

MD GFOA

Board of Directors

Officers and Directors – Outline of Duties

(Submitted March 2016)

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Section 1: Introduction

The Maryland GFOA Board of Directors is responsible for promoting through education the professional practice of government financial management, including: accounting, auditing, financial reporting, cash management and investments, debt management, operating and capital budgeting, pensions and benefits, risk management, procurement, and other matters of mutual interest to the members.

1.1 Purpose

This Outline of Duties provides guidance for the Board of Directors and Officers in carrying out their responsibilities and in ensuring that essential functions are continued through the routine transition of Officers and Board Members. It is the intent of this Outline to assist new Officers and Committee Chairs as that person takes over the job in mid-June and begins preparation for the first Board of Directors meeting in early August and the first quarterly conference in October.

Section 2: Officer's Duties

2.1 Duties of the President

- a) Preside at all Association meetings:
1. Quarterly Board of Directors Meetings
 2. Quarterly General Membership Conference Meetings
 3. Annual Business Meeting
 4. Special Board of Directors Meeting (when necessary)
 5. Special General Membership Meeting (when necessary)
- Open and close every meeting in a timely manner and ensure that the Secretary distributes written minutes of the quarterly Board meetings and the annual business meeting to all members of the Board of Directors in accordance with 2.4.h.
 - Permit full discussion of all debatable matters and implement the agreed upon decisions adopted by the Board of Directors.
 - Ensure that all Board members (and the Program committee chair, if not a Board member) are notified of the date, time and place for each quarterly Board of Directors meeting no less than 10 days or more than 60 days prior to the meeting in accordance with the By Laws (Article VI, Sec. 7).
 - Prepare a meeting agenda and ensure that it is distributed prior to each quarterly Board of Directors meeting.
- b) Formulate an overall general plan for the business year for discussion with the Board of Directors members at the first quarterly Board of Directors meeting.
- c) Request the tax preparer change the responsible officials' information (President & Treasurer) on the State Department of Assessments tax-exempt account records. ***This must be done annually.***
- d) Prior to the first quarterly Board of Directors meeting after the Annual Business Meeting, appoint the chairs for the Standing Committees and other Special Committees as may be deemed necessary. Ensure distribution at the first quarterly Board meeting of the Board Roster and Committee Assignments schedule for the fiscal year (3-hole punched for the Board Handbook).
- e) Call for the submission of a motion, vote on motions, call for discussion of submitted motions and confirm the pass or fail of submitted motions.
- f) Confirm the arrangements with the Management Association for:
- The Board of Directors meetings for the business year; and
 - The Quarterly General Membership Conference Meetings and the Annual Business Meeting for the year.

- g) Sign facilities contracts as necessary on behalf of the association.
- h) Ensure distribution at the first quarterly Board meeting a Calendar of Events schedule containing the dates and locations of each quarterly Board meeting, each quarterly General Membership Conference, and the Annual Business meeting, which is usually held in conjunction with the summer conference.
- i) Ensure that the Board annually considers a financial contribution to the GFOA for GASB as stated in the Board-adopted policies.
- j) Manage the activities of the Board of Directors and provide written descriptions for each officer outlining goals, objectives, duties and responsibilities. Ensure that the Board of Directors Handbook is updated to reflect written descriptions.
- k) Nominate a National Government Finance Officers Association (GFOA) representative for Board approval at the 2nd quarterly board meeting in odd-numbered fiscal years. The GFOA representative serves a 2-year term that begins January 1 of even-numbered years in accordance with the GFOA requirements. After Board approval, submit the recommendation to GFOA for approval as required.
- l) Assure that progress report updates are given by each Board of Directors member, where appropriate, at each quarterly Board of Directors meeting and that progress is in accordance with the general plan.
- m) Attend the quarterly General Membership Conference meetings and assure that all arrangements are complete and that the meeting agenda is made available to the entire membership in a timely and effective manner.
- n) Keep abreast of changes in the financial community and assure that Association activities and programs are maintained on a current basis.
- o) Communicate on a regular basis with the Association membership and the GFOA when appropriate.
- p) Submit progress reports to the Board of Directors as appropriate.
- q) Present an Annual report to the General Membership at the Annual Business Meeting evaluating the overall progress of the Association for the business year.
- r) No less than 90 days prior to the Annual Business meeting, appoint a nominating committee that consists of three active members one of which is the immediate past-president to serve as the chairperson in accordance with the By Laws (Article VII, Sec.1).

- s) Ensure that the Treasurer has filed all tax returns and reports as required with appropriate Federal, State and local authorities.
- t) Ensure that the Treasurer has arranged for a committee of Board members to complete certain agreed upon procedures regarding the annual financial statements and has presented the committee's report to the Board of Directors.
- u) Ensure that the annual financial statements were posted to the MD GFOA website.
- v) Ensure the Management Associate updates the Board of Directors Handbook for revisions to the By Laws or policies or other matters as necessary and provides a Board of Directors Handbook to new Board members upon election at the Annual Business meeting.
- w) Assist the President-elect with arrangements for the next business year.
- x) Recruit members for service as Board of Directors members and/or committee members.

2.2 Duties of the President-elect

- a) Perform all duties and responsibilities in the absence of the President.
- b) Present a budget at the Spring Board of Directors meeting for the upcoming year.
- c) Assist the President in the direction of all Chapter affairs, and other duties as may be delegated by the President or Board of Directors.
- d) Obtain a good working knowledge of the Association and Government Finance Officers Association (GFOA) operations.
- e) Maintain contact with Association President and Board of Directors.
- f) Monitor the efforts of the Board of Directors in achieving the goals and objectives of the overall general plan for the current business year and begin the development of the next year's general plan.
- g) Identify announcements and time requirements for periodic meetings. Sign checks as required in the absence of the Treasurer.
- h) Coordinate the long-range planning for the Association.
- i) Attend the quarterly Board of Directors meetings and vote on motions.
- j) Attend the quarterly General Membership Conference meetings and assist other board members as required.
- k) Coordinate with the Management Association and Sponsor the preparation of the Annual Membership Directory for publication and distribution in June of each business year.
- l) Ensure that the Management Association obtains officer plaques and certificates for presentation to members of the Board of Directors and other committee members at the Annual Business meeting.
- m) Attend the Annual Business meeting and assist the President in conducting the meeting.
- n) Recruit new members and encourage current members to participate in Association activities.

2.3 Duties of the Treasurer

- a) Oversee the receipt and disbursement of Association funds. Ensure the proper records are kept which shall be open to inspection by the Board of Directors and subject to audit or review (includes but not limited to the Association bank accounts, maintenance of the check book, and authorization to sign checks or approve disbursements).
- b) Maintain the checking account and any other investment accounts, and ensure that reconciliations of bank statements are documented and completed timely.
- c) Act as the Administrator of the Credit Card Program (CCP) delegating some of the duties to the Account Representative of the management company as specified in the Association's approved CCP Policy.
- d) On or before the first quarterly meeting, collect the Banking Card from the newly Past President and issue a Banking Card to the newly President-elect.
- e) Ensure that a membership database is maintained by the Management Association.
- f) Ensure the disbursement funds thru online banking is based on completed and approved vouchers. Sign all checks of the Association on an as-needed basis when online banking is not available.
- g) Attend the quarterly Board of Directors meetings. Submit a written quarterly financial report to include a balance sheet, income/expense statement and budget comparison for both the month ended prior to the meeting and year-to-date operations and vote on motions.
- h) Assemble and prepare the approved consolidated budget and ensure the distribution of copies to each member of the Board of Directors at the first quarterly Board of Directors meeting of the current business year.
- i) Arrange for a committee of Board members to perform agreed upon procedures on the Association's annual financial statements.
- j) Meet with the incoming Treasurer in July for a detailed review of the duties, procedures, and maintenance of the books and records.
- k) Attend the quarterly General Membership Conference meetings.
- l) Obtain new signature cards for any accounts maintained with financial institutions to be signed and returned by the first of July. Authorized signatures should be the President, President Elect, and Secretary (one signature required).

- m) File reports and financial statements, as required, with local, state and federal agencies.
- n) Turn over all records and reports for prior fiscal years to the incoming Treasurer in July of the next fiscal year.
- o) Prepare special reports to the Board of Directors as requested.
- p) Recruit new members and encourage current members to participate in Association activities.

2.4 Duties of the Secretary

- a) Attend quarterly Board of Directors meetings and vote on motions.
- b) Record meeting attendance.
- c) Record the official Board of Directors meeting minutes and maintain hard copies of all correspondence and reports presented. Ensure that all documents are submitted to the Management Association for electronic archiving.
- d) Review the previous Board of Directors meeting minutes with the Board of Directors and obtain motion for approval.
- e) Ensure that motions are voted on in accordance with Robert's Rules of Order.
- f) Record the vote on Motions.
- g) Prepare and ensure distribution of the Board of Directors meeting minutes to all Board of Directors members and Committee Chairs no later than two (2) weeks prior to the next scheduled Board of Directors meeting.
- h) Maintain historical reference copies of all Board of Directors meeting minutes and reports.
- i) Contact Chapter Officers regarding meeting and agenda items.
- j) Attend Special meeting as requested by the President or the Board of Directors.
- k) Record and maintain minutes of the Special meeting and any related correspondence and/or reports.
- l) Prepare and ensure distribution of the Special meeting minutes to all Board of Directors members within two weeks following the meeting.
- m) Maintain the Board of Directors' and Officers' Survival Kit in both written and electronic form.

2.5 Duties of the Past President

- a) Act in an advisory capacity to the President.
- b) After the June Annual Meeting, the newly Past President shall contact the Banking Card agency removing them as the Account Holder and adding the newly elected President as the Account Holder.
- c) Surrender Banking Card to Treasurer on or before the first quarterly meeting of the New Year.
- d) Act as Chairman of the Nominating Committee in accordance with the By Laws.
- e) Review the Association operations and procedures periodically and recommend improvements to the Board of Directors.
- f) Assist in the planning and coordination of the Annual Budget process.
- g) Attend quarterly Board of Directors meetings and vote on motions.
- h) Attend quarterly General Membership Conference meetings and assist other Association Officers as required.
- i) Review and approve bank account reconciliations completed by the Treasurer.
- j) Recruit new members and encourage current members to participate in Association activities.
- k) Ensure the maintenance of the Board member history schedule reflects changes during the year and nominations recommended by the nominations committee.
- l) Act as Chairman of the Lloyd Jones Scholarship Committee.

Section 3: Duties of the GFOA Representative

3.1 Duties of the National GFOA Representative

- a) Attend quarterly Board of Directors meetings and vote on motions. Serve as the GFOA liaison for the Association.
- b) Report to the Board of Directors on GFOA activities to include any scheduled training sessions and the annual conference or other matters as raised by the GFOA.
- c) Attend the GFOA Representative meeting at the GFOA annual conference.
- d) Provide a location and proctors for administration of the GFOA certification examinations in Maryland.
- e) Update the GFOA with current information for the Maryland's Association Data Listing.
- f) Provide GFOA with information for publications in the GFOA newsletter relating to conference meeting dates, locations and contact persons.
- g) Present plaques and/or certificates to first-time Certificate of Excellence in Financial Reporting and Distinguished Budget Award winners.
- h) Coordinate Maryland site locations for GFOA teleconferences. Perform other duties as assigned by the President or GFOA.

Section 4: Duties of the Committee Chair

4.1 Duties of the By Laws Committee Chair

- a) Prepare and submit recommended changes to the Association By-Laws to the Board of Directors for consideration and approval.
- b) Maintain a copy of the Association By-Laws in both written and electronic form. Provide Management Associate with electronic form for retention.
- c) Review the current Association By-Laws annually and prepare written recommendations to the Board of Directors no later than the April Board of Directors meeting.
- d) Update as needed at the quarterly Board of Directors meeting regarding activity and make recommendations for Board action if required.
- e) Attend quarterly Board of Directors meetings.
- f) Attend quarterly General Membership Conference meeting and assist other Board of Directors members as required.
- g) Recruit new members and encourage current members to participate in Association activities.
- h) Maintain the Board member history schedule reflecting any changes during the year and nominations recommended by the nominations committee. Assist Immediate Past President with determining terms up for re-appointment.

4.2 Duties of the Communications Chair

Overall Task

- Ensure that timely and accurate information is provided to members regarding news from past events, upcoming events and other items deemed of importance (e.g., deaths). This is to be done through the use of print, email, or Association website.

Specific Tasks

- Coordinate efforts of the Communications Committee.
- Ensure that all conference sessions are covered by a reporter and an article is written about each.
- Transmit all articles to the "webmaster" for posting to the MD GFOA website.
- Coordinate the timing of the preparation and distribution of the newsletter with the President and Management Association.
- Attend all quarterly Board of Directors meetings.
- Collect information from chairpersons and Board of Directors members for inclusion in the newsletter and/or website.
- Recruit volunteer members for the Communications Committee.

Interaction With

- Annapolis Management Partners, LLC (the Association's management firm)
- Chapter President
- Board of Directors
- Committee Chairpersons
- Webmaster
- Volunteer reporters

4.3 Duties of the Nominating Committee Chair

- a) Prepare a slate of Association Board of Directors members for the following year.
- b) Interview candidates and determine qualifications and availability to serve in the position.
- c) Present the slate of candidates to the Board of Directors for review and recommendation to the General Membership at the Annual Business Meeting.
- d) Coordinate the preparation and presentation of the slate of candidates to the General Membership at the Annual Business Meeting.
- e) Prepare updates as required for the Board of Directors meetings.
- f) Attend quarterly Board of Directors meetings.
- g) Attend quarterly General Membership Conference meetings and assist other Board of Directors members as required.
- h) Recruit new members and encourage current members to participate in Association activities.

4.4 Duties of the Sponsorship Chair

- a) Develop strategy for seeking sponsorships of the various conferences and seminars during the year.
- b) Set sponsorship goals (dollar value) for each conference/seminar.
- c) Target prospective sponsors through use of Association associate membership list; through committee vendor contacts; and through general membership, board member, and officer contacts.
- d) Set per-event sponsorship levels.
- e) Prepare solicitation letter and coordinate electronic mailing with the Management Association.
- f) Track sponsorship activity.
- g) Follow-up with prospective sponsors as appropriate.
- h) Coordinate sponsorship billing with the Management Association and Treasurer.
- i) Coordinate sponsorship recognition signage for conferences with the Management Association.

4.5 Duties of the Membership Chair

- a) Promote membership in the Association.
- b) Review policies pertinent to membership and recommend changes to the Board.
- c) Review benefits of membership and communicate benefits to the membership committee, members and prospective members.
- d) Review and analyze membership trends as submitted by the Management Association and update the Board as needed.
- e) Recommend ways to acknowledge new members and encourage participation.
- f) Address issues related to membership.

4.6 Duties of the Affinity Group Chair

- a) Preside at Affinity Group meetings.
- b) Schedule Affinity Group meeting dates and locations.
- c) Prepare agenda for Affinity Group meetings.
- d) Maintain a list of Affinity Group attendees and send to Management Associate after each meeting
- e) Submit meeting dates and locations to the Management Associate. Ensure that electronic invites are sent to members via the Management Associate of the meeting dates and locations.
- f) Coordinate speakers, presenters, and discussion leaders for relevant topics for Affinity Group meetings.
- g) Prepare and distribute any printed material to Affinity Group participants.
- h) Submit information to the Management Association to publicize Affinity Group activities through the newsletter or website.
- i) Report on activities of the Affinity Group to the Board of Directors.

4.6 Duties of the Continuing Professional Education Chair

1. Create an awareness for the need for continuing education by:
 - a. Identifying, developing and promoting appropriate professional education courses for the Maryland Government Finance Officers Association (MDGFOA) members.
 - b. Promoting the exchange of information regarding the principles and precepts of government financial management
 - c. Encouraging the use of uniform standards and procedures of government financial management
 - d. Acting as a conduit or resource to members by providing advice on governmental finance requirements and methods.
 - e. Providing forums for specific areas of interest of the membership by working with the MDGFOA sanctioned affinity groups.
 - f. Serving on selected affinity groups in order to further understand the educational needs of the membership.
 - g. Participate in the Program Committee discussions as requested.
2. Offer classes, conferences and affinity group discussions designed to address the needs of our members:
 - a. Affinity groups will be offered to all members to provide forums for discussing specific area of interest topics. These affinity groups will be designed to solve specific accounting and reporting issues without qualifying for CPE credits.
 - b. Classes and conferences will offer quality educational opportunities at affordable prices. Selective, but not all, topics will be designed to provide for CPE credit.
 - I. MDGFOA has no formal responsibility to its members to provide Continuing Professional Education (CPE) credits or to insure that members meet CPE requirements in their professional organizations. It is the responsibility of each member to maintain his/her own CPE credits and to insure that the classes and conference satisfy their respective professional governing organization. Members must understand that some professional designations are licensed and are controlled by governmental jurisdictions while others require only certificates and are controlled by member organizations. They must also understand that these requirements change from time to time.
 - II. While understanding that licensing and certification rules may change by jurisdiction, the MDGFOA goals and objectives should be intended for Maryland members and will therefore target its offering qualifications towards the Maryland State DLLR - even though MDGFOA has members from Pennsylvania, Delaware, Virginia, New Jersey, New York, Georgia, California, etc.

- c. The MDGFOA seminars/presentations/classes/conferences should be specifically tailored to the benefit of our membership (i.e. the needs of a Maryland government financial professional). In this regard, the orientation should be more toward the CGFM, CPFO, and CPA professionals. Offering conference sessions that meet the standards of the Maryland State DLLR will meet this objective.
 - d. The advertisements of CPE credits should be honest and realistic in terms of subject matter qualifying for other certifications. The advertisements should indicate that the CPE credit is intended to meet the standards of the Maryland State DLLR.
 - e. MDGFOA will maintain attendance records and sign-up sheets for those desiring CPE credits.
3. Monitor continuing education requirements for the following organizations by obtaining documentation of respective requirements at least annually:
- a. Maryland Department of Labor, Licensing and Regulation (Maryland State DLLR) as it relates to the Certified Public Accountant (CPA) license.
 - b. Government Finance Officers Association (GFOA) as it relates to the Certified Public Finance Officer (CPFO) certification
 - c. Association of Government Accountants (AGA) as it relates to the Certified Government Financial Manager (CGFM) certification
 - d. Institute of Internal Auditors (IIA) as it relates to the Certified Internal Auditor (CIA) certification
4. Publish to our membership what our posture is with respect to CPE offerings (what our goal is and how the MDGFOA will support members in disputes, etc.) and support MDGFOA in its need and desire to meet with the Maryland State DLLR to explain our mission, our offerings and our membership. Most offerings are intended to and should qualify for CPA-type CPE credits if an appropriate presentation is made to the Maryland State DLLR to get a commitment that certain - if not all - offerings qualify). The point needs to be made that our professional membership deals with more than auditing, write-up and tax return preparation. Our members counsel staff and solve IT-related problems as well. (By way of example, how many Maryland CPAs know what OPEB is? We would expect DLLR to qualify such an offering – something that is becoming basic for a government financial professional.)

Section 5: Duties of the Executive Staff

5.1 Duties of the Program Chair

1. Introduction

The duties of the MD GFOA Program Chairman begin in Mid-June in order to prepare for the first Executive Board Meeting (August). The most important decision the Program Chairman will make is to immediately begin planning the year's program agenda. Contact with the incoming President of the MD GFOA is critical in order to establish an understanding between the two, to determine if the President has specific thoughts on programming content.

2. Transfer of Responsibilities

The outgoing Program Chairman will introduce the incoming Program Chairman at the last membership meeting and turn over the job. At this time, various materials should be turned over to the next Program Chairman, such as:

- Extra gifts for speakers, if any remain (Management Associate maintains the inventory)
- Copies of newsletters for the past year's meetings which may prove helpful in planning for the next year
- CPE guidelines issued by the Maryland Board of Accountancy
- Program ideas that may have been suggested during the current year but were not utilized

3. Initial Decisions and Actions to Take

Planning for the next year's agenda should begin immediately upon returning from the June meeting. The Program Chairman should solicit ideas from the President and other officers including the outgoing Program Chairman. The Program Chairman may also want to solicit volunteers from the membership to serve on the planning committee. The Management Associate can assist by sending out an email to the membership. When planning the conference agenda, the primary concern should always be what will generate the maximum amount of interest for all members, not just may be of interest to a limited segment of the membership.

The Program Chairman must also assist the Management Associate in the selection of an initial supply of gifts to be presented to speakers. A limit of \$25 is placed on gifts. Generally, stock of the Annual Give-away is purchased for the upcoming year's speaker gifts. The total number of gifts will depend on the number of sessions and panels versus singular speakers on a subject. Total gifts for the year will probably vary between 50 and 70 gifts.

Finally, you will need to coordinate with the Communications Chairman and Management Associate to establish the deadlines for submitting the session

description and speaker biographies that will be included in the Speaker Spotlights.

4. Preparation for the Executive Board Meetings

The Program Chairman must present the tentative program for the next conference to the Board for their comments, and for a final decision on how many 50 minute sessions qualify for inclusion of CPE credits at the 4 quarterly Board meetings (held in August, November, February and April). The Board has set the goal to have at least four sessions at each conference qualify for CPE credit.

General preparation of the session descriptions and speaker biographies is completed before the Board meetings. Changes requested by the Board are incorporated following the meeting in order to meet the submission deadlines.

5. Preparation of Quarterly Conferences

The subject content for the quarterly conferences is the central part of the Program Chairman's job. The development of specific subjects/topics/panels rests largely on what current developments are in the financial marketplace for governmental bodies. Qualifications of a session for CPE credit requires a session of at least 50 minutes as well as justification of subject matter. Continuing education guidelines issued by the Maryland Board of Accountancy are used to determine whether a session qualifies for CPE credit.

To develop subjects for membership meetings, you may wish to consider:

- a. Speaking to current MD GFOA President and members of the Board, asking for their ideas
- b. Speaking to individuals on the commercial banking, investment banking, accounting and legal professions who may offer ideas on specialized subjects
- c. Reviewing current conference agenda from such groups as:
 - I. GFOA
 - II. MACO (Maryland Association of Counties)
 - III. MML (Maryland Municipal League)
 - IV. AICPA (American Institute of Certified Public Accountants)
 - V. TMA (Treasury Management Association)
 - VI. NAST (National Association of State Treasurers)
 - VII. NASACT (National Association of State Auditors, Comptrollers and Treasurers)
 - VIII. MACPA (Maryland Association of Certified Public Accountants)
- d. Assisting the Management Associate in sending out questionnaires to membership and reviewing conference evaluations
- e. Current topics from a national perspective such as healthcare reform, the economy, etc
- f. Pending accounting changes that will impact all levels of State and local government

In addition to arranging for the speakers, there are a number of other responsibilities to prepare for in planning each of the quarterly meetings – these include:

- a. Preparing/editing session descriptions for the publication in the conference agenda on Speaker Spotlights
- b. Obtaining biographical sketches and photographs of each speaker for publication in the conference agenda and Speaker Spotlights
- c. Reviewing all speaker PowerPoint presentations to ensure they meet the general education guidelines and do not endorse a specific product or company
- d. Coordinating audiovisual needs (microphones, projectors, etc) with the Management Associate. This includes forwarding approved speaker presentations so that they can be loaded onto the program laptop
- e. Considering whether certain annual speakers should be contacted and make plans in advance.

6. Follow up to Conferences

Following the conferences, it is necessary to:

- a. Ensure speaker presentations are made available on the association website by the Management Associate.
- b. Send “thank you” letters to speakers

5.2 Duties of the Association Headquarters - Management Associate

- a. Attend quarterly Board of Directors meetings, quarterly conferences and the Annual Business Meeting.
- b. Update the Board of Directors Handbook with revisions to the By-Laws or policies or other matters as necessary and prepare distribution of a Board of Directors Handbook to new Board members upon election at the Annual Business meeting in June.
- c. Thru electronic invitation notify all Board members (and the Program committee chair, if not a Board member) of the date, time and place for each quarterly Board of Directors meeting no less than 10 days or more than 60 days prior to the meeting in accordance with the By Laws (Article VI, Sec. 7).
- d. Prepare and distribute electronic and hard copies of the following prior to each quarterly Board of Directors meeting:
 - a. Meeting Agenda. The agenda should also be part of the electronic invitation to quarterly meetings.
 - b. Distribute at the first quarterly Board meeting the Board Roster and Committee Assignments schedule for the fiscal year (3-hole punched for the Board Handbook)
 - c. Distribution at the first quarterly Board meeting a Calendar of Events schedule containing the dates and locations of each quarterly Board meeting, each quarterly General Membership Conference, and the Annual Business meeting, which is usually held in conjunction with the summer conference
 - d. Analyze membership trends and provide written reports to the Board.
 - e. All updates as submitted by the Standing Committee Chairs.
- e. Obtain officer plaques and certificates for presentation to members of the Board of Directors and other committee members at the Annual Business meeting.
- f. Manage Facility contracts and submit to President for signing.
- g. Assist with the selection and purchase of the Annual Give-away and Speaker gifts.
- h. Manage Sponsorship billing.
- i. Prepare Sponsorship solicitation letter for electronic mailing.

- j. Thru electronic invitation to Affinity meetings, notify members of meeting dates and locations.
- k. Publicize Affinity Group activities through the newsletter or website.
- l. Maintain electronic archiving of all agenda's, meeting documents, By Laws, Policies, etc.
- m. Maintain membership database.
- n. Submit invoices for payments thru online banking system.
- o. Coordinate with the sponsor the publication and distribution of the Annual Directory in June of each business year.
- p. Maintain the MDGFOA website.

Appendix 1: Officer Checklists

A1.1 President's Checklist

Before first quarterly meeting of New Year:

- Formulate a general plan for the upcoming business year and distribute to Board of Directors.
- Appoint the Chairs of the Standing Committees and other Special Committees.
- Request the tax preparer to change the responsible Officials information on the State Department of Assessments tax-exempt account records.
- Prepare the Annual Budget with the assistance of the newly Past-President

First quarterly meeting of New Year (Normally August):

- Ensure the notification thru electronic invite of all Board Members and Committee Chairs of the date, time and place of the first quarterly meet no less than 10 or more than 60 days prior to the meeting.
- Prepare meeting agenda and submit to Management Associate for distribution.
- Distribute the Annual Budget and General Plan for the upcoming business year.
- Ensure distribution of the Board Roster and Committee Assignments schedule
- Ensure distribution the Calendar of Events schedule containing the dates and locations of each quarterly meeting, quarterly conferences and Annual Business Meeting.

Second quarterly meeting of New Year (Normally November):

- Ensure the notification thru electronic invite of all Board Members and Committee Chairs of the date, time and place of the first quarterly meet no less than 10 or more than 60 days prior to the meeting.
- Prepare meeting agenda and submit to Management Associate for distribution.
- Nominate a GFOA representative to the Board for approval (only applies in odd numbered years). After Board approves, submit the recommendation to GFOA for approval.

Third quarterly meeting of New Year (Normally February):

- Ensure the notification thru electronic invite of all Board Members and Committee Chairs of the date, time and place of the first quarterly meet no less than 10 or more than 60 days prior to the meeting.
- Prepare meeting agenda and submit to Management Associate for distribution.
- Appoint a nominating committee consisting of three active members one of which one is the immediate Past-President as the Committee Chair.

Fourth quarterly meeting of New Year (Normally April):

- Ensure the notification thru electronic invite of all Board Members and Committee Chairs of the date, time and place of the first quarterly meet no less than 10 or more than 60 days prior to the meeting.
- Prepare meeting agenda and submit to Management Associate for distribution.

Annual General Membership Meeting (held during the June Conference):

- Submit an annual report evaluating the overall progress of the Association for the business year.
- Present the slate of candidates for approval by the General Membership.

Conference Tasks:

- Confirm and sign facility contracts.
- Purchase Door Prize gifts for the June Conference.

General Tasks:

- Ensure that the annual financial statements were posted to the MD GFOA website.
- Ensure the Treasurer has completed the following:
 - All tax returns and reports are filed with the appropriate Federal, State and local authorities
 - A committee of Board members has been formed to perform certain agreed upon procedures and presents the Committee's report to the Board of Directors.

A1.2 President-Elect's Checklist

Coordinate Long Range Planning for the Association

Present a Budget at the third quarterly meeting for the upcoming year.

Duties as assigned by President

A1.3 Treasurer's Checklist

On or before first quarterly meeting of New Year:

- Obtain signature cards for accounts maintained by financial institutions. Obtain the President, President-Elect and Secretary's signature and mail to the appropriate financial institutions.
- Collect the Bank Card from the newly Past-President and issue a bank card to the newly President-elect.

Conference Tasks:

Pre-meeting:

- Check with Management Associate to ensure four chairs and two tables are set up for registration.
- Bring blank checks should we need to pay for audio/visual, food or facilities the day of the meeting. If so, be sure to provide information to Management Associate so they can record expenses.
- Check with Program Chair for names of presenters so we can give them badges.
 - Tell Management Associate the names so they can prepare the badges.
- Ensure that Management Associate provides the following for the meeting:
 - List of people paid – Alpha list
 - Badges
 - Badge Holders
 - Copies of meeting agenda/registration forms
 - Pens
 - Cash Receipts
 - CPE sign-up sheet
 - Give any special meal request to Facilities' Chair

Post meeting:

- Get copies of bills for the day
- Prepare report: revenues, expenses, number attending, etc.
- Reconcile report to financial statements

Seminar Tasks

Tasks, if any, will vary with each seminar. Check with the Continuing Education Committee Chair to determine if registration support is needed or if a check is needed to pay for the facilities or the food.

Monthly Tasks

- Sign checks and review documentation as needed
- Review monthly financial statements
- Reconcile all bank documents

Board of Directors Tasks

- Present and discuss the most recent financial statements
- Present and discuss Budget vs. Actual

A1.4 Secretary's Checklist

Prior to quarterly Board of Director's meetings:

- Prepare and submit to Management Associate copies of the Board of Directors minutes to all members not later than 2 weeks prior to the next scheduled Board of Directors meeting.

Quarterly Board of Director's meetings:

- Record meeting attendance.
- Record the Official Board of Directors meetings minutes and retain copies of correspondence and reports presented.
- Record the vote on motions, adhering to the Robert's Rules of Order.

Maintain a supply of letterhead stationery and envelopes.

Maintain the Board of Directors Officer's Survival Kit in both written and electronic form.

Maintain a copy of the Association By-Laws in both written and electronic form.

Secure a backup of the Association membership database received from the Treasurer on a regular basis.