



**ASSOCIATION OF
GOVERNMENT ACCOUNTANTS
CENTRAL KENTUCKY CHAPTER**

**POLICIES
AND
PROCEDURES**

September 14, 2011

General Procedures

The policies and procedures described below should be re-evaluated regularly by the Chapter Executive Committee to ensure any changes are documented.

Chapter Meetings

The Central Kentucky Chapter of AGA will hold monthly meetings from 11:30am to 1:00pm. At the welcome table, attendees will sign the attendance log, pay for lunch, and, pick up Continuing Professional Education (CPE) certificate if CPE is available for the meeting. The treasurer and two other members shall be at the table while attendees are arriving to ensure everyone signs in, picks up CPE certificates, if applicable, and pays for lunch. For the meal and CPE, members pay \$10 and nonmembers pay \$15.

The majority of the meetings shall qualify attendees to receive up to one hour of CPE. The Attendance Chair will complete CPE forms for all attendees who sign the attendance log. Attendees pay \$5 if they elect to receive CPE, but no meal. CPE certificates shall be signed by the Attendance Chair and distributed at the welcome table.

Meetings will be scheduled for the second Thursday of every month, unless circumstances (speaker or location availability and holidays) necessitate the selection of another date.

Speakers will select a charity and the Treasurer will send a \$25 check to the charity in honor of the speaker.

Chapter Executive Committee Meetings

The Central Kentucky Chapter of AGA will hold a CEC meeting once a month, unless there is no business to discuss. Items to be discussed at the meeting will be submitted to the President. The President will create an agenda with all items to be discussed and distribute the agenda at the meeting. The meeting will be held at a restaurant at a date and time decided upon during the previous meeting. If there are only a few items to discuss, the president may elect to discuss and vote via e-mail.

Training

The Chapter will hold a two-day training seminar in the fall (between September and November). One day will be an update of auditing changes and the other accounting changes. The Education Director will coordinate the speakers and receive assistance from volunteers and other chairs for preparing and hosting the training.

Other training sessions may be held at the discretion of the CEC.

From time to time, the Central Kentucky Chapter may be asked to host the Southeastern Regional PDC. The Regional PDC is an annual conference hosted by various chapters in the Southeastern Region on a rotating basis. Attendees from all over Southeastern Region attend the conference. The CKC may consider setting up a committee a year in advance to plan the PDC.

Scholarship Committee

The CKC offers an annual scholarship in the amount of \$1,000 to a Junior or Senior accounting student at a Kentucky college. The scholarship information and applications are updated and distributed to colleges around Kentucky by the Early Careers Director. The Scholarship Committee is composed of CEC members who volunteer to review the scholarship applications submitted. A person not on the Committee blanks out the names of the applicants, makes copies of the information submitted, and gives the copies to the members. The members use a grading

system to score each scholarship on certain criteria. Once each Committee member has scored the scholarships, the Committee meets and combines the scores. The highest scoring application receives the scholarship. The scholarship recipient is invited to the annual May banquet where the president presents the award check. If the recipient is not able to attend the banquet, the recipient's name will be announced and the check will be mailed.

Nominations Committee

The Nominating Committee consists of the President-Elect; Immediate Past Chapter President; and two Chapter members selected by the CEC. The President-Elect shall chair the Nominating Committee. The Committee meets in January or February to discuss nominations and invite members to serve on the CEC the following year.

Audit

The CKC receives recognition points if an audit of the chapter's books is conducted by August 30 of each year. The CKC CEC evaluates the necessity for an audit annually.

Duties and Responsibilities of Each Officer or Director

President

The President will lead the CEC and membership in discussing and voting on issues that affect the chapter. The President will strive to motivate members to be involved with chapter events and improve government accountability through professionalism, education, and leadership.

The President's responsibilities include:

- Submitting quarterly reports indicating chapter activities and points earned to National.
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- Preparing the President's message for the monthly Newsletter.
- Presiding at CEC and Chapter Membership meetings.
- Training the President-Elect.

President-Elect

The President-Elect will assist the President in any way needed and preside over meetings in the President's absence. The President-Elect will receive training by the President in preparation for his or her future term.

Treasurer

The Treasurer manages the accounts for the chapter by issuing checks for meeting-related bills, speakers, and any other training-related costs. The Treasurer receives payment for training registration fees or meeting attendee fees. The Treasurer also reconciles accounts regularly and provides a brief income statement monthly to the membership (published in the monthly chapter newsletter). The Treasurer tracks costs of training events and provides budget information for the training events to the CEC. The Treasurer provides records to the auditor as required.

Secretary

The Secretary maintains records of CEC meeting minutes; membership meeting minutes; and performs other administrative duties for the chapter as needed. All meeting minutes are submitted for inclusion in the monthly newsletter.

Communications Director

The Communications Director sends the following on an email distribution list and/or regular mail: newsletter; meeting announcements; training announcements, and other chapter information as needed.

Newsletter Editor

The Newsletter Editor assimilates information for the monthly newsletter, which includes, but is not limited to: the Chapter President's Message; information about the monthly membership meeting and speaker; minutes from past CEC and membership meetings; information about any local, regional or national AGA training events; calendar of Chapter events; community service events; membership updates; CEC directory; Treasurer's report; and relevant government financial management articles submitted by AGA members. Each CEC member may contribute information for the newsletter monthly. The Communications Director sends the completed newsletter out to the membership monthly.

Website Director

The Website Director maintains the Chapter website and keeps information and links up to date. The following are some of the updates or changes that are needed: chapter newsletters will need to be archived; information about the upcoming meeting and/or training; adding registration forms and agendas for training; updating the CEC Directory and other administrative chapter documents, as needed.

Early Careers Director

The Early Careers Director promotes AGA to college students who may be interested in starting a career in government financial management, and to government financial management employees in the first few years of their career. The Early Careers Director also updates the scholarship information and application and is responsible for preparing the information to be sent to universities. The Chapter President signs the scholarship information letters before they are sent to the universities.

Certification (CGFM) Director

The Certification Director promotes education and the CGFM to the membership, organizes study groups, and assists interested members in reaching their goals to obtain the CGFM.

Programs Director

The Programs Director contacts prospective speakers and finalizes the speakers for the monthly meetings. The Programs Director will follow up with the monthly speaker a few weeks before a scheduled meeting to coordinate location, CPE requirements, and any other concerns or questions the speaker may have.

Membership Director

The Membership Director communicates with the membership to encourage them to maintain their membership in AGA, and promote others to become AGA members. The Membership Director addresses any concerns membership may have.

Attendance Director

The Attendance Director obtains the attendance list for each membership meeting to create CPE certificates for those who attended, if the topic met CPE requirements. The Attendance Director signs the CPE certificates. The Attendance Director should send the number who attended the meeting to the Chapter Historian for the annual Historian's report. The Attendance Director also has the responsibility of reserving the meeting space and setting up catering needs for the monthly meetings.

Education Director

The Education Director is responsible for coordinating chapter-training events. The Director will contact potential speakers and finalize the agenda, reserve a space for the training, and

coordinate other related training matters. Other CEC members may assist with the duties of training planning and coordination, or a planning committee may be formed to assist.

Community Services Director

The Community Services Director contacts various charities and gathers information on needs of the charity (monetary or nonmonetary) and volunteer opportunities. The Director then prepares the community service plan for the program year and submits it to the President. The President will submit the plan to the National AGA. Throughout the year, as volunteer opportunities and community needs arise, the Director provides the information to members. The director also encourages participation in the community service activities.

Historian

The Historian maintains information about each monthly meeting including: number of guests and members who attended, speaker's name, topic, whether the meeting topic was for CPE, and the date and location. The Historian will also summarize membership, community service, and training events, and accumulate this information into one report to be submitted to National AGA each year.

Awards Director

The Awards Director maintains a spreadsheet of member activity throughout the program year. Members are awarded points for meeting attendance, attending Chapter Executive Committee meetings, attending training, participating in community service, sponsoring new members, writing an article for the newsletter, passing the CGFM, and participating in regional or national committees. Following the May meeting, the member with the most points is awarded certificates for free lunch at six luncheon meetings in the next program year.

Pertinent Dates

- Chapter Officer/Director Plans are due to National AGA by July 15 of each year.
- The Chapter's audit or review report is due to the National AGA office no later than 90 days after the end of the chapter's fiscal year, which would be an August 30 deadline.
- The Chapter Historian report is due to National AGA by September 1 of each year.
- The President or President-Elect should submit the Chapter Recognition quarterly report to National each quarter during the year.

Helpful Resources

- Contact the current Regional Vice-President or the Communications/Membership Director AGA National for any questions.
- The Communications/Membership Director at National AGA can provide the chapter with AGA promotional items such as: ink pens, CGFM brochures, membership brochures, early careers brochures, items with the AGA logo on them to use as door prizes, AGA lanyards, etc.
- The National AGA website has templates for Chapter logos, information about the organization and CGFM, and a "members only" section that can be used to get information about the Chapter membership, recognition program, etc.
- Past AGA Chapter officers can provide insight, ideas, and good information.

Learned Through The Years

We were incorporated as a 501 (c) (6) instead of a 501 (c) (3) due to an IRS error. This was corrected in FY 2006-07. The Treasurer maintains the documentation.

We do not have a stationary location for our accounting records and thus are not eligible to hold a raffle under Kentucky law unless the prizes donated total less than \$250 in value and the raffle raises less than \$150 in donations. We can hold a silent auction because it is not a game of chance.

The CKC last hosted the regional PDC in April 2007 at the Marriott Griffin Gate Resort in Lexington, KY.