

# AGA Charleston, SC

## Chapter Leadership Roles

### Chapter President

- Lead and direct the chapter through its various programs and events.
- Keep membership informed about AGA's activities and motivate the membership to take an active part in AGA's programs.
- Attend AGA's Professional Development Training (PDT) and NBD annual meeting.
- Attend annual meetings of the National Board of Directors (NBD).
- Adhere to the national and chapter bylaws as well as resolutions and rules regulating the administration of the chapter
- Keep the regional vice president and, through the national office, the national president and the National Executive Committee (NEC) fully informed about chapter activities.
- Call membership meetings as prescribed in the chapter bylaws or as may be deemed necessary.
- Chair membership meetings.
- Appoint committee leaders, as prescribed in the chapter bylaws.
- Serve as an ex-officio member of all chapter committees.
- Monitor the election of chapter officers.
- Participate in meetings with employers, the media, etc. to promote the AGA and chapter.

### Chapter President-Elect

- Participate in the Sectional Leadership Meeting (SLM).
- Assist the chapter president and other officers and board members in carrying out their duties.
- Assist the chapter president with specific functions such as the preparation of the Chapter Recognition Program (CRP).
- In the event that the chapter president's position becomes vacant, the president-elect discharges the responsibilities of the office of the president until the expiration of the president's term or until the election of a chapter president to complete the term.
- Chair the nominating committee to have a direct hand in selecting future officers and directors.

### Immediate Past President

- Serve as advisor to chapter president in carrying out his/her duties.
- Offer continuity in chapter governance.
- Serve as a special projects leader or chair of a designated task force (such as coordinate anniversary celebrations).
- Identify future chapter leaders.
- Market the chapter with employers.
- Function as a liaison with other associations and organizations, academia, etc.

### Chapter Treasurer

- Prepare the chapter's annual consolidated budget and a monthly financial report.
- Ensure the national office has chapter bank account information on file.

- File an annual IRS Form 990 or Form 990EZ on behalf of the chapter.
- Deposit all chapter receipts in a bank account maintained in the name of the chapter.
- Make disbursements from the chapter account only on behalf of the chapter and supported by appropriate documentation. Dual signatures should be considered for large disbursements; such thresholds should be established by the CEC.
- Establish petty cash funds when approved by a vote of the CEC.
- Present all bills for chapter expenses to the CEC.
- Pay chapter expenses with a check drawn upon the chapter's account according to chapter policy.
- Record revenues for all chapter activities forwarded by the responsible committee and paying any expenses in connection with these functions. These collections and payments must be included in the reports of chapter receipts and disbursements.
- Prepare financial reports required by federal, state or local government jurisdictions in a timely manner. Submit these reports to the chapter president (or appointed representative) prior to transmitting them to the agency involved.

### **Chapter Secretary**

- Schedule CEC meetings; reserve meeting rooms.
- Maintain the minutes of the CEC meetings, obtain approval of the minutes by the CEC, and ensure the minutes are published in the chapter newsletter and/or on the chapter website.
- The secretary can be both a recording and corresponding secretary for the chapter and, as such, can serve as a communications liaison between the chapter, the RVP and the national office.
- As custodian of the official chapter files, the secretary may also serve as the chapter historian.
- Issue notices of meetings; after consultation with the president, prepare the agenda of matters to be covered, keep a record of attendance and prepare the minutes.

### **Education Director**

- Coordinate high-quality educational events for the chapter members.
- Obtain speakers for monthly meetings and training events.
- Coordinate with the Events Committee to assist in planning.
- Develop and execute all aspects of chapter seminars, trainings, workshops and events, with the assistance of the Education Committee.
- Attend AGA national training events to identify speakers and topics.
- Issue CPE certificates to training event attendees.
- Ensure that the chapter is registered with the State Board of Accountancy (where required) to offer CPEs.

### **Membership Director**

- Distribute applications and materials to recruit new members.
- Notify President of new members.
- Update new members with welcome letter and Chapter information.
- Notify delinquent and suspended members of their status and encourage renewal.
- Analyze monthly membership reports and rosters for trends, errors, corrections, etc.
- Publicize chapter and national membership awards.
- Prepare a monthly membership column for the chapter newsletter and website.

- Announce new members during meetings, in the newsletter and on the website.
- Keep membership aware of AGA national membership initiatives.
- Reach out to non-member CGFMs to promote benefits of AGA membership.
- Reach out to non-members who have attended AGA events to promote chapter membership.

#### **Awards Director**

- Solicit nominations for national and chapter awards.
- Organize and chair the awards committee meeting to select award recipients.
- Obtain award plaques or certificates.
- Plan the chapter award ceremony, which may be included as part of an education or program event, or as an evening social.

#### **CGFM Director**

- Promote the CGFM credential to members and nonmembers.
- Promote the CGFM credential to state and local government officials for recognition and incentives.
- Support individuals striving to maintain the CGFM.
- Answer questions raised by current and potential CGFMs.
- Organize CGFM study groups within the chapter.
- Reach out to non-member CGFMs to announce CPE-qualifying training events.

#### **Community Service Director**

- Develop, promote and find volunteers for community service projects allowing members to contribute skills, time or funds to community-based activities.
- Prepare an annual community service plan as part of the CRP.
- Organize the chapter's participation in community service projects

#### **Meetings/Events Director**

- Develop and initiate a comprehensive set of programs for general chapter membership through monthly meetings and special activities.
- Plan monthly meeting activities and events to allow informal assembly (such as social events).
- Identify and reserve rooms/venues/restaurants for chapter meetings.
- Provide refreshments at meetings (Chapter will reimburse costs).
- Ensure visitors are accommodated if entering onto the Federal Complex.
- Maintain chapter meeting attendance sheets – copy membership for non-member recruitment.
- Work with Education Committee in reserving and accommodating speaker events.

#### **Webmaster**

- Develop and maintain a functional and attractive website to communicate with members and potential new members.
- Work closely with the CEC and other members to ensure that the information on the website is timely and accurate.
- Write website content as needed.
- Recognize member and chapter achievements.
- Submit website information for annual AGA national chapter website contest.

**Newsletter Editor**

- Provide current and potential members with articles written by members and other professionals.
- Reprint articles from AGA national publications and other professional trade journals.
- Create functional and attractive newsletters to communicate with members and potential new members.
- Recognize member and chapter achievements.
- Provide monthly calendar of chapter activities to include education events, community service projects, etc.
- Submit newsletter for annual AGA national chapter newsletter contest.

**Accountability Director**

- Promote public awareness and confidence in the integrity, competence and professionalism of government accountability professionals.
- Promote speakers and educational/training sessions that focus on government accountability and performance best practices for chapter events.
- Publicize accountability and performance activities that have been adopted by governments in the chapter newsletter.
- Build relationships with other professional associations and private-sector organizations to expand AGA's accountability and performance programs.
- Encourage the adoption of AGA Accountability activities through speaking engagements and personal contacts.
- Participate in quarterly conference calls with other AOCs and director of performance reporting.
- Encourage chapter members to participate as CEAR and Citizen-Centric Report reviewers

**Young Professionals Director**

- Market and promote AGA membership to professionals under the age of 30 as well as students
- Coordinate chapter presence at local conferences, college and university fairs
- Engage young professionals via social media and events

**Social Media Director**

- Update chapter Facebook, LinkedIn and Instagram accounts
- Engage prospective members via social media
- Keep current members connected and updated on chapter activities via social media accounts