

**Florida Government Finance Officers Association (the “FGFOA”)  
Annual Conference Program Committee  
Policies and Procedures Manual**

**Revised 3/7/19**

**1. Transition Plan**

- A. The Outgoing Committee Chairperson (the “Chair”) and Board Liaison (the “Liaison”) should meet with the Incoming Chair and Liaison in order to provide for a smooth transition from one year to the next.
- B. The Outgoing Chair should provide Incoming Chair with the template used for determining Annual Conference sessions (including speaker names and contact information from the most recent Annual Conference).
- C. The Incoming Chair and Liaison should review the committee manual and update it as needed prior to the Annual Conference in order to provide members with an updated manual at the first meeting.

**2. Purpose, Short and Long Range Goals, and Action Plan**

- A. Purpose: To plan and arrange for the educational program at the Annual Conference by identifying a broad range of relevant topics and booking knowledgeable speakers.
- B. Short Range Goals:
  - 1) To provide stimulating educational and training opportunities for government financial professionals.
  - 2) To provide opportunities for government financial professionals to participate in exchanges of information and ideas.
  - 3) To provide leadership opportunities for government financial professionals.
  - 4) To provide public speaking opportunities for government financial professionals through session presentations and roles as moderators.
- C. Long Range Goal: To improve the quality of financial and administrative management in government.
- D. Action Plan:
  - 1) Appoint one Subcommittee Chairperson (the “Sub Chair”) for each program track.
  - 2) Appoint one Sub Chair as Committee Vice Chairperson (the “Vice Chair”), as needed.
  - 3) Assign Committee members to the Subcommittees.

- 4) Request evaluations of speakers from the last Annual Conference and historical information on past speakers from the Florida League of Cities' (the "FLC") administrative contact.
- 5) Recommend topics for all Annual Conference sessions for the FGFOA Board of Directors' (the "Board") approval.
- 6) Contact potential speakers for each session.
- 7) Obtain the Board's approval for speakers.
- 8) Provide contact information for each approved speaker to the FLC's administrative contact.

### **3. Membership Structure**

- A. The Committee is generally composed of *20-30* members plus the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chair is appointed by the FGFOA President and serves as overall coordinator (Chair **MUST** be an Active member).
- C. The Chair appoints one Sub Chair for each major area of responsibility (Sub chairs **MUST** be Active members). Those areas include:
  - 1) Accounting, Auditing, and Financial Reporting;
  - 2) Budget, Economics, and Financial Planning;
  - 3) Policy, Leadership, Strategic Planning, Personnel (Including Florida Institute of Certified Public Accountants (the "FICPA") Ethics session and the Leadership Pre-Annual Conference;
  - 4) Banking, Investment, Risk, Treasury Management, and Debt Management (including the Investments Pre-Annual Conference; and
  - 5) Technology.
- D. The Chair appoints one Sub Chair as the Vice Chair, as needed, for the purpose of providing added support to the Chair.
- E. Each Sub Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee member is assigned to one or more of the Subcommittees.

### **4. Member Responsibilities**

- A. Committee Chairperson
  - 1) Coordinates all major aspects of the Committee meetings.
    - a. Establishes times and places.
      - i. Meetings can be in person or by conference call, as well as Go-To-Meeting.
      - ii. The FLC can provide meeting space in Orlando.
      - iii. The FLC can arrange conference calls and Go-To-

Meetings, if requested.

- b. Conducts Committee meetings.
    - i. Prepares meeting agenda.
    - ii. Makes sure minutes of the meeting are taken.
  - c. Assists Sub Chairs' activities.
  - d. Motivates and involves all Committee members.
- 2) Reports Committee activities.
- a. Keeps Committee members and Liaison apprised of Committee activity and progress.
  - b. Prepares and presents reports about Committee progress for scheduled Board meetings. If unable to attend, coordinates with the Liaison and/or Vice Chair for Committee report presentation.
- 3) Prepares a report for the Annual Conference business luncheon, summarizing all Committee activities for the year.
- 4) Attends the Annual Conference and assists in the smooth flow of sessions.
- 5) Assists with the transition of responsibilities to the new Liaison and Chair.
- 6) Sends an electronic version of the Annual Conference program schedule and session descriptions to the Incoming Chair to utilize as a guide.
- 7) Solicits additional Committee members, if necessary.
- 8) Informs Committee members of key dates/deadlines.
- 9) Coordinates with FLC administrative staff on administrative matters, as needed.
- B. Vice Chair
- 1) Assists Chair in coordinating Committee activities.
  - 2) Assists Chair in updating the speaker guidelines and moderator training presentation documents.
- C. Subcommittee Chairpersons
- 1) Coordinate the Subcommittee meetings.
    - a. Establish meeting times and places.
      - i. Meetings can be in person or by conference calls.
      - ii. The FLC can arrange conference calls and Go-To-Meetings, if requested.
    - b. Conduct Subcommittee meetings.
    - c. Assist the Chair and other Sub Chairs.
    - d. Motivate and involve all Subcommittee members.
  - 2) Report Subcommittee activities.
    - a. Keep the Committee and Subcommittee members apprised of Subcommittee activity and progress.

- b. Participate in periodic meetings between the Committee Chair and Sub Chairs.
      - c. Participate in periodic meetings of the Committee.
    - 3) Attend the Annual Conference and assist in the smooth flow of sessions.
  - D. Members (Can be Active, Associate, Retired, or Student members of the FGFOA)
    - 1) Develop sessions for the Annual Conference.
      - a. Select topics for each session. Sessions shall be balanced among the five (5) main tracks and the Pre-Annual Conference using a combination of 100-minute, 75-minute and 50-minute sessions. The main tracks include:
        - i. Accounting, Auditing, and Financial Reporting.
        - ii. Budget, Economics, and Financial Planning.
        - iii. Policy, Leadership, Strategic Planning, Personnel (including FICPA Ethics).
        - iv. Banking, Investment, Risk, Treasury Management, and Debt Management.
        - v. Technology.
        - vi. Investment and Leadership Pre-Annual Conference: four 100- minute sessions each (totaling 800 minutes of Continuing Professional Education).
      - b. Create titles and short topic descriptions for inclusion in the Annual Conference brochure.
      - c. Suggest speakers.
      - d. Obtain speaker consent to present.
      - e. Obtain speaker contact information.
      - f. Obtain speaker engagement form from speaker (provide to Sub Chair and FLC by way of Annual Conference speaker's confirmation link).
    - 2) Attend meetings as called, including but not limited to:
      - a. The organizational meeting held at the Annual Conference.
      - b. Subsequent Committee meetings called by the Committee Chair.
      - c. Subcommittee meetings called by the Subcommittee Chair.

## 5. Florida League of Cities' Responsibilities

The FLC remains in contact with the Conference Program Chair and contacts the speakers as needed prior to the Annual Conference to request presentation materials and bios, if not included on the Annual Conference speaker's confirmation link.

## **6. Terms**

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee.

## **7. Timeline**

- A. The Committee will hold an organizational meeting at the Annual Conference.
- B. The Committee will convene a second meeting within one month of the Annual Conference.
- C. The Committee will develop a program schedule by session, title, and topic description by mid-October.
- D. The Committee will complete session descriptions, day, and time for Board approval in October-November.
- E. The Committee will provide the Board a list of speakers for each topic by the first meeting of the calendar year. The Committee will also verify the accuracy of topic title. Descriptions with the speaker's planned presentation must be approved by the Board.
- F. The Committee will finalize the roster of recommended speakers and completed speaker engagement forms by February for inclusion into the Annual Conference Announcement.

## **8. Budget Considerations**

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Expenses associated with national speakers for the Annual Conference from the Governmental Accounting Standards Board (the "GASB"), FICPA, and the Government Finance Officers Association (the "GFOA"), must be approved by the Board in advance.
- C. Committee expenses must be approved by the Board.

## **9. Minutes, Reports, and Correspondence**

- A. Minutes – The Chair must keep minutes of each meeting and maintain copies for use by the next Chair and Committee.
- B. Reports – A Committee report is required for each Board meeting,. The report is transmitted as an agenda item and should include the status of the program schedule by session, title, presenter, and description.
- C. Reports – An Annual Report is required from each Committee prior to the Annual Conference. This report should be a summary of the accomplishments

of the Annual Conference Committee for the year.

- D. Correspondence – It should be maintained in an electronic format and shared with the incoming Chair.
- E. Correspondence – Conference Committee agenda reports, quarterly and year-end reports will be due to the FLC periodically during the term. The deadlines will be provided by the FLC.

## 10. Special Tasks for This Committee

Moderators will complete a feedback form, either by paper or via the Annual Conference application (app) if available after each speaker. This feedback is essential to the planning of the subsequent year's Annual Conference.

## 11. General Considerations

Any exceptions to these general considerations must be approved by the Board.

- A. Only Active Members may serve as Committee and Subcommittee Chairs.
- B. Vendor firms may only be represented at one session of the Annual Conference regular program. Exceptions may occur for one of the following reasons:
  - 1) A vendor firm may speak at a Pre-Annual Conference session as well as a regular session so long as the speaker from the firm that speaks at a regular session is different than the Pre-Annual Conference session speaker.
  - 2) A vendor firm, if contracted to speak at the FICPA Ethics session, may also be represented at a session so long as the speaker from the firm that speaks at a regular session is different than the FICPA Ethics session speaker.
- C. Session speakers shall be rotated so that one speaker does not speak more than two consecutive Annual Conferences in order to continually provide fresh speakers to the membership. This requirement shall apply to all speakers excluding quasi-governmental speakers from GASB, GFOA, FLC, FICPA, and FGFOA.
- D. Presenters are volunteers and do not receive compensation or expenses for their services.
- E. After the master schedule is approved by the Board and is submitted to the FLC, the Chair solicits volunteers to serve as Moderators. Moderators must be Active Members. The Chair shall reach out to the following, in order, to serve as Moderators.
  - 1) FGFOA Board of Directors;
  - 2) Annual Conference Program Sub Chairs and committee members;
  - 3) FGFOA Past Presidents;
  - 4) FGFOA Committee Chairpersons;

- 5) FGFOA Chapter Presidents and Board Members; and
  - 6) Membership at large.
- F. The Committee shall develop sessions utilizing multiple speakers and panel discussions, when appropriate.
- G. The Committee should not schedule the Board for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.