



Chapter Executive Council Roles & Responsibilities

APRIL 2009

TABLE OF CONTENTS

ELECTED POSITIONS 3

PRESIDENT.....3

PRESIDENT-ELECT3

SECRETARY3

TREASURER3

TREASURER-ELECT.....4

MEMBER OF THE BOARD OF DIRECTORS.....4

VOLUNTARY POSITIONS – COMMITTEE CHAIRS AND MEMBERS..... 5

AWARDS COMMITTEE.....5

CITIZEN CENTRIC REPORTS COMMITTEE5

COMMUNITY SERVICE COMMITTEE5

EARLY CAREERS COMMITTEE6

EDUCATION COMMITTEE6

MEETING ARRANGEMENTS COMMITTEE.....7

MEMBERSHIP COMMITTEE.....7

NEWSLETTER COMMITTEE.....8

PROGRAMS COMMITTEE8

SOCIAL COMMITTEE8

WELLNESS COMMITTEE.....9

VOLUNTARY POSITIONS – INDIVIDUAL ROLES..... 10

CERTIFIED GOVERNMENT FINANCIAL MANAGER (CGFM) COORDINATOR10

CHAPTER RECOGNITION PROGRAM (CRP) COORDINATOR.....10

HISTORIAN10

INCENTIVE POINTS COORDINATOR10

PHOTOGRAPHER10

PUBLICITY COORDINATOR.....11

VOLUNTARY INCOME TAX ASSISTANCE (VITA) COORDINATOR.....11

WEBSITE ADMINISTRATOR11

Elected Positions

President

- Serves a one-year term
- Leads monthly Chapter Executive Council (CEC) meetings
- Revises or affirms the chapter's mission and vision for the program year
- Hosts monthly chapter luncheons
- Co-hosts annual local training conferences
- Promotes the AGA
- Provides chapter input for the Regional Vice President (RVP) Report on a quarterly basis
- Writes monthly articles for the chapter newsletter
- Attends the National Professional Development Conference (PDC)
- Attends chapter events
- Develops relationships with National, Sectional, Regional and local AGA representatives
- Prepares the President-Elect for the next program year
- Provides annual committee budget to the Treasurer (as required)

President-Elect

- Serves a one-year term prior to becoming the chapter President
- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Observes or participates in Presidential duties in order to prepare for the next program year

Secretary

- Serves a one-year term
- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Works with the president on establishing a date, time and location for the monthly CEC meeting
- Creates and disseminates the monthly CEC agenda
- Takes CEC meeting minutes and provides to the Website Administrator for publication
- Creates and maintains the chapter CEC roster and email distribution list
- Disseminates information to the CEC on behalf of CEC members
- Consolidates luncheon announcements for the President
- Maintains chapter bylaws
- Ensures the annual election process occurs in accordance with the chapter bylaws
- Supports the President as required
- Provides annual committee budget to the Treasurer (as required)

Treasurer

- Serves a one-year term
- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Develops the annual budget based on CEC input
- Prepares the chapter's Statement of Net Worth on a monthly basis
- Maintains the chapter's binder of monthly transactions; ensures binder is audited by a CPA by the established deadline

- Makes payments for purchases made by the organization using checks or a debit card
- Researches/recommends investment options as required
- Deposits chapter funds into appropriate bank accounts as required
- Files the State of Indiana Business Entity Report on an annual basis
- Completes the annual tax return
- Monitors the chapter's post office box
- Prepares the Treasurer-Elect for the next program year
- Supports the President as required
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator

Treasurer-Elect

- Serves a one-year term prior to becoming the chapter Treasurer
- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Observes or participates in Treasurer duties in order to prepare for the next program year

Member of the Board of Directors

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

Voluntary Positions – Committee Chairs and Members

Awards Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Recognizes accomplishments of chapter members throughout the year
 - Plans and coordinates the annual Awards Banquet
 - Reviews chapter scholarship applications and selects winners
 - Assists in the application process for National Scholarships by reviewing applications for completeness
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides annual committee budget to the Treasurer
- **Members**
 - Support the Chair Person as required

Citizen Centric Reports Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Makes contact with state/local governments to identify governments that are interested in the Citizen Centric Report
 - Coordinates, gathers and compiles the information required for the report
 - Prepares the report using Microsoft Office Publisher
 - Provides the final report to the appropriate chapter point of contact for action toward publishing the report
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides annual committee budget to the Treasurer (if applicable)
- **Members**
 - Make contact with state/local governments to identify governments that are interested in the Citizen Centric Report
 - Assist in gathering and compiling the information required for the report
 - Assist in preparing the report using Microsoft Publisher
 - Support the Chair Person as required

Community Service Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Provides opportunities for AGA members and their friends/families to address critical community needs
 - Draws upon skills, experience, and concern for others to provide a wide range of services. Past services include the following:
 - Tutoring
 - Collecting school supplies

- Helping low-income families file taxes
- Caring for service members
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer
- **Members**
 - Support the Chair Person as required

Early Careers Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Focuses committee efforts on Early Career (EC) members and potential EC Members
 - EC members are in their first three years of government finance/accounting employment
 - Promotes the professional development and advancement of EC members in the following ways:
 - Plans/executes annual recruitment/networking events (examples include cookouts, cocktail nights, and informational luncheons)
 - Coordinates job-shadowing events
 - Provides venues for EC members to become more involved in chapter activities
 - Encourages EC members to serve on CEC
 - Focuses recruiting efforts on potential EC members
 - Assists membership committee with recruitment activities (when necessary)
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides member participation information to the Incentive Points Coordinator
 - Provides annual committee budget to the Treasurer
 - Carries out other activities within the goals of the CRP program
- **Members**
 - Support the Chair Person as required

Education Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Oversees all CPE requirements
 - Registers with NASBA annually
 - Maintains CPE supporting documents
 - Provides CPE certificates to those who earn them
 - Schedules and conducts audio conferences
 - Registers for conference through AGA National
 - Publicizes conferences to members and non-members
 - Facilitates conferences
 - Plans and executes the spring and fall joint AGA/ASMC Professional Development Conferences (PDCs)

- Recruits speakers
 - Works with DFAS training coordinators to register participants
 - Facilitates the event
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer
- **Members**
 - Support the Chair Person as required

Meeting Arrangements Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Oversees ticket sales for AGA functions, to include accounting and collection of monies from ticket sales and transfer to chapter Treasurer
 - Oversees facility arrangements for luncheons, to include creating luncheon menu, coordinating with luncheon facility, and in-processing of luncheon attendees
 - Partners with the ASMC Facilities Chair Person for the holiday luncheon (December) and two joint luncheons (January and February)
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides member participation information to the Incentive Points Coordinator
 - Provides annual committee budget to the Treasurer
- **Members**
 - Promote AGA luncheons
 - Sell tickets to AGA events, to include collection and transfer of monies to Chair Person
 - Support the Chair Person as required

Membership Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Promotes chapter membership
 - Recruits members at chapter and committee events
 - Welcomes new members
 - Assists in transferring members to and from other chapters by coordinating with the member, other chapter membership chairs and AGA National
 - Works to retain existing members
 - Provides membership information to various committees
 - Helps the Publicity Chair Person maintain the membership email distribution list
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides annual committee budget to the Treasurer
- **Members**
 - Support the Chair Person as required

Newsletter Committee

➤ Chair Person

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Creates and edits the monthly newsletter using CEC input, member input, AGA National input, and CREATIVITY
- Provides the final newsletter to the Publicity Chair Person and the Website Administrator for publication/dissemination
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides annual committee budget to the Treasurer (if applicable)

➤ Members

- Assist in the creation and publication of the monthly newsletter
- Support the Chair Person as required

Programs Committee

➤ Chair Person

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Works with President and CEC to locate speakers for the lunchtime meetings
- Determines which luncheons will offer CPEs
- Contacts speaker, provides luncheon logistics, obtains bio and PowerPoint slides, asks for favorite charity so a donation can be given in their name, and meets the speaker "at the door" to welcome them and take to the head table for introductions
- Provides "key" information to Publicity Chair Person for luncheon flyer
- Obtains announcement slideshow from the Publicity Chair Person prior to each luncheon
- Sets up laptop and projector at each luncheon; loads/runs the announcement slideshow and speaker's PowerPoint slides (as required)
- Advances speaker's slides during his/her presentation (unless the speaker uses the AGA clicker)
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides annual committee budget to the Treasurer

➤ Members

- Support the Chair Person as required

Social Committee

➤ Chair Person

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Plans, coordinates and advertises chapter social activities
- Obtains feedback on past events and ideas for futures events via member survey
- Leads committee meetings for the brainstorming, planning, budgeting, and execution of events
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer

- **Members**
 - Support the Chair Person as required

Wellness Committee

- **Chair Person**
 - Attends/participates in monthly Chapter Executive Council (CEC) meetings
 - Plans chapter Wellness events, such as the Biggest Loser Competition with the American Society of Military Comptrollers and the Wellness Walk
 - Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
 - Provides member participation information to the Incentive Points Coordinator
 - Provides annual committee budget to the Treasurer
- **Members**
 - Support the Chair Person as required

Voluntary Positions – Individual Roles

Certified Government Financial Manager (CGFM) Coordinator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Maintains study guides to loan to members
- Coordinates the CGFM study group for each modules
- Tracks and rewards members who have earned their CGFM
- Participates in the Certification Fairs sponsored by the DFAS Mentoring Program
- Speaks publicly about the CGFM as required (ex: presentation to DFAS LIMs)
- Assists the Central Indiana Chapter of the AGA in obtaining the Proclamation for March as CGFM month
- Works with DFAS on ensuring that one MCI instructor-led CGFM class is offered per year
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer

Chapter Recognition Program (CRP) Coordinator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Collects and consolidates credits from CEC members (in accordance with the AGA National CRP Manual) on a quarterly basis
- Inputs CRP credits into the National Website by the established deadlines
- Emails the National CRP Coordinator by the established deadlines in order to earn additional credits toward future quarters

Historian

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Tracks the chapter's activities and accomplishments throughout the program year and compiles the information into the Annual Chapter Historian's Report
- Submits the report to AGA National by the established deadline
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator

Incentive Points Coordinator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Publicizes the Member Incentive Points Program within the chapter
- Collects and consolidates member incentive points from each the CEC on a bi-annual basis
- Informs members of their incentive points status at the end of the program year

Photographer

- Attends monthly Chapter Executive Council (CEC) meetings
- Takes photos (or ensures photos are taken) at AGA events and activities

- Makes photos available to the Chapter Executive Council (CEC) for download/transfer

Publicity Coordinator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Maintains the chapter email distribution list by coordinating with the Membership Committee Chair Person
- Creates flyers for chapter events and emails the flyers to chapter members
- Gathers information from the CEC for the monthly luncheon Announcements Slideshow
- Acts as the primary point of contact between the chapter and its members
- Forwards email from member to the appropriate CEC member for action
- Provides member participation information to the Incentive Points Coordinator

Voluntary Income Tax Assistance (VITA) Coordinator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Promotes the VITA program
- Solicits members and non-members who are interested in participating in the VITA program
- Coordinates IRS VITA information and training sessions
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator
- Provides member participation information to the Incentive Points Coordinator
- Provides annual committee budget to the Treasurer

Website Administrator

- Attends/participates in monthly Chapter Executive Council (CEC) meetings
- Posts/updates website information in a timely manner. Information includes, but is not limited to:
 - AGA announcements
 - Committee content
 - CEC minutes
 - Annual budget
 - Monthly newsletter
- Seeks to continually improve the content, presentation and usability of the website
- Works with CEC members on creating and disseminating the annual membership survey
- Submits quarterly chapter recognition credits (if applicable) to the Chapter Recognition Program Coordinator