

Florida Government Finance Officers Association

Conference Program Committee

Policies and Procedures Manual

1. Transition Plan

- A. Outgoing chair and board liaison need to meet with the new chair and board liaison in order to provide for a smooth transition from one year to the next.
- B. Outgoing chair should provide new chair with template used for determining conference sessions (including speaker names and contact information from most recent conference).
- C. New chair and board liaison will need to update the committee manual prior to conference in order to provide members with an updated manual at the first meeting.

2. Purpose, 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. **Long Range Goal:** To improve the quality of financial management in government.
- D. **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 role as moderator.
- E. **Action Plan**
 - 1. Appoint one Subcommittee Chairperson for each program track.

2. Appoint one Subcommittee Chairperson as Vice Chairperson.
3. Assign Committee Members to a Subcommittee.
4. Request evaluations of speakers from the last conference and historical information on past speakers from the Florida League of Cities (FLC) administrative contact.
5. Recommend topics for all conference sessions for FGFOA Board of Directors approval.
6. Contact potential speakers for each session.
7. Obtain FGFOA Board of Directors approval for speakers.
8. Provide contact information for each approved speaker to the FLC administrative contact.

3. **Membership Structure**

- A. The Committee is generally composed of *20-30* members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chairperson is appointed by the President and serves as overall coordinator (Chairperson **MUST** be an active member).
- C. The Chairperson appoints one Subcommittee Chairperson for each major area of responsibility (sub-committee chairs **MUST** be active members).
 1. Accounting, Auditing, and Financial Reporting
 2. Budget, Economics, and Financial Planning
 3. Policy, Leadership, Strategic Planning, Personnel, and Technology
 4. Banking, Investment, Risk, Treasury Management, and Debt Management
 5. Pre-Conference
- D. The Chairperson appoints one Subcommittee Chairperson as the Vice Chairperson for the purpose of providing added support to the Chairperson.
 1. Assist Chairperson in coordinating Committee activities.
 2. Draft articles for the FGFOA newsletter.

- E. Each Subcommittee Chairperson is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee Member is assigned to one of the Subcommittees.

4. **Member Responsibilities**

A. 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 arranges conference calls and Go-To-Meeting, if requested.
 - b. Conducts Committee meetings.
 - i. Prepares meeting agenda.
 - ii. Makes sure minutes of the meeting are taken.
 - c. Assists Subcommittee Chairpersons' activities.
 - d. Motivates and involves all Committee Members.
2. Reports Committee activities.
 - a. Keeps Committee Members and Board Liaison apprised of Committee activity and progress.
 - b. Prepares and presents reports about Committee progress for scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison and/or Vice Chairperson for Committee report presentation.
 - c. Reviews articles for the FGFOA newsletter prior to submission.
 - d. Prepares a report at for the Annual Conference business luncheon summarizing all Committee activities for the year.

3. Attends Annual Conference and assists in the smooth flow of sessions.
4. Assists with the transition of responsibilities to the new Board Liaison and Chairperson.
5. Sends electronic version of the Conference Program Schedule and Session Descriptions to new Chairperson to utilize as a guide.
6. Solicits volunteers – additional committee members, if necessary.
7. Informs committee members of key dates/deadlines.
8. Coordinate with FLC administrative staff on administrative matters, as needed.

B. Vice Chairperson

1. Assist Chairperson in coordinating Committee activities.
2. Draft articles for the FGFOA newsletter.

C. Subcommittee Chairpersons

1. Coordinate the Subcommittee meetings.
 - a. Establish meeting times and places.
 - i. Meetings can be in person or by phone conference calls.
 - ii. The FLC arranges conference calls and Go-To-Meeting, if requested.
 - b. Conduct Subcommittee meetings.
 - c. Assist the Committee Chairperson and other Subcommittee Chairpersons.
 - d. Motivate and involve all Subcommittee Members.
2. Report Subcommittee activities.
 - a. Keep Subcommittee Members apprised of Subcommittee activity and progress.
 - b. Keep Committee Chairperson apprised of Subcommittee activity and progress.

- c. Participate in periodic meetings between Committee Chair and Subcommittee Chairpersons.
 - d. Participate in periodic meetings of the Committee.
 - 3. Attend Annual Conference and assist in the smooth flow of sessions.
- D. Members (Can be Active, Associate, Retired, or Student members of FGFOA)
 - 1. Develop sessions for the Annual Conference.
 - a. Select topics for each session.
 - i. Accounting, Auditing, and Financial Reporting: ten 100-minute sessions, one 50-minute session.
 - ii. Budget, Economic, and Financial Planning: ten 100-minute sessions, one 50-minute session.
 - iii. Policy, Leadership, Strategic Planning, Personnel, and Technology: ten 100-minute sessions, one 50-minute session.
 - iv. Banking, Investment, Risk, Treasury Management, and Debt Management: ten 100-minute sessions, one 50-minute session
 - v. Pre-conference: two 200-minute sessions or four 100-minute sessions (totaling 400 minutes of Continuing Professional Education).
 - b. Create titles and short descriptions for inclusion in 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 Subcommittee Chairperson).
 - g. Moderate or secure a moderator for the sessions you develop.
 - 2. Attend meetings.

- a. The first organizational meeting is held at the Annual Conference.
- b. Subsequent Committee meetings are called by the Committee Chairperson.
- c. Subcommittee meetings are called by the Subcommittee Chairperson.

5. Florida League Responsibilities

- A. The FLC contacts the speakers prior to the Annual Conference to request presentation materials and bios.

6. Terms

- A. 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. Hold organizational meeting at Annual Conference.
- B. Convene second committee meeting by August 10th.
- C. Develop Program Schedule by session, title, and description by mid-October.
- D. Complete session descriptions, day, and time for Board approval in November. Coordinate with the FLC administrative staff to send out "Call for Presentations" notice, if necessary.
- E. Provide the FLC a list of speakers for each topic by mid-December. Verify accuracy of topic descriptions with speaker's planned presentation to be approved by the Board.
- F. Assemble roster of recommended speakers and completed speaker engagement forms by February.
- G. Implement programs at Annual Conference.

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 GASB and GFOA must be approved by the FGFOA Board of Directors in advance.
- C. Committee expenses must be approved by the FGFOA Board of Directors (other than meal expenses).

9. Minutes-Reports-Correspondence-Newsletters

- A. Minutes – The Chair should keep minutes of each meeting and should maintain copies for use by the next chair and committee.
- B. Reports – A committee report is required for each Board meeting and at the direction of the President. 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 committee for the year.
- D. Correspondence - should be maintained in the committee notebook.
- E. Newsletters – an article about the progress of the committee is needed for each issue of the Newsletter. The deadlines will be provided at the Committee Chair Orientation.

10. Special Tasks for This Committee

- A. Moderators are to complete a feedback form after each speaker.

11. General Considerations

- A. Any exceptions to these considerations must be approved by the FGFOA Board of Directors.
- B. Only Active Members may serve as Committee and Subcommittee Chairs.
- C. Vendors may only be represented at one session of the conference program.
- D. Presenters are volunteers and do not receive compensation or expenses for their services.
- E. After the initial speaker/moderator list is submitted to the FLC, the administrative contact solicits volunteers to serve as Moderators.

- F. While Committee Members are encouraged to serve as Moderators at the Annual Conference, only Active Members are eligible.
- G. Develop sessions utilizing multiple speakers and panel discussions when appropriate.
- H. Do not schedule Board Directors for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.