

**Florida Government Finance Officers Association
Small Government Committee
Policies and Procedures Manual**

I. Membership

A. Structure

The Small Government Committee is generally composed of 12 to 15 members including the Chairperson. While not required, it is beneficial that some members have experience in a small government setting. The Chairperson may appoint sub-committees with sub-committee chairpersons in order to effectively accomplish the committee's goals. The Chairperson is appointed by the President and serves as overall coordinator.

B. Terms

All members are usually appointed for three year staggered terms.

C. Membership Roster

A listing of each Committee member including name, title, employer, address, telephone number, fax number, e-mail address and term expiration will be compiled and distributed to all Committee members.

II. Purpose, Goals and Plan of Action

The Committee is responsible for focusing on the educational, training and other services needs of small governments.

Purpose: To develop cost effective educational and training programs that are specifically targeted to meet the needs of small governments.

Goals: To provide educational and networking opportunities that are particularly tailored to small governments and to conduct outreach efforts to attract and retain new members and non-member governments.

- Plan of Action: To meet these goals, the Committee will:
- Conduct needs assessment surveys, as necessary, to ascertain the educational and training needs of small governments.
 - Work with the Conference Program Committee to enhance the small government tract at the annual conference.
 - Increase small government outreach and networking opportunities by exhibiting at various conferences and coordinating with local chapters.
 - Develop and maintain a Small Government Financial Resources Manual.
 - Explore providing financial assistance to members of small governments with limited financial resources to attend educational conferences and seminars.

III. Chairperson Responsibilities

The Chairperson is responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assigning tasks and responsibilities to Committee members, reporting activities and results to Committee members and providing periodic reports to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, goals and plan of action as listed in the Membership Directory. Recommendations should be reviewed by the Committee as a whole, and any changes forwarded to the Board of Directors for approval and inclusion in the next Membership Directory.

The Chairperson attends all FGFOA Board meetings and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chair is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson is responsible for submitting by the summer Board meeting a timeline of activities for the year which includes deadline dates.

The Chairperson is responsible for maintaining continuous communication with the Board liaison on all committee activities, conference calls and meetings.

The Chairperson is responsible for providing bi-monthly committee update articles for the Association newsletter.

The Chairperson is responsible for preparing minutes for each meeting (including conference call meetings) and distributing copies to each member, the Board liaison and the FGFOA administrative offices.

The Chairperson is responsible for maintaining and updating the Committee's Policies and Procedures Manual.

The Chairperson is responsible for presenting an annual report to the membership at the annual conference business luncheon. This report should summarize all Committee activities for the year.

The Chairperson shall meet with the incoming Chairperson and President to communicate any incomplete projects or concerns to facilitate an orderly transition. This meeting should occur either before or during the annual conference.

IV. Subcommittee Chairperson Responsibilities

Each subcommittee chairperson is responsible for preparing and presenting reports to the committee chairperson on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective subcommittee chairperson.

V. Members Responsibilities

Committee members are responsible for assisting their subcommittee chairperson with accomplishing the goals assigned to the subcommittee.

VI. Meetings

The Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. Additional meetings may be scheduled to develop a list of activities for the year and to discuss the progress on tasks assigned to each member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged.

VII. Budget

An allocation is included in the annual budget for expenses associated with Committee meetings. This allocation may be used for meals and other incidental expenses related to Committee meetings.

VIII. Correspondence

Copies of all correspondence should be maintained in Committee files for reference purposes and should be provided to the next Chairperson and Committee.