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 & 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. Maintain up-to-date educational presentations (PowerPoints) covering the five subject areas, ensuring the material supports understanding without teaching to the test. These review classes and webinars are intended to complement, not replace, proper preparation for the exams.

d. Action Plan:

1. The Chair appoints either a Co-chair or Subcommittee Chairs to be responsible for keeping each of the subcommittees on task (co-chairs or sub-committee chairs cannot be associate members).

2. The Chair assigns members to a subcommittee taking into consideration members' preferences 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 and distributes a timeline of key due dates to ensure all tasks are completed on schedule.

III. <u>Member Responsibilities:</u>

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 meetings, if requested).

    i. Establishes times and places
    ii. Prepares reports on Committee progress for FGFOA Board of Directors meetings
    iii. Conducts meetings and keeps everyone on track with agenda
    iv. Ensures minutes of the meeting are taken

4. Assists Co-chair or 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 reports on Committee progress for FGFOA Board of Directors meetings. Coordinates with the Board Liaison to ensure the Committee report is accurately presented. Examples of information to include in these reports are:

    i. Progress with Special Projects

ii. Number of new applications received
iii. Number of exam participants
iv. Number of 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. Administers a budget if necessary, for 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 letter by first-class mail and email 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 with the circumstances leading up to this final action.

b. Co-chair or 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. Assists the Committee Chair, Co-chair, or other Subcommittee Chairs

3. Reports subcommittee activities

i. Keeps Committee Chair and members apprised of subcommittee activity and progress
ii. Participates in periodic meetings between Committee Chair, Co-chair, or other Subcommittee Chairs
iii. Participates 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 a random audit of at least 10% of renewals to ensure selected renewals are in compliance with the Policies and Procedures for Maintaining Certification located on the FGFOA website.

3. New applicants on or after January 1, 2027 will have **two years** to pass all five exams. Candidates already enrolled prior to January 1, 2027, will continue to have **three years** to pass all exams.

d. Exam Questions & Review Sessions Subcommittee:

1. Evaluates statistics for individual test questions (pass / fail rates) and makes recommendations based on findings.

2. Maintains a current and relevant test bank of questions sufficient for multiple testing versions.

3. Makes recommendations for a thorough review and rewrite of questions utilizing an outside entity and validates (QA/QC) new questions.

4. 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.

5. Coordinates with Chair and FLC staff to schedule webinars as needed, such as in coordination with new exam questions.
6. Review and update all exams every even year as needed.

e. Special Projects Subcommittee:

Additional objectives, requirements and tasks for this subcommittee, if required, will be established based on recommendations from the Board's Annual Strategic Planning session.

1. Reviews fees annually and makes recommendations for fee increases, as appropriate.

f. Members (Must be Active Member of the FGFOA and a CGFOs)
   1. Attend meetings whenever possible.

      i. The first organizational meeting is held at the Annual Conference
      ii. Subsequent meetings are called by the Chair, Co-chair, or Subcommittee Chair

   2. Serve on at least one subcommittee.

3. Complete assigned tasks within established timeframes or advise Chair, Co-chair or Subcommittee Chair if unable to complete or if obstacles are encountered.

4. Respond timely to communication requests for action.

g. 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 all reviews, as required.

6. Maintains a list of approved instructors for the CGFO review courses.

7. 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 sets up any conference calls or Go-To Meetings for the Committee Chair, Co-chair, 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.