

CGFOA Position Description

Title	President
Contribution This Position Makes to CGFOA	The President leads the CGFOA Board to further the organization's purposes as set forth in the Bylaws. The President serves on the CGFOA/CMCA Conference Committee. The President serves as the CGFOA State Representative.
Elected / Appointed and Term	The President succeeds to this position, having been elected as the Vice President in the prior year. The President then becomes the Past President, making this combination a 3-year term. (Vice President → President → Past President)
Minimum Qualifications	Minimum of two years as an active member of CGFOA, with minimum of one year of service in a CGFOA Board position.
Meeting Requirements	The President presides over the annual business meeting at the CGFOA Conference in November, calls and presides over a minimum of two Board meetings, and attends the CGFOA/CMCA Conference Committee meetings.
Duties	<ul style="list-style-type: none"> • Appoint standing Committee Chairs (Membership, Technical Issues Committee, Education, Awards, and Scholarship) by February 1st. • Prepare Board meeting agendas, call for reports, and preside at meetings. • Calls annual business meeting with 30 day notice. May call special meetings with 10 day notice. • Assists CGFOA Administrator with preparing agenda for CGFOA/CMCA Conference Committee meetings. • Must approve invoices > \$1,000 and sign checks in absence of Treasurer. • May authorize membership transfers within an entity and may reduce Active membership dues for hardship cases. • Jointly chairs the CGFOA Conference Committee with the CMCA President. • The CGFOA newsletter, <i>Footnotes</i>, is published every other month. "Letter from the Incoming President" is due in December of the election year and "Letter from the President" is due every other month thereafter through the term year. • Work with CGFOA Administrator to develop newsletter content. • Understand various duties related to CGFOA Annual Conference. • Serve as primary host for CGFOA delegate reception at the GFOA National Conference.
Helpful Tips for Your Successor	<ul style="list-style-type: none"> • Refer to prior issues of Footnotes when drafting the current edition. Assign Committee chairs and/or Board members to write articles throughout the year. • Become familiar with "Roberts Rules of Order" on conducting formal Board Meetings. The CGFOA library has a copy for reference. • Enrollment in GFOA's State & Provincial Association is automatic for State Representatives. Monthly newsletters from the National Association are a good basis for Board Meeting updates. • Delegate as much as possible, especially to Board members who do not have any specific tasks or projects, as this will give them a more meaningful purpose as a member of CGFOA. • Monthly tasks: <ul style="list-style-type: none"> ○ December – Appoint Comm. chairs (6 hrs); Orient/organize (13 hrs) ○ January – Educ. Comm. mtg.(1 day); Prep (6 hrs) and conduct 1Q Board mtg.(1 day); Administrator annual evaluation/contract (1 hr); Footnotes article (2 hrs) ○ February – Footnotes proof (1 hr); GFOA Conf. registration and travel arrangements (4 hrs) ○ March – Footnotes article (2 hrs); Prep for 2Q Board mtg. (5 hrs) ○ April – Footnotes proof (1 hr); Conf. Comm. site mtg. (1 day); Conduct 2Q Board mtg. (1 day)

	<ul style="list-style-type: none"> ○ May – Attend Golf outing (1 day); Footnotes article (2 hrs) ○ June – Footnotes proof (1 hr); Attend GFOA Conf. (4 days) ○ July – Prep (4 hrs) and conduct 3Q Board mtg. + networking picnic (1 day); Footnotes article (2 hrs) ○ August – Footnotes proof (1 hr); Conf. Comm. site mtg. (1.5 days); Conf. prep (6 hrs) ○ September – Footnotes article (2 hrs) ○ October – Footnotes proof (1 hr); Nominations (4 hrs); Prep for Annual Conf. and 4Q Board mtg. (7 hrs) ○ November – Prep for Annual Conf. (8 hrs); Annual Conf. + Annual mtg. + 4Q Board mtg. (5 days); Footnotes article (2 hrs) ○ December – Footnotes proof (1 hr); Thx notes to Board and Comm. chairs (3 hrs)
Other Comments	<p>For additional details, refer to the Bylaws, Articles: II-A; III-B; IV-B; IV-C; V-A; V-E; VII-A; VIII-A; VIII-B</p> <p>Policies: G; J-2; M</p>