



AGA Topeka Chapter Policy and Procedure Manual

Adopted by the Topeka Chapter CEC on: November 9, 2010

Chapter Executive Committee (CEC)

1. Meet on a monthly basis on a recurring day and time. Changes to the meeting day, time, and location are at the discretion of the President or a majority vote of the CEC.
2. Ensure the continuity of the Chapter and its activities by providing an oversight of the Officers and Directors as they conduct their duties.
 - a. Provide for discussions on Chapter past and future activities.
 - b. Direct the Officers and Directors in the conduct of their responsibilities by providing counsel, direction, and limitations on their activities. This direction may be in writing or verbal.
 - c. Provide outside sources of information to assist the officers and directors.
 - d. Provide support for the successful completion of their responsibilities.
 - e. Remove officers or directors that, in the discretion of the CEC are unable to reasonably and/or satisfactorily fulfill their responsibilities.
3. Establish awards for members and non-members that contribute considerably to the mission of AGA and particularly to enhancing the reputation of the Topeka Chapter.

Officers of the Chapter

1. Duties of the President.
 - a. Establish and embellish the professional leadership reputation for the chapter as the key organization within the Governmental Community in North East Kansas. This responsibility must be carried out in the recognition that the conduct of the presidential duties are highly visible within this professional community and set the professional reputation for this organization and its members. The leadership of the President sets the character and tone for the Chapter and its members, making an active and innovative leadership style critical for success.
 - b. Conduct of Chapter Executive Committee (CEC) Meetings. The President shall call and conduct a monthly meeting of the CEC.
 - i. Notice of any such meeting shall be provided through the establishment of a particular day and time (e.g., each second Wednesday at 5:30 pm) that will be used unless unusual circumstances develop, and through email notification no less than one week prior to the date.
 - c. Ensure the completion of reports to national AGA by deadlines set by national, including but not limited to:
 - i. Officer and Director Listing;
 - ii. Annual Report of Prior Year Activities; and
 - iii. Annual Review of the prior year financial records.
 - d. Oversee the day to day operation and direction of the Chapter to ensure the continuation of programs, outreach to members and the community, and expansion of the Chapter's activities in areas where needed in the President's discretion or at the direction of the CEC.

- e. Establish governance for the continuing education efforts of the chapter by personal involvement in the selection of speakers and development of conferences.
 - f. Ensure the continuity of the organization by developing and nurturing a recruitment process which successfully fills roles of Chapter officers and directors with members that are capable and respected individuals within the financial community.
 - g. Facilitate the training of the President-Elect in the scope and conduct of the Chapter activities.
 - h. Set aside time from family and work to assure attendance at Chapter functions to represent the CEC to the membership.
2. Duties of the President-Elect.
- a. Assist the President in the conduct of the business of the Chapter.
 - b. Direct the annual Professional Development Conference and any full-day conferences as set by the CEC.
 - i. Recruit a committee of members to assist in the development of the educational opportunities.
 - ii. Appoint sub-committee chairs as necessary to facilitate lodging, speakers, food, entertainment, and other needs.
 - iii. Make commitments on behalf of the Chapter after review and approval of such commitments by the CEC.
 - iv. Set aside time from family and work to assure attendance at Chapter functions to represent the CEC to the membership.
3. Duties of the Treasurer.
- a. Safeguard the moneys and financial viability of the Chapter.
 - b. Establish written policies and procedures for the conduct of educational activities regarding the recording of moneys and the payment for commitments.
 - c. Establish and delete credit card authority of Officers and Directors in accord with direction from the CEC.
 - d. Pay bills on a timely basis.
 - e. Notify the President and CEC of any financial discrepancies.
 - f. Provide the CEC with a monthly financial report that clearly illustrates a comparison of incomes and expenditures with comparison to prior months and prior years. Reports can be divided to illustrate income from conferences versus other educational activities.
4. Duties of the Secretary.
- a. Ensure the recording of activities of the CEC through the maintenance of minutes.
 - i. Minutes are to be drafted and distributed to the CEC prior to the subsequent meeting.
 - ii. Changes to minutes are to be completed with an official approved version distributed to all CEC members.
 - iii. Maintenance of a permanent process for passing approved versions of minutes to future Secretaries.
5. Duties of the Immediate Past-President.
- a. Assist the President in the conduct of the Chapter business.
 - b. Facilitate the training of the President-Elect in the scope and conduct of the Chapter activities.

Board of Directors

The Topeka Chapter Bylaws authorize the establishment of no more than 15 Directors. These individuals operate under guidelines of the CEC.

Duties of the Directors

1. Directors are responsible for the activities of their particular area, and have the following expectations:
 - a. Ensure personal attendance at as many Chapter functions as possible to remain in the communication flow, represent the Board to the members, and to keep in touch with the needs of the members.
 - i. It is expected that each Director will attend no fewer than 50% of the Chapter activities.
 - b. Ensure attendance at CEC Meetings.
 - c. Maintain contact with Regional and National counterparts to stay up-to-date with new ideas and national changes within the Director's area of responsibility.
 - i. Through phone and email contacts with regional and national officers; and
 - ii. Through attendance on regional and national conference calls.
 - d. Provide a flow of information to the CEC by reporting on activities within the region and at the national level on areas within the Director's responsibility.