

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 20 members plus the Chairperson. This composition provides a sufficient number of members, so that each member is assigned to the responsibility to generate speakers for 2 sessions and/or support the hospitality suite program.

The Chairperson serves as overall coordinator, and each subject area (i.e., A&A, budget, etc.) is organized by a respective subcommittee comprising of 3 to 5 members. The committee chair appoints a sub-chair for the subcommittees.

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 coordinates its activities with the Conference Program Committees to ensure compatibility of seminars and to broaden the common coverage of subjects:

Purpose: To develop and coordinate the training and 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 programs, and identify speakers.

Recommend changes in format and other areas for improvement to expand the Institute's attendance and participation.

Provide current development updates for the FGFOA Newsletter.

Assist the Long-Range Planning Committee in determining the professional development needs of Florida's government finance officials.

Assist in developing and maintaining a speakers/instructors reference bank.

C. Chairperson Responsibilities

The Chairperson is responsible for coordinating all major aspects of the Committee, including: establishing Committee meetings, chairing Committee meetings, assisting members in developing quality programs, and reporting activities and results to all Committee members and the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, long range goals, short range goals, and plan of action as listed in the Association Membership Directory. The Committee as a whole should review recommendations, and any changes forwarded to the Board of Directors for approval and inclusion in the next succeeding membership directory.

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

The Chairperson must remain in contact with all Committee members to ensure that seminars 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 at least one session. This responsibility includes assisting with development of the topic, planning the program, obtaining speakers, obtaining speaker biographies, course narratives, course outlines, and moderating the session. Depending on the goals and objectives of the Committee, a member may be asked to participate in

organizing more than one session and/or participating in other Committee programs (i.e., hospitality suite, etc.).

E. Meetings and Attendance

The Committee generally holds one organizational meeting in March to introduce new members, discuss general goals and objectives, review the work program, structure sub-committee assignments, review the prior year's Institute, 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 to plan specific session topics, sub-committee assignments and times.

Sub-committee meetings can be scheduled according to the needs of each sub-committee, including telephone conference calls.

F. Terms

All members are appointed for a three-year term. Appointments are to be staggered among the 20 members, so that no more than five terms expire in any year.

G. Membership Roster

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

II. School of Governmental Finance Development

A. General

The School of Governmental Finance Committee sponsors a 4-1/2 day educational program in November of each year. The first 2-1/2 days are at a basic/intermediate level and the latter 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 seminar topics
- Selection and coordination of speakers

C. Resources

A listing of past seminars will provide ideas on the success of previous offerings, and members should consider repeating past seminars 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 seminars.

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. A secondary consideration would be speakers who have contributed to, or have been exhibitors at, the annual conference.

F. Facilities

The Administrator is responsible for arranging facilities. The Administrator will coordinate meeting rooms, and the room blocks. It is important for each sub-committee to contact with the Administrator regarding the size of the facility needed, visual aids, speaker handouts, speaker biographies, and seminar outlines. Each subcommittee is responsible for developing their respective seminar outlines.

III. Session Development and Implementation

A. Development of Outline

The full Committee will normally establish the main topic. Each sub-committee is responsible for developing the main topic into a specific course outline. 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.

Again, the full Committee prior to contacting any speakers should determine the general idea of the type of session 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 in order to ensure they are committed to speaking. Committee members are responsible for obtaining biographies, outlines, and copies of any handout materials that will be available. 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 the summer Board meeting 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 seminar 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; in order to avoid overlapping topics and exceeding allotted time limits.

D. Advertising

Sessions are advertised through the (1) Registration Form, (2) "At A Glance" pamphlet and (3) "Speaker Outline" Booklet. Each sub-committee member is responsible for coordinating advertising with the Chairperson.

1. Registration Form

Information that will be included in the Registration Form includes:

- 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
- Location information (to be provided by the Administrator)
- Registration and hotel information (to be provided by the Administrator)

2. At-A-Glance pamphlet

- 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
- Location information (to be provided by the Administrator)
- Registration and hotel information (to be provided by the Administrator)

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

One sub-committee member 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. The following is a checklist that can be used by the designated moderator:

1. Session Development

- a. Determine categories of subject areas and number of Continuing Professional Education (CPE) credits by subject area and level (basic, etc.)
- b. Determine session topics (preferably at 1st full Committee meeting, but not later than second full Committee meeting).
- c. 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. Contact Chairperson to block tentative session date and time.
- e. Obtain written confirmation from speaker(s) indicating commitment to speak and date/time of session.
- f. Request session narrative, session outline, bio, and anticipated audio/visual (AV) needs.
- g. Once obtained, review session narrative, session outline, bio, and AV needs. Discuss and edit with speaker(s) as deemed necessary.

- h. Remit session narrative, session outline, bio and AV needs to Chairperson for advertising.
 - i. Review program outline and determine appropriate cutover between speakers and breaks. Discuss cutover with speakers (see 2.e., below).
 - j. Determine whether speakers will be providing handouts.
 - k. Verify the Administrator reserves available audiovisual equipment for each speaker.
 - l. Chairperson to contact the **Administrator** development of advertisements.
2. Session Moderator
- a. Arrive at session location approximately one-half hour before beginning of session to determine appropriate room configuration and verify availability of audio visual equipment as requested by speakers).
 - b. Contact **Administrator** representative on-site to obtain session materials not previously distributed (CPE sign-up sheets, session evaluation forms, etc.). 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, breaks, handouts, cutover, 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 speakers segment is going to be separate and distinct, R 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.
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 Course Title and Sponsor Name (FGFOA)
 - Describe length of session, including breaks, and anticipated ending of session
 - Announce CPE credits (amount, type) and sign-up sheet that will be distributed after the last break of session.
 - Restroom locations
 - Any other announcements, such session changes, 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 CPE sign-in sheet should be distributed.
- e. The Moderator should close the session by thanking the speakers and ask the audience to show their appreciation through applause.
- f. Thank the audience for their participation.
- g. Collect CPE sign-in sheet and session evaluations and give them to the **Administrator**.

IV. Minutes

This section would contain meeting minutes from the past three or four years. It should not be necessary to keep minutes in perpetuity, but only to allow some sort of continuity between committees. If more years' minutes were required, it is recommended a separate binder be used to provide storage on a more permanent basis.

V. Reports

Any Committee reports to the Board, Committee members, or general membership should be located in this section.

VI. Correspondence

Any official correspondence between the Chairperson and other individuals could be maintained in this section. This would not include normal correspondence from sub-committee members to speakers, etc., but could include correspondence from the Chairperson to all Committee members.

VII. Seminar Notices

This section would contain seminar notices mailed to Association members for the past three or four years. Oftentimes the notices are good examples for structuring future programs. No more than three years of minutes should be maintained unless a more permanent storage binder is utilized.

VIII. School of Governmental Finance Statistics

The section would include the statistics provided by the Administrator, including attendance, budget, and any evaluations or comments received.