

DIRECTOR OF PROFESSIONAL CERTIFICATION

OBJECTIVE

To serve and promote the CGFM certification program by fostering study groups and encouraging individuals to complete the Certified Government Financial Manager (CGFM) examination

DUTIES

The primary duty of the Director of Professional Certification is to promote the CGFM and obtain recognition. Duties include:

- Develop and maintain a Professional Certification Plan to include events or initiatives for the upcoming program year with the assistance of the CEC Board
- Submit the Professional Certification Plan to National with the assistance of the CEC Board
- Promoting the CGFM certification to the professional financial government population
- Manage initiatives and events laid out in plan for program year
- Obtaining recognition from Governor's Office for March's CGFM month via Proclamation or Recognition letter
- Review National Chapter Recognition Points Plan to maximize number of points
- Review National manual and website to keep up to date with ideas
- Answering any questions regarding the certification and supply any information
- Encourage renewals by sending out reminders to existing CGFM holders
- Encourage members to study for examinations with others via a study group
- Encourage members who are CGFM holders, but are not AGA members, to join association with assistance from Directors of Membership and Programs
- Prepare articles for communication (via newsletter, website and/or email) with the assistance of the Director of Communications
- Prepare CGFM brochures for monthly meetings at membership table
- Maintain Chapter's CGFM study guides
- Recognize CGFM holders at awards ceremony
- At year end, supply the CEC with an overview of the events/initiatives for the Chapter History report