

Florida Government Finance Officers Association

Certification Committee

Policies and Procedures Manual

I. Membership Structure:

- a. The Committee should be composed of at least 20 members, not including the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee. **Members must be Active CGFOs.**
- b. The Chair is appointed by the President and serves as overall coordinator and must be an Active or Lifetime FGFOA member.
- c. The committee is divided into subcommittees to handle specific tasks with each member being assigned to at least one subcommittee as follows:
 - Applications & Renewals Subcommittee
 - Exam Questions Subcommittee
 - Exam & Review Sessions Subcommittee
 - Special Projects Subcommittee (if needed)

II. Purpose, Goals and Action Plan:

- a. Purpose: The Committee serves as the governing body responsible for overseeing the Certified Government Finance Officer (CGFO) Program.
- b. Long Range Goal: To uphold the integrity of the CGFO Certification Program, which is intended to encourage a level of knowledge and professionalism in the field of government finance.
- c. Short Range Goals:
 1. To work in coordination with the Florida League of Cities (FLC) Staff to administer the CGFO Program including the processes

for: reviewing and approving applications, testing, review sessions (in-person and/or webinars, and renewals including random audits.

2. To maintain a current and relevant test bank of questions sufficient for multiple testing versions.
3. To maintain current educational presentations (PowerPoint) to review the five subject areas that does not teach to the tests - the review classes / webinars are not intended to be a substitute for proper preparation for the exams.

d. Action Plan:

1. The Chair appoints one Subcommittee Chair for each major area of responsibility (sub-committee chairs cannot be associate members).
2. The Chair assigns members to a subcommittee taking into consideration members' preference while ensuring an adequate number of members are assigned to each subcommittee.
3. The Chair updates the Committee Manual for special projects (new initiatives / tasks) at the direction of the Board and provides information to committee members.
4. The Chair prepares a timeline for key due dates to ensure tasks are timely completed and distributes to committee members.

III. Member Responsibilities:

a. Chair

1. Provides overall direction for subcommittees.

2. Communicates with Staff Liaison to coordinate information requests including all outlier questions / issues that arise.
3. Coordinates all major aspects of the Committee meetings (FLC staff arranges conference call and other electronic other electronic meetings, if requested).
 - i. Establishes times and places
 - ii. Prepares meeting agenda
 - iii. Conducts meetings and keeps everyone on track with agenda
 - iv. Ensures minutes of the meeting are taken
4. Assists Subcommittee Chairs in coordinating subcommittee activities.
5. Engages and involves all Committee Members.
 - i. Keeps lines of communication open
 - ii. Informs committee members of key dates/deadlines
 - iii. Solicits volunteers – additional committee members, if necessary
6. Updates Committee manual following Strategic Planning for Special Projects / Tasks and develops a timeline of activities for the year that includes key due dates.
7. Keeps Committee Members and Board Liaison apprised of committee activities, conference calls, meetings and progress.
8. Prepares and presents reports about Committee progress for Scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison Committee report presentation. Examples of information to include in reports include:
 - i. Progress with Special Projects

- ii. Number of new applications received
 - iii. Number of exam participants
 - iv. Number new CGFO's
 - v. Number of renewals
 - vi. Results of annual CPE audit
9. Coordinate with FLC administrative staff to ensure all documents and brochures related to the CGFO Program on the FGFOA website are updated and contain accurate information.
10. Administer a budget if necessary, such as to provide proctors a lunch or other Board approved expenses.
11. Coordinates with Staff liaison to send noncompliance letters when a certificate holder is three months late meeting any specific requirement noted below:
- i. Failure to renew Certificate by due date
 - ii. Failure to maintain FGFOA membership
 - iii. Reporting required CPEs
 - iv. Making up CPE deficiencies
 - v. Satisfying the Ethics requirements
 - vi. Responding to requests for additional information regarding CPEs reported
12. Coordinates with FLC Staff after six-month grace period to send a certified letter informing the CGFO that their certificate has been suspended for failing to meet the specific requirement; and, that if their certificate is not brought into compliance within two years, the certificate will be revoked.
13. Coordinates with FLC Staff and Committee Board Liaison after two-year grace period to request approval of revocation from the FGFOA Board via the committee agenda. The Chair should provide the Board the circumstances leading up to this final action

including the failure of the certificate holder to respond to the certified letter.

b. Subcommittee Chairs:

1. Coordinate the subcommittee meetings

- i. Establishes times and places
- ii. Prepares meeting agenda
- iii. Conducts meetings and keeps everyone on track with agenda
- iv. Ensures minutes of the meeting are taken

2. Assist the Committee Chair and other Subcommittee Chairs

3. Reports subcommittee activities

- i. Keep Committee Chair and members apprised of subcommittee activity and progress
- ii. Participate in periodic meetings between Committee Chair and Subcommittee Chairs
- iii. Participate in periodic meetings of the Committee

c. Applications & Renewals Subcommittee:

- 1. Reviews applications to determine eligibility and acceptance into the program in accordance with the approved criteria as set forth in the "CGFO Applicant Requirements" located on the FGFOA website.
- 2. Performs random audit of renewals to ensure selected renewals are in compliance with the Policies and Procedures for Maintaining Certification located on the FGFOA website.

d. Exam Questions Subcommittee:

1. Reviews test bank of questions checking for proper grammar, accuracy for changes in accounting standards or statutes, outdated or invalid questions, proposes new questions, and ensures compliance with distribution of topics (recommends new distribution, if appropriate), and updates test exam versions.
 2. Evaluates statistics for individual test questions (pass / fail rates) and makes recommendations based on findings.
 3. Maintains a current and relevant test bank of questions sufficient for multiple testing versions. Makes recommendations for a thorough review and rewrite of questions utilizing an outside entity and validates new questions.
- e. Exam & Review Sessions Subcommittee:
1. Secures instructors for scheduled Review Sessions and/or webinars, as needed. Instructors may be CGFOs or Subject Matter Experts who will forfeit the right to become a CGFO candidate for five years from last session taught.
 2. Secures locations for the Spring exams at various locations throughout the state in order to limit the travel time for candidates, if needed.
 3. Coordinates with Chair, FLC staff and / or Webinar Committee to schedule webinars to be held prior to the Spring exams, if needed.
 4. Secures proctors for scheduled exams (this can be members of the subcommittee or the committee in general, or any other CGFO).
- f. Special Projects Subcommittee:
- The objectives, requirements and tasks for this subcommittee, if required, will be established based on recommendations from the Board's Annual Strategic Planning session.***

g. Members (Must be Active CGFOs)

1. Attend meetings whenever possible.
 - i. The first organizational meeting is held at the Annual Conference
 - ii. Subsequent meetings are called by the Committee or Subcommittee Chair
2. Serve on at least one subcommittee.
3. Complete assigned tasks within established timeframes or advise committee or Subcommittee Chair if unable to complete or if obstacles are encountered.
4. Respond timely to communication requests for action.

h. Florida League Responsibilities

1. Pre-reviews CGFO Program applications and emails them to the Applications and Renewals Subcommittee Chair and copy the Chair.
2. Administers the online renewal process and ethics exam and keeps track of any late renewals. Sends renewals to be reviewed and communicates any late renewals to the Applications and Renewals Subcommittee Chair. Sends a list of identification numbers for all renewals to the Applications and Renewals Subcommittee Chair so that a random selection can be made in order for auditing the renewals. Sends letter to CGFO if any further information is needed.
3. Sends a list of any noncompliant CGFO's along with appropriate letter templates to the Chair.

4. Administers registration for the CGFO Program certification reviews, webinars, and exams.
5. Secures site for fall reviews (SOGF) and exams (SOGF and Annual Conference), if needed.
6. Maintains a list of approved instructors for the CGFO review courses.
7. Sends exams to the Exam and Review Subcommittee Chair for final review; sends exams to the proctors; receives exams (answer sheets) from proctors and has exams graded; determines the CGFO of the Year and communicates to the Chair.
8. Ensures requested changes to the CGFO Program section of the FGFOA website are made.
9. Provides meeting space and set up any conference calls or Go-To Meetings for the Committee or Subcommittee Chairs.

IV. Budget:

1. The annual budget provides for expenses associated with committee meetings such as meals and conference calls and CGFO testing.
2. Any other expenses must be approved (in advance) by the FGFOA Board of Directors.

V. Transition Plan

1. Outgoing Chair and/or board liaison will meet with the incoming Chair and/or board liaison in order to provide for a smooth transition from one year to the next.

2. The outgoing Chair and board liaison will update the committee manual prior to conference in order to provide members with an updated manual.
3. The outgoing Chair sends word document version of Committee Manual and other documents to incoming Chair to update as necessary.

VI. Meetings and Attendance:

The Committee holds an organizational meeting at the Annual Conference to discuss goals and objectives for the year. Additional meetings are scheduled, if necessary, to develop a list of activities for the year and to discuss the progress on the tasks assigned to each subcommittee and member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged. Minutes should be kept by the Chair and distributed to the committee members after the meeting to document discussions and assignments.

VII. Terms:

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee.