

# Florida Government Finance Officers Association Education & Webinar Committee Policies and Procedures Manual

## I. Membership Structure

- A. Members should include a cross-section of the FGFOA so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.
- B. The committee should be composed of at least 10 active members, not including the chairperson(s).
- C. The Chairperson is appointed by the President and serves as overall Committee coordinator.
- D. The Chairperson appoints Vice-Chairperson for subcommittees for each major area of responsibility, if needed.
- E. Each committee member is assigned to coordinate one or more of the scheduled webinars.

## II. Purpose, Goals and Action Plan

- A. Purpose: To plan educational webinars and other training opportunities, as directed by the Board, and a minimum of twelve webinars (one webinar each month) by identifying a broad range of relevant topics and scheduling knowledgeable speakers.
- B. Long Range Goal: Improve the quality of financial management in government units by educating the membership to create a well-rounded individual.
- C. Short Range Goals
  - 1. Provide stimulating educational and training opportunities for government finance professionals.
  - 2. Provided low cost CPE to our membership.
- D. Action Plan
  - 1. Webinar:
    - (a) Assign each Committee member one or more webinars, their objective being to find speakers for each.
    - (b) Recommend topics, speakers, and proposed dates and times for all webinars for FGFOA Board of Directors Approval.

- (c) Committee members, for each of their assigned webinars, contact potential speakers appropriate for the selected webinar calendar.
- (d) Chair and Vice Chair will take turns moderating each educational session. The Moderator Guidelines are provided to the moderator to outline responsibilities.
- (e) Webinars are typically scheduled on the third Thursday of the month from 2:00pm-3:40pm EST.

### III. Member Responsibilities

#### A. Chairperson

1. Coordinates all major aspects of the committee meetings, including establishing time and place, agenda and minutes.
  - (a) The Committee Meetings can be in person or via phone conference. The Florida League of Cities (FLC) can provide meeting space in Orlando and Tallahassee. The FLC arranges conference calls and Go-To-Meeting.
  - (b) Assigns committee member activities.
  - (c) Motivates and involves all committee members.
2. Reports committee activities, including keeping committee members and the Board liaison apprised of committee activity and progress.
  - (a) Prepares and presents reports about the committee's progress for scheduled FGFOA Board of Directors meetings. Although highly encouraged to attend the Board Meetings, if unable to attend, coordinates with Board liaison for committee report presentation.
  - (b) Submits articles describing the committee's progress for the FGFOA newsletter.
  - (c) Prepares a report for the annual conference business luncheon, summarizing all of the committee activities for the year.
  - (d) Assists with transition of responsibilities to the new Board Liaison and Chair.
  - (e) Solicits volunteers, if needed.
  - (f) Informs committee members of key dates/deadlines.
  - (g) Only active members can hold the position of Chair.

#### B. Vice-Chairperson

1. Assists the Committee Chairperson and other Committee members.
2. Moderates webinars as directed by the Committee Chairperson.
3. Participates in periodic Committee meetings.
4. Contacts the FLC to request speaker bank that has been used in the past.

#### C. Members (Can be Active, Associate, Retired, or Student members of FGFOA)

1. Assists the Chair in determining relevant topics for educational and webinar sessions.
  - (a) Webinars:
    - (1) At least twelve (12) webinars per twelve month period (one webinar each month).
    - (2) 100 minute sessions, which must include six (6) evenly spaced multiple choice CPE questions.
    - (3) Select and coordinate with speakers.
2. Attends meetings
  - (a) The first organizational meeting is held at the annual conference.
  - (b) Subsequent committee meetings are called by the committee chairperson.
3. Appointed for at least a one (1) year term, but encouraged to serve at least three (3) years to provide the institutional knowledge and experience necessary for successful operation of the committee.
4. A committee application must be completed each year regardless of which committee the member will be working with for the following year.

#### IV. Budget

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Presenters are volunteers and do not receive compensation or expenses for their services, with the possible exception of national speakers from GASB and GFOA. Any presenter that requests compensation must be approved by the Board prior to selection.

#### V. Timeline

- A. Hold organizational meeting at the Annual Conference.
- B. Develop a tentative schedule of events (showing date, time, topic, and speakers) as soon as possible, but not later than July. Schedule developed should include September of the current year through August of the next year, for a total of twelve webinars. Schedule should avoid conflict with other FGFOA key events such as the annual conference, School of Government Finance, and scheduled Board meetings, whenever possible.

#### VI. Transition Plan

- A. Outgoing chair(s) and board liaison will meet with the new chair(s) and board liaison in order to provide a smooth transition from one year to the next.
- B. New chair and board liaison will update the committee manual prior to conference in order to provide members with an updated manual.