

# **GEORGIA GOVERNMENT FINANCE OFFICERS ASSOCIATION**

## **POLICIES AND PROCEDURES**



# GGFOA POLICIES AND PROCEDURES

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## **GGFOA Committees**

### **Annual Conference**

Leads the planning and execution of GGFOA's Annual Conference, ensuring it delivers educational value and addresses current issues relevant to cities, counties, and government agencies across Georgia.

### **Awards/Scholarship**

Manages scholarship and award programs to support students and members pursuing careers in public finance, fostering excellence through financial support and professional recognition.

### **Career Development**

Oversees the planning and promotion of educational programs and professional development resources for GGFOA members, supporting the growth of government finance professionals.

### **Communications**

Directs all communication strategies, including the website, e-newsletters, and social media, to keep members informed about organizational news, events, and relevant updates.

### **Government Relations/Strategic Planning**

Monitors legislative updates impacting governmental finance, fosters intergovernmental collaboration, and oversees the implementation of GGFOA's long-range strategic plan.

### **Membership**

Promotes membership growth and engagement by increasing awareness of GGFOA's benefits, welcoming new members, and encouraging broader participation from public finance professionals statewide.

### **Nominating**

Recommends candidates for various officer and at-large executive board positions, and coordinates efforts to enhance their understanding of the leadership roles and responsibilities of government finance officers.

### **Technical Resources**

Provides expert guidance and resources in response to technical inquiries and develops tools and materials to support the evolving needs of government finance professionals.

## Committee Members

Each committee is led by a chairperson appointed by the president-elect of GGFOA, with additional members recruited from the general membership. Committee size may vary annually. The chairperson is responsible for recruiting members and may appoint a co-chair or subcommittee chairs as needed. The standard term of service for committee chairs is two years, though members and chairs may serve additional terms if reappointed.

# GGFOA Executive Board Meetings - Administrative Procedures

## Possible Attendees of Executive Board Meetings

- 6 of the 11 officers and board members are required to constitute a quorum for board action. Committee chairs are not included in the quorum.
- Officers: President, First Vice President, Second Vice President, Secretary, Treasurer (5 total)
- Board members: 4 directors
- Immediate Past President: 1
- Historian: 1
- Committee Chairs: 8 committees, per the bylaws

## Required Number of Meetings

In accordance with the Association's bylaws, at least one general meeting is required each year. This requirement is fulfilled by the annual meeting held during the Annual Conference.

## Board Meetings via Conference Call/Virtual Platform

- The GGFOA President may contact the board members to coordinate a board meeting or may delegate these responsibilities to the Secretary.
- The President or Secretary communicates with board members to determine a meeting date and is responsible for arranging the meeting format—phone, virtual platform, or in person.
- If a board member is unable to attend in person, they may participate via telephone or virtual platform.

## Agenda

Two weeks prior to the board meeting, the Secretary emails the board to request any agenda items, compiles the submissions, and forwards the draft agenda to the President. Based on the President's input, the Secretary makes any necessary revisions before distributing the final agenda to board members and committee chairs. The Secretary will either bring printed copies to the board meeting or email the agenda in advance.

## Financial Statements

On a quarterly basis and prior to board meetings, the Treasurer sends draft financial statements—including the Balance Sheet, Operating Statement, Detailed Transaction List by Account, and bank reconciliations—to the President for review and approval before distributing them to the full board and committee chairs.

## Minutes

After each board meeting, the Secretary prepares draft meeting minutes and distributes them to the officers, board members, and committee chairs for review. Based on feedback received, the Secretary makes any necessary revisions and redistributes the finalized minutes prior to the next board meeting.

To ensure a quorum, the President asks board members to confirm their attendance in advance. Committee chairs are not voting members. A quorum is established when a majority of voting members is present. The board consists of five officers, four board members, an Immediate Past President, and a Historian—for a total of eleven voting members. Therefore, at least six must be present to constitute a quorum.

## Finalizing

- Four to five days before the meeting, the President emails board members to confirm attendance, share current RSVPs, and ask if anyone's status has changed.
- After receiving updates, the Secretary sends out the meeting agenda and the draft meeting minutes from the previous board meeting for review and approval by the officers, board members, and committee chairs in preparation for the upcoming meeting.
- The Treasurer distributes the financial statements—Balance Sheet, Operating Statement, and Detailed Transaction List by Account—along with bank reconciliations to the officers, board members, and committee chairs for review ahead of the meeting.
- The day prior to the board meeting, the Secretary informs the President whether a quorum will be present for board action.

## Items to Take to the Meeting

- Agenda
- Financial Statements – Balance Sheet, Operating Statement, Detailed Transaction List by Account, and bank reconciliation reports.
- Meeting Minutes Requiring Action
- Committee Reports

## Committee Chairs/Board Members

- As new board members and committee chairs assume their roles, they are provided with copies of the Policies and Procedures, Strategic Plan, and Bylaws.
- When nominating for committees, preference should be given to members who have actively participated in committee work over those who have not served as a committee chair.
- Committee chairs and board members are responsible for recruiting and training their replacements as their terms come to an end.
- Regardless of the role, any individual or entity that receives payment from GGFOA for services is considered a vendor. Vendors are not eligible to hold a voting position on the board. If a voting board member transitions into a vendor role, they will be asked to step down.

# Annual Conference Policies and Procedures

## Reimbursement

The Annual Conference Committee Chair will be reimbursed for reasonable expenses incurred during the planning of the Annual Conference, in accordance with the existing GGFOA Travel Policy. *(Effective October 1, 2000)*

## Annual Conference Chair Fees

Lodging and the registration fee for the Annual Conference will be covered for Committee Chairs, in accordance with the GGFOA Travel Policy. *(Effective August 21, 2001)*

## ACCG/GMA Fees

If a reciprocal agreement is established beginning in the following year, the ACCG and/or GMA will be charged the standard participant registration fee for exhibit space, instead of the exhibitor registration fee. *(Effective August 21, 2001)*

## Site Selection

Conference sites are selected and confirmed no less than two (2) years in advance. The Annual Conference Committee selects the preferred site(s), and the Carl Vinson Institute of Government (CVIOG) negotiates the contract based on the committee's direction. Final contracts are signed by the GGFOA President.

## Topic Details

The Annual Conference Committee is responsible for determining conference topics, selecting speakers, and developing the agenda. Speaker confirmation letters are sent by the Committee Chair or a designated Board member.

## Budget

Once site fees are identified, a conference budget is developed based on expected registration and exhibitor fees, as set by the GGFOA Board.

## Exhibitor/Sponsor Information Packet

Each February, and based on committee direction, the Annual Conference Committee sends exhibitor and sponsor communications (letters or emails) to contacts in the GGFOA Exhibitor database. Updated forms are also made available on the GGFOA website.

## Brochure Development

Approximately sixteen (16) weeks prior to the conference, the committee must submit the course description, agenda, and speaker information in a Word document to begin development of the electronic brochure. The Carl Vinson Institute of Government (CVIOG) incorporates site and lodging information and coordinates the layout of the digital file.

The brochure will be posted on the CVIOG website by June 30, unless the GGFOA President and Conference Committee Chair agree to a later date. CVIOG will also send a PDF version of the brochure to the Communications Committee for publication on the GGFOA website. The brochure and registration will open in early July, unless otherwise delayed by agreement between the President and Conference Chair.

## Site

The Conference Chair is responsible for placing the following individuals on the venue's master bill for lodging:

- GGFOA President
- GGFOA Board Members
- GGFOA Conference Committee Chair
- GGFOA Conference Committee Co-Chair
- CVIOG Representatives

However, GGFOA will only cover the cost of lodging for the President and Conference Chair(s). All other individuals listed on the master bill are responsible for their own lodging costs unless otherwise approved in writing.

CVIOG will work directly with the venue to coordinate food and beverage service, room setup, and audiovisual equipment, based on direction provided by the Conference Committee.

## Materials

- The Carl Vinson Institute of Government (CVIOG) reviews all speaker materials submitted electronically by the deadline stated in the speaker letter.
- The preferred method of distribution for speaker materials is electronic delivery to registered participants.
- CVIOG and/or the Conference Committee Chair submit approved speaker materials to the GGFOA Technical Resources Committee Chair for posting on the GGFOA website. The GGFOA Technical Resources Committee will post and disseminate materials electronically, provided they are received at least two (2) weeks prior to the event.
- The GGFOA Communications Committee will notify conference participants via email once all materials have been posted on the website.
- If the conference utilizes a mobile app, speaker materials should also be uploaded to the app.

- Speakers may also bring printed materials to the site if they prefer to distribute them in person.

## Mail-In or On-line Registration

- Approximately twelve (12) weeks prior to the event, CVIOG, in conjunction with the GGFOA Technical Resources Committee and Communications Committee, sets up online registration on the CVIOG website.
- The GGFOA Technical Resources Committee updates the GGFOA website with links to the brochure and registration page located on CVIOG’s website.
- CVIOG or the GGFOA Conference Chair will send an “Opening of Registration” email announcement to the membership, announcing the conference and including links to the registration page and brochure.
- Exhibitor registration opens at the same time as general registration. The GGFOA Conference Chair should send a separate email to prospective exhibitors, announcing the opening of exhibitor registration, providing links to the exhibitor registration form and brochure. This email should be sent to the master contact list for sponsors, exhibitors, and speakers, which is maintained in StarChapter. Please request the contact list via the GGFOA main email ([ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com)).
- Conference reminder emails—including links to the registration form and conference brochure—may be requested through the GGFOA main email ([ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com)) periodically during the registration period to help increase enrollment if capacity has not been reached.
- Registration confirmations are sent to all registrants by CVIOG.
- CVIOG registers the GGFOA President and Conference Chair with a fee waiver (\$0 fee).

## On-Site Registration

- CVIOG provides on-site event management and registration support to the Annual Conference Committee.
- CVIOG is responsible for bringing GGFOA signage for display at the registration desk and exhibit room.

### **Registration supplies brought to the site by CVIOG include:**

- o Printed name badges and holders for registered participants
- o Printed receipts for pre-registered participants
- o Receipt book for walk-in registrations

- o Blank registration forms for walk-ins
- o Blank name badges and holders
- o Printed CPE Forms (two copies per participant)
- o Printed evaluation forms (one copy for each participant)

## Completion

- The Annual Conference Chair or a designated representative collects completed evaluation forms and returns them to the Carl Vinson Institute of Government (CVIOG) for tabulation.
- CVIOG reviews all site-related expenses and obtains a signed payment voucher from the Annual Conference Chair, based on the terms outlined in the site contracts.
- The GGFOA Treasurer uses the final information provided by CVIOG to reconcile conference expenses and records the corresponding entries in the GGFOA ledger to finalize both revenues and expenses associated with the conference.

# Awards/Scholarship Committee Policies and Procedures

## Scholarship Committee General Duties

- The Scholarship Committee determines specific scholarship award criteria each year.
- The Committee ensures that scholarship information and applications are posted on the GGFOA website in a timely manner.
- Scholarship-related content—including available scholarships, recipient announcements, sponsor recognition, funding updates, and general information—is posted on the website.
- The Committee actively participates in the Annual Conference to promote scholarship opportunities and encourage vendor support.
- The Committee Chair supports fundraising initiatives to generate scholarship funds.
- The Committee keeps the GGFOA Board informed of its activities and progress.

## Applications

- Applications should not be accepted after the due date.
- Prior to reviewing applications, the Scholarship Committee Chair should send a list of applicants to the Technical Resources Committee Chair to verify their membership status. Non-members are not eligible for scholarships and should be removed from the applicant pool.
- All committee members should participate in reviewing the applications and a vote should be held for each applicant. Committee members should refrain from voting when there is a conflict of interest. For example, when an applicant works at the same organization as a committee member.

## Notifications and Announcements

- All applicants should be notified in writing—by email or postal mail—within 30 days of the application deadline.
- A list of all scholarship recipients should be sent to the GGFOA President and Treasurer. The Treasurer should also receive each recipient’s contact information.
- Specific scholarship notifications should be sent as follows. When sending emails, please cc the GGFOA main email ([ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com)):

1) **Certificate in Public Financial Management (CPFM) Scholarship:** Recipient's name and contact information should be sent to the Center for State and Local Finance to facilitate course enrollment.

2) **Jim Pehrson Conference Scholarship:** Recipient's name and contact information should be sent to the GGFOA Conference Committee Chair.

3) **Leadership Academy Scholarship:** Recipient's name and contact information should be sent to the GFOA for consideration.

4) **Level I and II Certified Finance Officer Scholarships:** Recipients' names and contact information should be sent to the Carl Vinson Institute of Government.

- All scholarship recipient names should be posted on the GGFOA website. The Awards/Scholarship Committee is responsible for updating the "Awards & Certifications" page.

- Recipients' names and photos (if available) should be included in the quarterly e-newsletter. The Awards/Scholarship Committee is responsible for providing this content to the GGFOA main account at [ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com).

## Disbursement of Scholarship Funds

The Treasurer is responsible for disbursing scholarship funds once proper documentation has been received. The disbursement process varies by scholarship type, as outlined below:

- **Leadership Academy Scholarship:**

Tuition is paid directly to the GFOA. The remaining scholarship funds may be disbursed either in advance or on a reimbursement basis to the recipient. In most cases, recipients will need the funds in advance to cover hotel and transportation reservations.

- **Certificate in Public Financial Management (CPFM) Scholarship:**

The scholarship is paid directly to the Center for State & Local Finance upon registration to cover the course cost.

- **The Jim Pehrson Conference Scholarship**

The Treasurer includes the cost of lodging and conference registration in the regular vendor payment; therefore, no funds are distributed directly to the recipient.

- **Annual College Scholarship:**

A check is issued directly to the scholarship recipient after the Annual Conference. The Scholarship Committee Chair emails the recipient's information to the Treasurer, who then mails the check to the recipient.

- **Level 1 and Level 2 Finance Officer Scholarships:**

Payment is made directly to the Carl Vinson Institute of Government as the recipients register for classes; no funds are distributed to the recipients.

- **Public Finance Leadership Academy Scholarships:**

Similar to the Level I and II Scholarships, checks are issued directly to the Carl Vinson Institute of Government upon class registration, with no direct disbursement to recipients.

## Available Scholarships

<b>Name</b>	<b>Due Date</b>	<b>Number Available</b>	<b>Total Max Annual Cost</b>
Certified Public Finance Manager Scholarship	TBA	1	\$500
GFOA Leadership Academy Scholarship	TBA	1	\$4,000
Level 1 Certified Finance Officer Scholarship	August 1 <sup>st</sup>	3	\$7,500
Level 2 Certified Finance Officer Scholarship	August 1 <sup>st</sup>	1	\$2,500
GGFOA Jim Pehrson Conference Scholarship	July 1st	2	\$1,700
Annual College Scholarship	September 1st	1	\$1,500
Public Finance Leadership Academy (UGA CVIOG)	TBA	2	\$5,600
		<b>Total</b>	<b><u>\$23,300</u></b>

# Career Development Policies and Procedures

## General

In alignment with the GGFOA Strategic Plan, the Career Development Committee is responsible for coordinating professional development training opportunities for GGFOA members. These include traditional in-person career development seminars, remote webinar training (Wednesday's News You Can Use), and asynchronous learning through self-guided and interactive tutorials.

The Career Development Committee ensures that all training programs meet the qualifications for Continuing Professional Education (CPE/CEU) credits applicable to both the Carl Vinson Institute of Government's Local Finance Officers Certification Program and the Government Finance Officer Association (GFOA) Certified Public Finance Officer (CPFO) Program.

## Venue Selection

The Carl Vinson Institute of Government (CVIOG) will help identify an appropriate training location for career development seminars (traditional face-to-face training) after the committee decides the general area and dates of the seminars.

## Fees for Chair

Lodging and the registration fee will be covered for the Career Development Committee Chair to attend career development seminars, in accordance with the GGFOA Travel Policy.

## Career Development Seminars

### Site Selection

By the Annual Conference, sites for the new fiscal year must be confirmed with contracts signed by the GGFOA President. The committee selects the sites, and the Carl Vinson Institute of Government negotiates the contract based on direction from the committee. Generally, there will be two-day session (April - May). This may vary based on the availability of speakers and seminar sites.

### Topic Details

The committee determines topics, speakers, and the agenda for either a one-day or a two-day session. At each career development seminar and at the Annual Conference, participants should be asked to provide topic suggestions for upcoming seminars to guide the Chair and committee members in selecting topics and arranging speakers.

## Budget

After site fees have been identified, a budget is established for the sessions based on the registration fee set by the Board at the beginning of the fiscal year. The budget should be completed and submitted to the incoming President by the Annual Conference.

## Brochure Development

- Approximately twelve (12) weeks prior to the event, course descriptions and speaker bios must be provided in a Word document by the committee for brochure development. The Carl Vinson Institute of Government incorporates site and lodging information and coordinates with CVIOG Communications on the layout and publication of the brochure.
- Approximately ten (10) weeks prior to the event, CVIOG publishes the seminar brochure (PDF) and registration form on its website. CVIOG sends a link to the GGFOA Communications Committee Chair for posting on the GGFOA website. Once the link is posted, the GGFOA Communications Committee will send an email blast to the membership announcing that registration is open. The email will include a link to the page on CVIOG's site where the brochure and registration are located.
- Approximately three (3) weeks prior to the event, the brochure is emailed to the GGFOA members to potentially increase enrollment if event maximums have not been reached.

## Lodging

The Carl Vinson Institute of Government secures lodging on the master bill for the GGFOA President, the GGFOA Career Development Chair, and speakers, if applicable.

## Materials

- The preferred method of delivery of speaker materials is electronic distribution to registered participants. The Carl Vinson Institute of Government will disseminate materials electronically provided they are received at least two (2) weeks before the event is scheduled to occur.
- If the Carl Vinson Institute of Government is duplicating speaker materials, receipt of materials three (3) weeks before the scheduled event is preferred.
- If the speaker will provide printed materials on-site, the Carl Vinson Institute of Government confirms the final quantity with the committee chair and speaker to ensure adequate supply upon arrival.
- The presentation folder provided at registration includes:
  - o Blank notebook paper
  - o Registration list
  - o GGFOA membership application
  - o CPE forms (two copies)
  - o Evaluation form

- o Speaker handouts, if provided

### Mail-In or On-Line Registration

- Approximately ten (10) weeks prior to the event, the Communications Committee, in conjunction with the Carl Vinson Institute of Government, sets up online registration on the GGFOA website (or posts a link to the CVIOG registration page, as applicable).
- Confirmations are emailed from the Carl Vinson Institute of Government, unless registrations are received too close to the event date for mail to be useful to the participant.
- The Carl Vinson Institute of Government registers the GGFOA President and Career Development Chair with a waived fee (\$0) if they will be attending.

### On-Site Registration

- The Carl Vinson Institute of Government provides on-site event management and registration services to the Career Development Committee.
- Registration supplies brought to the site by the Carl Vinson Institute of Government include:
  - o Printed name badges and holders for officers, committee chairs, and speakers
  - o Printed name badges, holders, and tent cards for registered participants
  - o Printed receipts for pre-registered participants
  - o Receipt book for walk-ins
  - o Blank registration forms for walk-ins
  - o Blank name badges and holders
  - o Printed CPE forms (two copies per participant)
  - o Printed evaluation forms (one copy per participant)
  - o GGFOA poster for display

### Introductions

The Career Development Chair or a representative introduces the guest speakers and reviews logistics such as restrooms, breaks, start and end times, cell phone etiquette, parking, etc. Dates for upcoming seminars and the Annual Conference should also be announced.

## Completion

- The Career Development Chair or a representative collects completed evaluations and returns them to the Carl Vinson Institute of Government for tabulation and reporting to the GGFOA Board.
- One (1) completed copy of the CPE form is collected from participants by the Career Development Chair or a representative. Information from these forms is compiled and maintained by the Carl Vinson Institute of Government in its learning management system.
- The Carl Vinson Institute of Government will provide a summary of revenues and expenses for the seminar to the GGFOA Treasurer. The GGFOA Treasurer is responsible for preparing and recording the necessary journal entries to accurately reflect in the GGFOA general ledger the revenues and expenses related to the seminar.

## Wednesday's News You Can Use Webinars

The Carl Vinson Institute of Government (CVIOG) is responsible for managing GGFOA's *Wednesday's News You Can Use* webinar series. Responsibilities include recommending webinar topics, scheduling speakers, hosting and recording the webinars, and providing access to archived sessions. All speakers—typically GGFOA business partners—are responsible for developing and presenting their own webinar content.

## Topic Details

- CVIOG collaborates with the Career Development Committee to identify four to six webinar topics annually.
- GGFOA business partners are invited to present on selected topics, leveraging their subject-matter expertise.
- CVIOG will secure a webinar presenter agreement from each participating business partner, which includes:
  - 1) Consent to record and archive the webinar for future member access
  - 2) Agreement to provide the presentation at no cost, in exchange for displaying their company/agency logo during the webinar
  - 3) Confirmation of availability to conduct a technical check on the digital platform prior to the webinar date.

## Webinar Logistics

CVIOG will:

- Create a master course form that includes a brief topic description and learning objectives, to be used in the CVIOG's learning management system.
- Prepare and distribute a webinar announcement that includes:
  1. A message from the GGFOA President
  2. Topic summary and learning objectives
  3. CPE/CEU credit information
  4. Registration link
- Send the announcement to the GGFOA Communications Committee Chair for dissemination to the membership.
- Provide a PowerPoint template featuring GGFOA and CVIOG logos. Speakers may include their own logo on the title and the closing slides.
- At least two days prior to each webinar, provide a list of registrants to the GGFOA main email ([ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com)), who will compare the list to current membership and contact non-members regarding membership requirements for participation.
- Send webinar details and reminders to all registered participants.
- Coordinate with the GGFOA Communications Committee Chair to ensure the GGFOA website reflects the status of registration.
- Send a PDF version of the webinar slides to registered participants.
- Work with registered participants to ensure proper connection on the day of the live event.
- Facilitate and record the webinar on the day of the live event.
- Send a survey link to participants.
- Send the speaker a GGFOA thank-you card and speaker gift.
- Notify the Communications Committee Chair once the recorded webinar is ready for posting on the GGFOA website. The Committee Chair is responsible for ensuring that the GGFOA website is updated to reflect all recorded webinars for viewing by the membership.
- Send survey results to the speaker once participant names have been removed.
- Send survey results to the GGFOA President once participant names have been removed.
- Record attendance in CVIOG's learning management system and apply CPE/CEU credit for participants.
- Issue completion confirmations for CPE/CEU credit to attendees.
- Invoice GGFOA for hosting the webinar event.

# Communications Committee Policies and Procedures

## E-Newsletter

The Communications Committee compiles a quarterly e-newsletter, which is distributed via email to all members and posted on the GGFOA website.

## E-mail Communications

The Communications Committee distributes important GGFOA news and event notifications via email to the membership. Common email communications include:

- The quarterly e-newsletter
- Email blasts
- Social media posts
- Registration openings for upcoming webinars
- Announcements of archived webinars available on ggfoa.org
- Scholarship offerings and deadlines
- Annual Conference notifications

## Website Maintenance

The Communications Committee is responsible for monitoring and updating website content. Primary responsibilities include:

- Posting articles and news releases to the homepage
- Removing outdated information from the website
- Regularly updating the Education/Training page and the online calendar of events

## Social Media

The Communications Committee manages GGFOA's social media presence by posting important news and announcements on platforms such as Facebook, LinkedIn, and X (formerly Twitter).

## **Government Relations/Strategic Planning Committee Policies**

### **Lobbyist**

Discontinue use of a lobbyist – March 26, 2000.

Reinstate use of a lobbyist - October 1, 2000.

### **GGFOA Position & Legislative Updates**

GGFOA does not take sides on issues where cities and counties may be in conflict; However, the organization recognizes the importance of staying informed.

The Government Relations Committee Chair should maintain representation on both the Georgia Municipal Association (GMA) and the Association County Commissioners of Georgia (ACCG) policy committees to remain engaged in relevant legislative matters.

The Committee Chair is responsible for providing an annual legislative update to the Officers and Board. Upon review, the Officers and Board will determine which updates to include in the GGFOA newsletter.

# Membership Committee Policies and Procedures

## Dues

Membership dues are payable annually on the member's anniversary date (one calendar year after joining GGFOA).

## Membership Dues Notices

- Renewal notices are automatically sent via email through/from the website prior to membership expiration. A final expiration notice is sent at the end of the grace period (30 days after the expiration date).
- Dues may be paid by credit card via the website.
- If a member pays by check, processing can take up to two weeks. The Membership Committee Chair is responsible for communicating with members, updating their renewal status on the website, notifying them when their membership is active, and providing login instructions for the GGFOA website.
- Membership Categories
  - o Members
  - o Associate Members
  - o Educator Members
  - o Student Members
  - o Honorary Members
  - o Retiree Members

## Delinquent Memberships

- Memberships officially expire at the end of the 30-day grace period, at which point the website automatically deactivates the account and sends a final expiration notice.
- The Membership Committee Chair will download the membership roster monthly and compare it to the previous month's list. The Committee Chair emails deactivated members to confirm whether they wish to renew their membership.

## Membership Database

- The Membership Committee Chair periodically reviews the accuracy of the membership database. Updates or corrections are made either by the Membership Committee Chair or the Technical Resources Chair.
- The membership directory is accessible through the GGFOA website. Members can update their contact information directly through the website, or updates may be made by the Technical Committee.

## New Member Packets

- The Membership Committee Chair is responsible for reviewing and updating new member packet content as needed.
- New member packets are emailed when the membership fee is paid and membership is activated. The packets include:
  - o GGFOA Membership Certificate (distributed by email)
  - o Welcome letter from the GGFOA President and Membership Committee Chair, on GGFOA letterhead
  - o GGFOA Code of Ethics
  - o Membership Directory
  - o Strategic Plan
  - o Policies and Procedures

## Conference Activities and Reports

- CVIOG works in coordination with the Membership Committee Chair to prepare the following for the Annual Conference:
  - o Schedule and materials for the First-time Attendee Orientation
  - o List of new members and first-time attendees; provide a personalized welcome to new members; and guide them through the orientation process
  - o Request membership statistical data from the GGFOA-designated consultant for reporting at the GGFOA Annual Conference
  - o Additional information as needed by the Membership Committee Chair for reporting purposes
- To ensure that non-members do not register for the conference at the reduced member rate, the Membership Committee Chair requests a list of all conference registrants who registered as members (including regular members and associate members) from CVIOG, and compares the list to the active member list. The Committee Chair is responsible for identifying and emailing individuals who are not current members, requesting that they join GGFOA (cc: the GGFOA main email at [ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com)). The email should also indicate that membership is required to access the annual conference presentations and sessions.
- Non-member conference registrants who have not previously received a complimentary membership are eligible to receive their first year of membership free. Prior to the conference, the Membership Committee Chair manually adds qualifying individuals to the website, following the Membership Committee Instructional Guide available on the *Board*

*Member Resources page.* These free memberships should be activated before the start of the conference to allow attendees access to conference information, which is typically posted in the members-only area of the website approximately one week prior to the conference.

- The Membership Committee Chair also prepares and provides:
  - o A welcome gift for first-time conference attendees
  - o Invitations to first-time conference attendees to attend the orientation event held on the afternoon of conference registration
  - o A brief, informative orientation address at the event for first-time attendees

# Technical Resources Committee Policies and Procedures

## Website Maintenance

- The Technical Resources Committee Chair may serve as a backup to the GGFOA-designated consultant for website updates, email blasts, and social media posts.
- Each fall, following the Annual Conference, the committee updates the Board Members and Committees pages on the website with the contact information and photos of newly inducted members.
- The committee monitors the website, troubleshoots technical issues, and works with the website developer to resolve issues that cannot be handled internally.
- The committee posts speaker presentations to the website prior to the Annual Conference. CVIOG or the Annual Conference Committee Chair must send all speaker materials to the Technical Resources Committee Chair at least two (2) weeks prior the conference start date.
- Board meeting minutes are posted on the website once they are officially approved.
- The committee assigns appropriate website administrative access to Board Members and Committee Chairs and notifies the GGFOA-designated consultant of the individuals granted access.
- The committee ensures the website is updated with current financial documents, Policies and Procedures, and the Constitution and Bylaws.
- The Board Member Resources page—restricted to Board members and Committee Chairs—is maintained with the most recent instructional guides, W-9s, and audit files.

## GGFOA E-mail Account Monitoring and Technical Support

- The Technical Resources Committee Chair monitors the GGFOA email account regularly and responds to member inquiries or forwards them to the appropriate Committee Chair.
- The Committee Chair provides technical support to members for issues such as login problems, website navigation, and account management.
- To support inquiries related to membership payments, membership expiration dates, and payment options, the Technical Resources Committee Chair should be familiar with the GGFOA website reporting tools, payment reports, and the manual check-payment process.
- The Committee Chair may issue membership refunds when appropriate.

- Upon request, the Committee Chair may update a member's contact information on the administrative side of the website.
- The Committee Chair may also create and email membership invoices to individuals interested in joining or renewing their membership.

## Membership Database

- The Technical Resources Committee Chair monitors the membership database and regularly cross-references it with StarChapter and manual payment records to ensure accuracy.
- The database is reviewed for duplicate accounts, and corrective actions are taken when needed.
- The Committee Chair verifies that renewal notices are being sent at the appropriate intervals prior to the membership's expiration date.
- The database is periodically compared to the member directory to ensure consistency.
- Upon request, the Committee Chair supports the annual audit by providing payment records and membership lists.

## Maintenance of Master Sponsor, Exhibitor, and Speaker Contact Lists

The Technical Resources Committee Chair maintains and routinely updates the master sponsor, exhibitor, and speaker contact lists using the Gmail account, [ggfoa1985@gmail.com](mailto:ggfoa1985@gmail.com), which was created in 2019 for this specific purpose. Updates are made after each conference to include new sponsors, exhibitors, and speakers. Additional contacts may be added throughout the year upon request from business partners or other committees.

# GGFOA Adopted General Policies

## Fee Changes

The Committee Chair shall recommend any fee or rate changes to the Executive Board for approval.

## Travel Policy

Approved as amended. – March 14, 1999.

## President's Travel

GGFOA will cover the following expenses for its President each year: (a) the registration fee, lodging, and meals for the annual conference and the GFOA national convention, in accordance with the GGFOA Travel Policy, (b) a registration fee waiver for all career development seminars, (c) travel expenses to present awards, attend state association meetings, attend training seminars, and participate in both the GGFOA annual Conference and the GFOA National Convention. - January 23, 2000.

## Auditor Selection

GGFOA's auditor must be a licensed CPA and a member of the GGFOA. - September 23, 1999.

## Annual Audit

GGFOA shall undergo an annual audit of the GGFOA. - January 23, 1999.

## Investment Policy

Adopted with amendments. –April 18, 1999; revised –July 7, 2017.

## Credit Cards

Cards shall be issued annually to the President, the First Vice President, and the Administrative Assistant each year. –March 14, 1999.

Cards shall be issued to the President, the First Vice President, and the CVIOG Administrative Assistant. –February 24, 2003.

Cards shall be issued to the President, the First Vice President, the Treasurer, and the Conference Committee Chair. –Revised July 7, 2017.

## Fiscal Year

The fiscal year shall begin on November 1 and end on October 31 of the following year. -October 1, 1996.

## GAAP Financial Reporting

GGFOA shall present its financial statements in accordance with GAAP. -October 1, 1996.

## Refund & Cancellation Policy

Unless otherwise specified in the event brochure, the following refund policy applies to all GGFOA events, including the Annual Conference and Career Development Seminars:

### **Cancellation Deadlines**

- Postmarked 25 days or more prior to the conference: 100% refund
- Postmarked 15-22 days prior to the conference: 75% refund
- Postmarked within 14 days: No refund

### **Special Provisions**

- For cancellations made within 7 days of the event, no refund will be issued; however, conference or seminar materials will be provided to the registrant.
- Substitutions are permitted at any time without penalty.

### **Request Process**

- All refund requests must be submitted in writing to the designated CVIOG contact.
- Materials will not be mailed to participants after the event, as they are available on the GGFOA website.

## Indirect Cost

GGFOA shall not pay indirect costs on contracts for administrative and other services. - December 5, 2001.

## Investment Accounts

Twenty-two percent (22%) of all investment balances shall be allocated for scholarships, subject to future Board-approved use. -August 21, 2020. The President, First Vice President, and Treasurer shall be listed on the Vanguard Corporate Resolution. Two signatures are required for transactions. -May 20, 2001; February 24, 2002.

## Liability Insurance

GGFOA Shall maintain liability insurance of at least \$1,000,000 for Officers and Board members (effective October 1, 2001). –September 30, 2001. GGFOA shall also maintain a liability insurance policy covering the Board of Directors. –Revised July 7, 2017.

## Check Detail Approval

A detailed transaction list by account, including all checks issued since the last Board meeting, shall be presented with the financial statements for Board review and approval. – Revised August 21, 2020.

## Internal Control Policies

August 21, 2001 (updated July 1, 2008, to reflect new management firm; updated July 7, 2017, to reflect current procedures).

### A. Disbursements

Approval Process: Payment of any invoice shall require approval from the appropriate committee chair or the President. Email or written approvals may be used and must be printed and attached to the corresponding check payment documentation. The President is authorized to approve payments for any Association expense.

Routine Payments: The President may annually authorize the Treasurer to process routine monthly payments under authorized contracts (e.g., website maintenance). The standard approval process applies.

Scholarship Payments: Payments made to scholarship recipients must be approved by the Scholarship Committee Chair. The approval must include the recipient's full name, institution, payment amount, and the budget expense account number/name. Checks should be made payable to the recipient unless payment is directed to the educational institution.

Registration Refunds: The Carl Vinson Institute of Government shall process registration refunds in accordance with the Refund Policy (adopted August 14, 1996) and forward checks to the Treasurer for signature.

Treasurer's Responsibilities: All checks shall be forwarded to the Treasurer for review, signature, and mailing. Executive Board review is not required prior to check disbursement.

Executive Board Review: The Treasurer shall provide a list of issued checks for Board review at each Board meeting. This list shall be emailed to the Executive Board one week prior to the meeting. Board meeting minutes shall reflect the Board's review and approval of the disbursements.

Committee Chair Responsibilities: All committee chairs shall review and verify expenses related to their committees to ensure correct account coding.

## B. Credit Card Usage

Purchases by Conference Committee Chair: The Conference Committee Chair may make purchases of goods or services for the Association using the GGFOA credit card, provided that prior approval has been outlined in accordance with the disbursement approval process outlined above.

Purchases by GGFOA Officers: Authorized GGFOA officers may use the credit card for the President's travel and Executive Board business functions. Officers may make other purchases in accordance with the approved disbursement procedures. All officers must retain receipts for each credit card transaction transactions.

Travel Expense Reporting: Within 10 days following travel, the officer must submit a travel expense report, along with supporting receipts, to the Treasurer. The Treasurer will review the report for compliance with the GGFOA Travel Policy and scan the documentation into the financial system for recordkeeping.

Non-Travel Receipts: For non-travel-related purchases, officers must submit the receipts to the Treasurer accompanied by a completed voucher.

Executive Board Review: The Treasurer shall report all credit card usage to the next Executive Board meeting.

Card Security: Cardholders are strictly prohibited from sharing the GGFOA credit card number with other members.

## C. Contracts

Contracts for GGFOA shall be approved by the Executive Board and executed by the President, except as noted below:

- Any pending contract requiring action prior to an Executive Board meeting may be presented and voted on electronically by the Executive Board via email.
- Contracts related to the Annual Conference that do not exceed \$1,000 may be executed by the respective Committee Chair on behalf of GGFOA.

All contract approvals shall be documented in the minutes of the Executive Board meetings. Contracts executed outside of a scheduled meeting must be reviewed and recorded at the next Executive Board meeting. Copies of all executed contracts shall be submitted to and maintained by the Secretary.

## D. Fund Balance Policy

GGFOA shall maintain an operating fund balance sufficient to absorb unforeseen revenue shortfalls and to support adequate cash flow. At a minimum, the fund balance must equal the approved budgeted expenses for the Annual Conference.

Upon completion of the annual audit, the Executive Board shall certify that this requirement has been met.

Funding requests outside the Association's approved budget may be submitted to the Executive Board. The Board may defer approval of non-budgeted items until the next Executive Board meeting unless a delay would hinder the operations of the Association.

#### E. Budgetary Limit for Support Services

Support services include costs associated with administration, the Executive Board, and auditing and banking services. These expenses shall not exceed 15% of the approved operating budget in any given fiscal year.

Support services must be clearly identified in the Association's financial records. Prior to budget approval, the Executive Board shall certify that this requirement has been met.

#### F. Fixed Asset Capitalization Threshold

Items costing \$5,000 or more with a useful life exceeding one year shall be capitalized as fixed assets. The determination of an asset's useful life shall be at the discretion of the Treasurer.

#### G. Cash Receipts

No changes to the cash receipts policy were adopted on August 21, 2001.

#### H. Items Requiring Updates after Officer Transitions

Following the swearing-in of new officers, the following updates shall be completed:

- Update bank signature cards
- Add or remove authorized credit card users
- Update Secretary of State registration
- Update Vanguard account authorizations
- Share financial passwords with the Treasurer and President
- Assign and update website administrative roles
- Update Board member listing (including photos) on the website
- Update Committee Chair listings (including photos) on the website
- Update passwords associated with GGFOA email accounts, social media accounts, and campaign software

## Awards and Recognition

The President shall be responsible for ordering plaques for Board members and Committee Chairs in recognition of their service.