

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

I. Membership

A. Structure

The School of Governmental Finance Committee (the "Committee") is generally composed of around 25-35 members plus the Chairperson. This composition provides a sufficient number of members to form sub committees for each track of education as well as a subcommittee specifically for hospitality. The committee should have enough members to allow each educational track member to focus on 2 speakers, and the hospitality team to fulfill the functions necessary for hospitality.

The Chairperson serves as an overall coordinator, and each subject area (i.e., AFR, Budget, etc.) is organized by a respective subcommittee comprising of 6 to 9 members. The committee chair appoints a sub-chair for the subcommittees. The Hospitality sub-chair will coordinate in partnership with the Chairperson.

B. 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 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:

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

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

Plan of Action: Appoint sub-committees responsible for coordinating each subject area, develop sessions, and identify speakers.

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

Provide current development updates for the FGFOA Newsletter.

Assist the Board in determining the professional development needs of Florida's government finance officials.

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

C. Chairperson Responsibilities

The Chairperson 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 an appropriate theme, logo, and quality sessions, and reporting activities and results to all Committee members and the FGFOA President and Board of Directors.

The Chairperson is responsible for developing a list of potential session topics with the Committee, and sharing the potential session topics with the President, Board of Directors and Chairpersons from other committees, such as the Webinar and Conference Program Committees.

The Chairperson will coordinate sending all presentations and/or will work with the Florida League Administrator 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 app and website.

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

The Chairperson 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.

The Chairperson is responsible for providing an annual report to the membership at the Annual Conference business luncheon summarizing all Committee activities for the year.

D. Member Responsibilities

Committee members are responsible for organizing one to two session(s). This responsibility includes assisting with development of the topic, planning the session, obtaining speakers, obtaining speaker biographies, course narratives, presentations, submitting all information to the Chairperson and volunteering to moderate a session, if attending the SOGF. Depending on the goals and objectives of the Committee, a member may be asked to participate in other Committee programs (i.e., hospitality suite, etc.).

E. 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.

F. 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.

G. Membership Roster

Listing of each Committee member, including address, telephone numbers (office and home); FAX number, E-mail address.

II. School of Governmental Finance Development

A. General

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

B. Planning

The major aspects of School of Governmental Finance planning include:

- Assignment of Committee members to each subject area sub-committee
- Determining the number of sessions offered by subject area
- Selection of session topics
- Selection and coordination of speakers
- Determining the CPE credit designations in coordination with the

- administrator
• 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.

The School of Governmental Finance Committee is sometimes in competition with other seminar providers, such as the Conference Program Committee, and GFOA. Chairpersons of the FGFOA Committee and the Administrative Staff should be contacted to determine if any conflicts exist prior to final approval of sessions.

School of Governmental Finance Committee members may have suggestions for sessions, based on individual problems or experiences, and the Administrator may have a listing of potential speakers.

D. Speakers

Members of each sub-committee are responsible for obtaining the speaker(s) for each session. The Board of Directors has indicated that the quality of speakers is of paramount importance. Members should endeavor 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 be represented at one session of the SOGF. If desired, it is acceptable for two different speakers from one local governmental agency to speak at two different sessions during the SOGF. Do not schedule Board Members as Speakers/Moderators of any Wednesday morning sessions.

E. Facilities

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

III. 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

Speakers must be contacted several times prior to the session to ensure they are committed to speaking. Committee members are responsible for obtaining speaker contact information, speaker supervisor, biographies, outlines, 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 Chairperson.

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. Having greater than three speakers can create a coordination problem, and may result in speakers not having sufficient time for their individual topics.

If several speakers are scheduled, sub-Committee members are responsible for establishing time slots for each speaker. 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" (3) "Educational Sessions" and (4) "Course Selection Form". 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

- Session title
- General summary of the session, "About the Session"
- Major points of the program, "The Program Will Cover"
- The program schedule, including date and times

2. Schedule-At-A-Glance

- Session title
- The program schedule, including date and times
- The CPE designation
- Location information (to be provided by the Administrator)
- Registration and hotel information (to be provided by the Administrator)

3. Educational Sessions

- Session title
- General summary of the session, "About the Session"
- Major points of the program, "The Program Will Cover"
- The program schedule, including date and times
- Moderator
- Speaker(s)
- The CPE designation
- Level of the session

4. Course Selection Form

- Session title
- The program schedule, including date and times
- The CPE designation

E. Executive Administrator

The Chairperson is the contact person for the Administrator. The Administrator should provide updates on registration information and facility information at least once prior to the SOGF date. The Administrator should also contact chairperson if biographies and other requirements are not received.

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) through verbal 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 obtain written confirmation from speaker(s) indicating commitment to speak and date/time of session.
- f. Members to request session narrative, session outline, bio, and anticipated audio/visual (AV) or other needs.
- g. Once obtained, members to review session narrative, session outline, bio, and AV needs. Discuss and edit with speaker(s) as deemed necessary.
- h. Members to remit session narrative, session outline, bio and AV or other needs to Chairperson for advertising.
- i. Members to review program outline and determine appropriate cutover between speakers. Discuss cutover with speakers (see 2.e., below).
- j. Members to coordinate with speaker(s), chairperson or administrator to ensure the presentations are received in a timely manner.
- k. Verify the Administrator reserves appropriate AV equipment for each speaker.
- l. Chairperson will work with the administrator 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 Administrator 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 speaker's 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
 - 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.

IV. 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.

V. 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).

VI. Seminar Notices

Past Seminar Notices may be accessed on the FGFOA website.

VII. Hospitality information

The hospitality subcommittee will plan and organize various social events and activities at the school. The sub-committee chair will submit the committees suggests to the Chairperson. The Chairperson will request approval of the activities from the Board and request funds to be allocated, if needed.

Note: The hospitality team works very closely with the Administrator and Chairperson in order to schedule anything at the host hotel.