter membership, at least one candidate for the offices of President-Elect, Secretary, Treasurer, the six Vice Presidents and not less than five (5) candidates for Director not later than January 1st of each year. All nominees must indicate their willingness to serve if elected. . (Chapter Bylaws Article VIII, Section 1(a)).
- Twenty percent of the Chapter members, or 30 members, (whichever is less) may submit an independent nomination for any officer or director position (except President). Such nominations, which will be included on the ballot, must reflect the willingness of the individual to serve and should be filed with the President-Elect by February 15th of any year. . (Chapter Bylaws Article VIII, Section 1(b)).
- To be eligible for Chapter office, the candidate must be a member in good standing. The President or President-Elect may not succeed himself/herself by election, unless such a person is filling the unexpired term of another duly elected officer. A member may not be a Director more than two consecutive terms. (Chapter Bylaws Article VIII, Section 1(c)).

Professional Development Conference Priority Guidelines

Adopted March 21, 2002
(Effective Beginning with the 2002-2003 Program Year)

OBJECTIVE:

To ensure adopt a fair and reasonable policy for selecting members to attend the Profession Development Conference (PDC).

GENERAL DUTIES:

The CEC should approve the number persons eligible for Chapter sponsorship to the PDC based on the financial status of the Chapter.

SPECIFIC DUTIES:

Based on available resources, the following positions may be supported by the Chapter to attend the PDC each year (President and President-elect decides after consultation with the Treasurer and CEC in March or April):

- 1) President-elect
- 2) President-elect designate
- 3) Incoming VP for Programs
- 4) National Representatives, such as SVP-elect, RVP-elect, Committee or Task Force member, etc.
- 5) Newsletter Editor
- 6) Current President
- 7) Incoming Membership VP
- 8) Others, which would be selected as necessary

Each member above **must** first request funding for all or some of the PDC expenses from their employer. For example, in the past few years, our chapter has budgeted sufficient funds to send four or five FTEs to the PDC and actually got to number 8 above (we sent the Community Service Chair in one case) since some members got partial funding (i.e., registration paid for by the employer and the chapter paid the rest) or the employer paid the entire amount.

Program Event Fee Structure Policy Guidelines

Adopted March 21, 2002

(Effective Beginning with the 2002-2003 Program Year)

Whereas the New York Capital Chapter of the Association of Government Accountants wishes to ensure that the Chapter Education and Program Committee has both the proper flexibility and guidance in setting fees for their Chapter events, the CEC hereby approves the following policy guidelines:

ASSUMPTIONS

- The Chapter has sufficient existing reserves.
- The Conference That Counts (TCTC) will generate the current annual level of net income (at least \$10,000) to cover non-Education and Program event business expenses.
- The Chapter Education and Program Committee will set the Education and Program event fees within these Fee Structure Policy Guidelines.
- The Chapter Education and Program Committee will go back to CEC for approval of any significant deviations (more than 10%) from these Fee Structure Policy Guidelines.
- The Committee will review the annual Education and Program Plan, including the program budget and the fees, with the CEC prior to the publication of the program.

Policy Guidelines

- Education and Program Committee events (including direct promotional expenses) for the Chapter fiscal year will cumulatively project and generate net income of 5% (not including net income from TCTC).
- The Chapter Education and Program Committee fee structure should promote AGA membership as much as possible.
- The fees charged should be set at a minimum of \$25 for members and \$75 for non-members for half-day sessions and a minimum of \$50 for members and \$100 for non-members for full day sessions.
- Special events such as the Holiday Luncheon and Annual Business Luncheon may be priced as determined by the Education and Program Committee as long as the cumulative net income of 5% for the fiscal year requirement is met (see the first bullet).
- Fees charged for events co-sponsored with other organizations will be negotiated in the best interest of our membership, consistent with these policy guidelines.
- Notwithstanding other Policy Guidelines, the Education and Program Committee may provide for multi-event purchase fee discounts that they feel are appropriate, as long as the cumulative net income of 5% for the fiscal year requirement is met (see the first bullet).

If the Chapter doesn't have sufficient existing reserves or TCTC doesn't generate the current level of net income (at least \$10,000 per year) to cover other Chapter business expenses, the

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CEC will review the above policy guidelines to determine whether they need to be amended or suspended.