Florida Government Finance Officers Association
School of Governmental Finance Committee
Policies and Procedures Manual

I. Membership Structure:

   a. The School of Governmental Finance (SOGF) Committee should be composed of approximately 20-25 members, not including the Chair and four (4) Sub-Committee Chairs. This provides a sufficient number of members to accomplish the responsibilities assigned to each of the four (4) sub-committees.

   b. The Committee Chair is appointed by the FGFOA President and serves as an overall coordinator for the annual event and appoints four (4) sub-committee chairs for each of the educational tracks.

   c. The committee is divided into four (4) sub-committees and each focus on one of the following educational tracks:
      • Accounting & Financial Reporting
      • Budget
      • Financial Management & Leadership
      • Treasury & Debt

II. Purpose, Goals, and Plan of Action:

The School of Governmental Finance Committee develops and coordinates a consecutive 4-1/2-day participative program designed to meet the educational and networking needs of the Association's members. The Committee will review the Annual Conference program to minimize duplication of sessions and to broaden the common coverage of subjects:

   a. Purpose: Develop and coordinate the educational programs at the School of Governmental Finance including the selection of topics and instructors.

   b. Long-Range Goal: To provide educational opportunities and the enhancement of professional governmental finance skills and techniques at basic, intermediate and advanced levels.

   c. Plan of Action:

      1. Appoint sub-committees responsible for coordinating each educational track by developing sessions and identifying speakers.

      2. Recommend changes in format and other areas for improvement to expand the SOGF attendance and participation.

      3. Provide current development updates for the FGFOA Newsletter.

4. Assist the Board in determining the professional development needs of the association's members.

5. Assist in developing and maintaining a speaker/instructor reference bank.

III. Member Responsibilities

a. Committee Chair Responsibilities

The Chair is responsible for coordinating all major aspects of the Committee, including: establishing Committee meetings, chairing Committee meetings, leading the discussions and assisting members in developing quality sessions, and reporting activities and results to all Committee members and the FGFOA President and Board of Directors.

The Chair is responsible for working with and assisting the Sub-Committee Chairs in developing a list of potential session topics, and sharing the information with the President, Board of Directors and Chairs from other committees, such as the Webinar and Conference Program Committees.

The Chair will coordinate sending all presentations and/or will work with the Florida League (FLC) Staff Liaison to ensure all presentations have been sent. This information must be submitted in a timely fashion to ensure the presentations will be available on the SOGF website.

The Chair must remain in contact with all Committee members to ensure that sessions are progressing on schedule.

The Chair attends all FGFOA quarterly Board meetings (or arranges to have the Committee's board liaison attend on the Committee's behalf) and is responsible for preparing and presenting a report of Committee activities at all Board meetings.

b. Member Responsibilities

Each committee member should be responsible for organizing one to two session(s) for their respective educational track... This responsibility includes assisting with development of the topic, planning the session, and obtaining speakers. All committee members will be requested to moderate a minimum of one (1) session, if attending the SOGF.

c.   Meetings and Attendance

The Committee generally holds one organizational meeting in October/November during the SOGF to introduce new members, discuss general goals and objectives, review the work program, structure sub-committee assignments, review the prior year's SOGF, and structure a tentative program outline. The Committee generally holds a second meeting at the Annual Conference to identify any issues and coordinate the completion of the balance of the work program.

One to two additional full Committee meetings may be scheduled, including telephone conference calls, to plan specific session topics, sub-committee assignments and times. In addition, discussions may be accomplished through email as appropriate.

Sub-committee meetings can also be scheduled according to the needs of each subcommittee, including telephone conference calls or accomplished through email as appropriate.

d.   Terms

All members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide institutional knowledge and experience necessary for a successful School. All members are required to complete an application annually to remain on the committee.

IV.   School of Governmental Finance Development

a. General

The School of Governmental Finance Committee develops a 4-1/2day educational program in the fall of each year. The first 2-1/2 days are at a basic/intermediate level and the last 2 days are at an intermediate/advanced level format.

b. Planning

The major aspects of School of Governmental Finance planning include:

- Recruiting Committee members to participate in each sub-committee
- Determining the number of sessions offered by each educational track
- Selection of session topics
- Selection and coordination of speakers
- Determining the CPE credit designations in coordination with the FLC Staff Liaison
- Scheduling and coordination of sessions

c. Resources

A listing of past sessions will provide ideas on the success of previous offerings, and members should consider repeating past sessions periodically based on demand. Past speakers should be considered, based on performance.

The President and Board of Directors may have particular requests, based on prevailing issues.

School of Governmental Finance Committee members may have suggestions for sessions, based on individual problems or experiences.

d. Speakers

Members of each sub-committee are responsible for obtaining the speaker(s) for each session. The Board of Directors have indicated that the quality of speakers is of greatest importance. Members should strive to obtain speakers that have proven their ability in the past, while also ensuring a good mix of new speakers with proven abilities as well. A secondary consideration would be speakers who have contributed to, or have been exhibitors at, the annual conference. Vendors may only present at one session of the SOGF. In the event a sub-committee chair cannot secure a speaker for a session, a vendor may present for an additional session upon approval from the Board or the Board president.   If desired, it is acceptable for two different speakers from one local governmental agency to speak at two different sessions during the SOGF. Board Members or other Committee Chairs should not be scheduled as Speakers/Moderators for any Wednesday morning sessions.

e. Facilities

The FLC Staff is responsible for arranging the facilities. The FLC Staff will coordinate meeting rooms, the room blocks and visual and audio aids for the meeting rooms.

V.   Session Development and Implementation

a. Development of Outline

The full Committee will normally establish the main topic. Each sub-committee is responsible for keeping the main topic in mind when developing specific course outlines. For example, a session on Risk Management may include areas of health, workers' compensation, property, and liability, or it could focus on only one or two areas.

In addition, the subject matter could be broad-based, or very specific, depending on the type of audience the session is intended to reach.

Each Sub-Committee prior to contacting any speakers should determine the general idea of the type of sessions desired. Speakers may have ideas on session structure and may be able to assist in this process; however, speakers may be predisposed to one issue or another that may not achieve the intended goal of the session.

b. Speaker Coordination

Sub-Committee members need to follow up with speakers to ensure they are committed to speaking as well as submitting their speaker contact information, biographies, presentations, and copies of any additional material that will be made available on the FGFOA app and website. Sub-committee members should obtain this information as soon as possible and have it forwarded directly to the FLC Staff Liaison.

All participating speakers should be verified by July 1 to accommodate announcement deadlines and then verified again no later than two weeks prior to the session. It never hurts to contact the speaker, even during the week of the session just to ensure there is no confusion over the speaker's commitment, time of commitment, and location, AV support, materials, etc.

c. Number of Speakers

The number of speakers at any session will vary, based upon the topic.

If several speakers are scheduled, sub-Committee members need to coordinate with that group and ensure that they are working together and establishing time slots for each speaker. This will result in a more fluid transition from one segment to the next. If several speakers are from the same firm, they may prefer organizing their segment and determining each speaker's responsibility. Review of speaker outlines is critical when numerous speakers are utilized to avoid overlapping topics and exceeding allotted time limits.

d. Communication

The communication method to participants, committee members, board members and moderators are (1) Speaker Confirmation Form, (2) "Schedule At A Glance". Each sub-committee member is responsible for coordinating this with the Chairperson.

Below lists each of the above communication efforts, with the corresponding information to be gathered.

1. Speaker Confirmation Form
    •   Personal Information
    •   Link to upload "Biography"
    •   Link to upload Head Shot
    •   Link for Social Media URL

- Presentation title
- Presentation Description. This is a General summary of the session
- The program schedule, including date and times
- Link to upload session presentation

2. Schedule-At-A-Glance

- Session title
- The program schedule, including date and times
- The CPE designation
- Class location (to be provided by the FLC Staff Liaison)
- Registration and hotel information (to be provided by the FLC Staff Liaison)

e. FLC Staff Liaison

The Chairperson is the contact person for the FLC Staff Liaison. The FLC Staff Liaison should periodically provide updates on registration information and facility information prior to the SOGF date. The FLC Staff Liaison should also contact the chairperson if biographies and other requirements are not received in a timely manner

f. Action Plan Checklist

1. Session Development

a. Determine categories of subject areas and number of Continuing Professional Education (CPE) credits by subject area and level basic, advanced, etc.
b. Determine session topics (preferably at 1st full Committee meeting, but not later than second full Committee meeting).
c. Members to obtain speaker(s) confirmation on willingness to speak to include consideration of subject area classification and presentation level. Also obtain contact information (Company name, address, phone #, etc.)
d. Members to contact Chairperson to block tentative session date and time.
e. Members to provide "Speaker Confirmation" link to obtain confirmation from speaker(s) indicating commitment to speak, date/time of session, short bio, and head shot
f. Once obtained, members to review session narrative, session outline, bio, and AV needs. Discuss and edit with speaker(s) as deemed necessary.
g. Members to review program outline for sessions with more than one (1) speaker and coordinate with that group and ensure that they are working together and establishing time slots for each speaker.

Discuss cutover with speakers (see 2.e., below).

h. Members to coordinate with speaker(s), chairperson or FLC staff liaison to ensure the presentations are received in a timely manner.

i. Verify the FLC staff liaison reserves appropriate AV equipment for each speaker.

j. Chairperson will work with the FLC staff liaison for all published materials.

2. Session Moderator

One sub-committee member who is attending the SOGF should serve as moderator for the session, since the subcommittee member has been in contact with the speaker(s), and is familiar with the session subject matter. In the event that the subcommittee member is an associate member, they can assist in identifying a moderator for the session. The following is a checklist that can be used by the designated moderator:

a. Arrive at session location approximately one-half hour before beginning of session to determine appropriate room configuration and verify availability of AV equipment or other needs as requested by speakers.

b. The FLC staff liaison is responsible for registration and sign-in of participants and speakers and facility preparation.

c. Meet speakers, if available, to discuss their understanding of presentations, introductions, handouts (if required), cutover, notification of time limits, prohibition of vendor solicitation, etc.

d. Determine appropriate seating of all speakers and determine whether the Moderator will sit with the speakers or in the front row with the audience. Moderator seating depends a lot on the number of speakers and who will introduce the speakers. (See 2.e., below).

e. Review speaker introductions. Speakers may be introduced individually as their segments begin or, if there are only two or three speakers, they could all be introduced at once. Generally, if speakers will be transitioning between presentations, it is better to introduce them together. If each speakers segment is going to be separate and distinct, it may be better to introduce each speaker just prior to their segment beginning, especially if the segments are long. If there are several speakers from the same firm, or if the speakers are familiar with each other, they may be more comfortable introducing each other and transitioning between themselves without Moderator assistance.

f. Moderator may help speaker by distributing handouts to participants, if required.

3. Session Management

a. Call the session to order at scheduled time, regardless of participant attendance. If a lot of participants are outside the meeting room, a general announcement should be made outside the room before the

session is called to order.

b.   Make any brief announcements while individuals are finding their seats. Routine announcements include:

- General Welcome
- Introduce Moderator (name, title, jurisdiction)
- Announce Session Title and Sponsor Name (FGFOA)
- Describe length of session and anticipated ending of session.
- Announce CPE credits (amount, type) and scanning of badges for credit.
- Restroom locations
- Please silence cell phones
- Any other announcements, such as session changes, evening or early morning events, etc.

c.   Introduce speakers (see 2.e., above). If each speaker is handling a separate segment, the Moderator should ask the audience to show their appreciation with applause after each speaker finishes. If not, applause can be held to the end of the session.

d.   The Moderator should alert the speaker at 10 minutes, 5 minutes and 2 minutes to help keep the speaker on time.

e.   The Moderator should close the session by thanking the speakers, asking the audience to show their appreciation through applause and asking participants to complete the session evaluations, scan their badges and remind them of any evening or early morning events.

f.   Thank the audience for their participation.

VI.   Reports

Agenda items are required for each Board meeting and may be required more frequently at the direction of the President. Quarterly committee updates are required for each issue of the newsletter. Past newsletters may be accessed on the FGFOA website.

VII.   Transition

The chairperson shall meet with the incoming chairperson to communicate his/her experience and concerns to facilitate an orderly transition. This meeting can be held via phone conference or in person either prior to or during the School of Government Finance. At this time, the chairperson will give the incoming chairperson all documents related to the committee (agenda templates, session schedules, committee list, committee manual, etc).