

DIRECTOR OF BYLAWS & PROCEDURES

OBJECTIVE

To ensure Chapter Bylaws are consistent with AGA National Bylaws

DUTIES

The Director of Bylaws and Procedures must keep the Chapter Bylaws in line with National Bylaws as well as instructing, training and informing the Chapter on the guiding Bylaws. Duties include:

- To promote the observance of professional standards and accountability
- To contribute to the advancement of financial management principles and standards
- To monitor the Chapter's Strategic Plan
- To develop/maintain the Chapter's Policies and Procedures Manual with the assistance of the Chapter's Executive Committee
- To prepare the annual Citizen Centric Report