



Florida Government Finance Officers Association Professional Development Committee Policies and Procedures Manual

I. Purpose, Goals and Action Plan

- A. **Purpose:** To provide opportunities for professional development to members including implementation and management of the Mentorship and Leadership Programs; facilitating networking opportunities for members; promoting the benefits of FGFOA membership, and providing actively engaging with local universities and educational institutions to promote the benefits of pursuing a career in government finance accounting.
- B. **Long Range Goal:** To enhance the knowledge, skills, and capabilities of government finance professionals.
- C. **Short Range Goals**
 - 1. Sustain and oversee the Mentorship Program.
 - 2. Ensure the continued success of the Leadership Program
 - 3. Foster meaningful networking opportunities
 - 4. Strengthen engagement with local universities

II. Membership Structure

- A. Members should include a cross-section of the FGFOA so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.
- B. The committee should be composed of at least 10 active members, not including the chairperson(s).
- C. The Chairperson is appointed by the President and serves as overall Committee coordinator.
- D. A Vice-Chairperson may be appointed; however, the Chairperson has primary responsibility for the Committee.
- E. Sub-Committee Chairs are appointed by the Chairperson.
- F. Sub Committees are as follows:
 - 1. Mentorship Committee
 - 2. FGFOA Leadership Program
 - 3. Networking Committee
 - 4. University Outreach Committee

III. Action Plan

- A. **Mentorship Committee**
 - 1. Develop and manage mentorship programs, including pairing mentors and mentees.
 - 2. Provide orientation, support, and resources to mentorship participants.

3. Monitor progress, gather feedback, and continuously improve the mentorship program.

B. FGFOA Leadership Program Committee

1. Manages the application process for the FGFOA Leadership Program, which includes creating the application, reviewing submitted applications, establishing selection criteria, and conducting interviews or assessments.
2. Ensures the selection process maintains transparency, fairness, and adherence to established criteria.

C. Networking Committee

1. Facilitates networking opportunities and connections among FGFOA members.
2. Organizes events and activities that promote professional relationships and collaboration within the finance community.
3. Fosters an inclusive and supportive environment for members to connect and share knowledge and experiences.

D. University Outreach Committee

1. Actively engages with local universities and educational institutions by conducting presentations to highlight the benefits of pursuing a career in government finance accounting.
2. Creates marketing materials to effectively convey the advantages and opportunities within this field.

IV. Member Responsibilities

A. Chairperson: Only active members can hold the position of Chairperson.

1. Coordinates all major aspects of the committee meetings, including establishing time and place, agenda and minutes.
 - a. Meetings shall be held at least once per quarter and can be held in person or virtually. The FGFOA staff assigned liaison will schedule the virtual meetings.
 - b. Assigns committee member activities.
 - c. Motivates and involves all committee members.
2. Reports committee activities, including keeping committee members and Board liaison apprised of committee activity and progress.
 - a. Prepares and presents reports about the committee's progress for scheduled FGFOA Board of Directors meetings. Although highly encouraged to attend the Board Meetings, if unable to attend, coordinates with Board liaison for committee report presentation.

- b. Submits articles describing the committee's progress for the FGFOA newsletter.
 - c. Prepares a report for the annual conference business luncheon, summarizing all of the committee activities for the year.
 - d. Assists with transition of responsibilities to the new Board Liaison and Chair.
 - e. Solicits volunteers, if needed.
 - f. Informs committee members of key dates/deadlines.
3. Works with the Board Liaison to establish Sub-Committees for the year
- a. Assigns Sub-Committee Chairs and identifies tasks and goals for each sub-committee to accomplish for the year.

B. Vice Chairperson (assigned as needed)

- 1. Assists the Committee Chairperson and Sub-Committee Chairs.
- 2. Participates in periodic Committee meetings.
- 3. Active, Associate, Retired, or Student members of FGFOA are eligible to be Vice-Chairperson.

C. Sub-Committee Chair

- 1. Organizes sub-committee work during the year including any type of communication the subcommittee needs to accomplish assigned tasks.
- 2. Coordinates with the Chairperson/Vice Chairperson for any assistance needed.
- 3. Reports on sub-committee activities and accomplishments during Committee conference calls.

D. Members:

- 1. Assist the Chairperson in carryout out the duties for the committee.
- 2. Attend committee meetings, including but not limited to:
 - a. The organizational meeting held at the annual conference.
 - b. Subsequent committee meetings called by the Chairperson, Vice Chairperson, Chairperson or Sub-Committee Chair.

V. Budget:

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Presenters are volunteers and do not receive compensation or expenses for their services, except for national speakers from GASB and GFOA. Any presenter that requests compensation must be approved by the Board prior to selection.

VI. Terms

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

VII. Timeline:

A. Mentorship Committee

1. The program begins September 1st and concludes at the Annual Conference.

B. FGFOA Leadership Program

1. Determined by FGFOA Executive Director, who will also determine the total number of applicants that can be accepted into the program. Once the deadline for the applications has been met, the Committee will have two to three weeks to provide their list of recommendations to the FGFOA Executive Director.

C. Networking Committee

1. Determined by sub-committee
2. Set up quarterly virtual networking/ master mind sessions on various topics.

D. University Outreach Committee

1. Determined by sub-committee
2. Secure at least three (3) speaking connections with universities. Universities must be contacted well in advance of the beginning of the school year, ideally August, as opportunities for speaking engagements fill up quickly.

VIII. Transition Plan:

- A. Outgoing chairperson(s) and board liaison will meet with the new chairperson(s) and board liaison to provide a smooth transition from one year to the next.
- B. The new Chairperson and board liaison will review the committee manual prior to the annual conference and will update as needed. Any changes to the manual must be approved by the Board, prior to implementation.