

Board Position Descriptions

The Executive Board has the duty to transact the business of the Association including policy matters and programs; to study all matters referred to it by the members of the Association; and to perform such other duties as may be deemed to pertain to the advancement, welfare and the best interest of the Association and its members. Volunteer leaders are responsible for the direction of the Association and the profession it represents. Refer to the Bylaws and Nominating Committee for information on elections and succession.

Responsibilities of each Executive Board Officer and Member:

The general responsibilities of the Executive Board members are the following:

- Promote the Association and the profession.
- Determine the Association's mission and purposes, setting priorities for the Association to follow.
- Participates in strategic planning for the IGFOA.
- Determine, monitor and strengthen the Association's programs and services.
- Attends all Executive Board meetings and participates in the discussion and decision-making process at the meetings.
- Supports, respects and upholds the decisions of the Executive Board.
- Maintains the confidentiality of all matters pertaining to the IGFOA
- Participates in programs to learn about the proper duties and functions of a board member and stays abreast of trends and issues affecting the profession.
- Support the Executive Director and periodically assess performance in carrying out priorities.

- Properly inform the President of the Executive Board and the IGFOA Executive Director on all relevant IGFOA matters.
- Answers all correspondence in a timely manner.
- Review the periodic and year-end financial statements of the Association.
- Reviews job descriptions for respective Executive Board positions and committees when necessary; submits recommended revisions to the Executive Board for approval.
- Attends IGFOA Annual Business Meeting.
- Attends Annual Conference
- Represents IGFOA at other organizational meetings as requested by President.

President:

The duties of the IGFOA Executive Board President shall be to preside at all meetings of the Executive Board and to ensure that the articles, bylaws and rules adopted by the Executive Board are faithfully executed. The term of office is for one (1) year. The President shall, in general, perform all duties customary to the office of President and such other duties as may be requested by the Executive Board. The President may designate another Officer to act in their behalf. In the event of the President's inability or refusal to act, the Executive Board shall appoint an Officer to assume the duties of President. The responsibilities of the Executive Board President, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Preside over all meetings of the IGFOA.
- Approve the agenda, coordinate and preside over the annual meeting of IGFOA, quarterly board meetings, and other meetings, as necessary.

- Assures that agenda and additional meeting materials are prepared and distributed to board members in a timely manner.
- If deemed necessary, schedule meetings and conference calls to facilitate communication among Executive Board and/or IGFOA members.
- Delegate projects, duties and tasks to the members of IGFOA, as necessary.
- Officially represent IGFOA at the annual meeting and other organizational meetings as appropriate.
- Present a progress report of the year's activities at the Annual Business Meeting of the Association.
- Appoint Committee Chairs and Board Liaisons to each Committee.
- Shall be a non-voting member of all Committees.
- Review and recommend updates of the strategic plan to the Executive Board for consideration. Ensure that the IGFOA has a Strategic Plan in place.
- Maintain open communication with the IGFOA Executive Director related to the management of IGFOA operations and administration.
- Review Association management contract compliance and monitor Executive Director's performance in carrying out Board priorities, as necessary.
- Appoint members to the Nominating Committee per the IGFOA Bylaws.
- Appoint members to the Partners Forum.
- Appoint ad-hoc committees and task forces as needed.
- With Executive Director, ensures that volunteer contributions from members are recognized in a regular and timely manner.

- Reviews periodic financial statements, reports regarding the financial condition of Association, performance to budget, and investment accounts.
- Review Executive Board Policies, as necessary.

Vice President:

The duties of the IGFOA Executive Board Vice President shall be to participate in all meetings of the Executive Board and fulfill the responsibilities of President should the President be absent and such other duties as may be assigned by the President of the Executive Board. The term of office is for one (1) year. The responsibilities of the Executive Board Vice President, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Serves as Chair of the Conference Committee.
- Serves as Board Liaison to a Committee as assigned.
- Other duties as assigned by President.

Secretary:

The responsibility of the Secretary shall be to ensure accurate written records of proceedings of all Executive Board meetings, Annual Business meeting of the Association, and any special meetings of the Association. The term of office is one (1) year. The responsibilities of the Executive Board Secretary, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Responsible for accurate minutes of the Annual Business meeting and any special meetings called in accordance with the bylaws.
- Responsible for accurate minutes of all IGFOA Executive Board Meetings.

- Other duties as assigned by President

Immediate Past President:

The duties of the IGFOA Executive Board Immediate Past President shall be to participate in all meetings of the Executive Board. The term of office is for one (1) year. The responsibilities of the Executive Board Immediate Past President, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Serves as liaison between the Executive Board and Nominating Committee.
- Review Association management contract compliance and monitor Executive Director's performance in carrying out Board priorities, as necessary.
- Chairs the Past Presidents Circle, hosting at least one meeting of the Past Presidents each year.
- Reviews bylaws and recommends changes as appropriate for consideration by the Executive Board.
- Other duties as assigned by President.

Treasurer:

The Treasurer shall be responsible for all funds of the IGFOA and shall provide oversight of the overall management of IGFOA's finances. The Treasurer's responsibilities shall include the points listed below.

- Review all monthly financial reports of the IGFOA, discuss any potential issues with the Executive Director and/or the IGFOA President and approve all reports for distribution.
- Report and summarize the financial condition of the IGFOA at Executive Board meetings, the IGFOA Annual Business meeting, and other IGFOA meetings.

- Oversee the development of the budget for the IGFOA.
- Assist with the issuance of checks and payment of financial obligations consistent with current policies and procedures.
- Oversee and recommend the investment of the IGFOA funds based on cash flow needs and other requirements.
- Provide assistance, if needed, with the annual audit engagement of the IGFOA and the issuance of annual reports required to be issued and filed such as the annual IRS 990 report.
- Assist if needed with any other financial matter involving IGFOA.

Member at Large:

There are two Member at Large positions on the Executive Board. The Member at Large position has a term of one (1) year. The responsibilities of the Members at Large, in addition to the responsibilities of each Executive Board Officer and Member, include:

- Serves as Board Liaison to Committees or Task Forces as assigned.
- One Member at Large serves as Assistant Treasurer.
- Other duties as assigned by President.

Non-CFO Member at Large:

There is one Non-CFO Member at Large position on the Executive Board. The Non-CFO Member at Large serves a two-year term and must not be the chief financial officer (CFO) (i.e. not the finance director or comparable official) of his or her government at the time of election. The responsibilities of the Non-CFO Member at Large, in addition to the responsibilities of each Executive Board Officer and Member, include:

- Serves as Board Liaison to Committees and Task Forces as assigned.

- The Non-CFO Member at Large will encourage all professional staff, especially Deputy/Assistant Directors, Managers, Accountants and Finance Department support staff to participate in IGFOA programs.
- The Non-CFO Member at Large will work with Committee Chairs to develop avenues and opportunities for all Professional Staff, especially Deputy/Assistant Directors, Managers, Accountants and Finance Department support staff to participate and to include topics of interest to this audience in IGFOA programs.
- Other duties as assigned by the President.

Chapter Representatives:

The membership of each recognized regional chapter of the IGFOA shall each elect an active member, who is also an active member of the IGFOA, to serve as that chapter's representative to the Executive Board. Such chapter representatives shall have the full rights and responsibilities of other active Executive Board members. The term of office is for one (1) year. Chapter Representatives may serve subsequent terms as elected by their respective chapter. The responsibilities of the Chapter Representatives, in addition to the responsibilities of each Executive Board Officer and Member, include those are the following:

- Facilitate communication between IGFOA Executive Board and their respective chapter.
- Communicate Executive Board decisions and policy changes to their respective Chapter Board.
- Guide their respective chapter in ensuring compliance with the IGFOA Chapter Handbook.
- Recommend changes and updates to the Chapter Handbook as appropriate.

GFOA State Representative:

The duty of the GFOA State Representative from the IGFOA shall be to

provide communication between IGFOA and GFOA. The liaison must be a Past President and a current public sector member of the IGFOA, as well as the GFOA, and will be appointed by the President of the IGFOA. The term of office is for one (1) year. The responsibilities of the GFOA State Representative, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Facilitate communication between GFOA and IGFOA.
- Attend, as possible, the annual conference of the GFOA, particularly the State Representatives meeting.
- Coordinate IGFOA volunteers to present GFOA Budget and CAFR awards and encourage non-members receiving the award to join IGFOA.
- A voting member of the IGFOA Executive Board.
- Other duties as assigned by the President.

Partner Representative:

The duty of the Partner Representative shall be to provide communication between the IGFOA Executive Board and Partner Members. The representative must be a current Partner member of the IGFOA. The term of office is for one (1) year. The responsibilities of the Partner Representative, in addition to the responsibilities of each Executive Board Officer and Member, are the following:

- Chairs the Partners' Forum, the Partner members' advisory committee to the Executive Board.
- Facilitate communication between Partner members and IGFOA.
- A voting member of the IGFOA Executive Board.
- Other duties as assigned by the President.