



2014 Leadership Roles & Responsibilities

Revised February 2014

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
2014 Leadership Roles & Responsibilities

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Consultants identified herein:

Executive Director/Secretary
Meeting Coordinator

Melissa Dixon
Teri Anticevich

Overview

This document is intended to provide an overview of the roles and responsibilities for each of the volunteer leadership positions within CSMFO. While it is intended to be comprehensive, the Bylaws and policy manual are the governing documents and should be referenced in the event of a discrepancy.

Terms

The new officers, Board members and committee appointees take office with the first day of the Annual Conference. For 2014, that day is Tuesday, February 18. Until that time, the 2013 officers, Board members and committees are still active.

The League Policy Committee appointments take effect on January 1 and run concurrent with the calendar year.

Chapter chair terms vary by chapter. Consult your chapter leadership for more information.

GFOA representative appointments take effect upon appointment.

President

Pamela Arends-King

It is the primary responsibility of the CSMFO President to be the leader of and spokesperson for the organization. The CSMFO President should:

- Conduct him/herself at CSMFO functions and in their professional and personal life in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Chair all Board of Directors meetings.
- Chair all Executive Committee meetings.
- Review monthly financials; review and approve check runs.
- Host/emcee the Annual Conference at which the presidency begins.
- Submit a President's Message to the [CSMFO Office](#) by the 25th of the month for the following month's MiniNews issue, beginning on February 25 for the March issue.
- Coordinate, in conjunction with [Executive Director](#), CSMFO reception at GFOA's Annual Conference.
- Attend conferences as the representative of CSMFO. Complimentary registrations and hotel stays are provided for AGFOA, CMTA, OMFOA and WFOA. CSMFO will reimburse for travel, incidentals and any meals not provided, as well as registration and hotel for GFOA:

Oregon Municipal Finance Officers Association (OMFOA)

[March 9-12, 2014, Sunriver, OR](#)

[October 20-22, 2014, Portland, OR](#)

Alaska Government Finance Officers Association (AGFOA)

[May 5-7, 2014, Sitka, AK](#)

[Winter Conference TBD](#)

California Municipal Treasurers Association (CMTA)

[April 16-18, 2014, Burlingame, CA](#)

Government Finance Officers Association (GFOA)

[May 18-21, 2014, Minneapolis, MN](#)

Washington Finance Officers Association (WFOA)

[September 16-19, 2014, Yakima, WA](#)

(President continued)

- It is customary to provide a small gift to the president of each association that provides CSMFO with complimentary registration and hotel accommodations. Typically these gifts are \$50-100, and have in the past included items such as a wine and cheese basket. Expenses are recorded under the President's Expense line in the budget.
- Appoint Nominating Committee by October 1 annually. Nominating Committee should consist of:
 - President-Elect
 - President
 - Past President
 - One current Board member
 - One committee chair
 - Two chapter chairs
 - Two members at large (who are not current Board members)
- Participate in the Nominating Committee. Identify, contact and confirm nominees for Board Member North, Board Member South and President-Elect. Participate in conference call with Nominating Committee prior to November 1 to finalize slate.
- Determine location of Board dinner held in conjunction with the League of California Cities' Finance Institute (typically held in early December). Coordinate with [Executive Director](#).
- Discuss with the President-Elect what, if any, gifts or tokens of appreciation to present to staff, etc. at the conference.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

President-Elect

Jesse Takahashi

It is the role of the CSMFO President-Elect to spend the year in this position learning from the President and training to be the leader of and spokesperson for the organization in the following year. The CSMFO President-Elect should:

- Conduct him/herself at CSMFO functions and in their professional and personal life in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings.
- Attend all Executive Committee meetings. Chair meetings in the President's absence.
- Review monthly financials; review and approve check runs.
- Invite members to your conference in Monterey during the final day of the 2014 Annual Conference.
- Chair the Annual Conference Host Committee for the following year's conference. The finance director of the host city should be your first consideration for a Co-Chair. Typically the committee consists of 10-12 CSMFO members that are geographically nearby, and should include both government and commercial members for a broad overall perspective. Annual Conference Host Committee meetings should begin in the month of April, and all Committee/Annual Conference activities should be coordinated through the [Meeting Coordinator](#).
- Determine dates for the Fall Planning Session; coordinate through the [Executive Director](#).
- Identify Facilitator for the Planning Session, and coordinate the content/structure of the day therewith. No current contracts exist for this service.
- Prepare draft 2015 operational budget in collaboration with [Executive Director](#).
- Choose team-building activity and dinner venue for Planning Session; coordinate with [Executive Director](#) (who works with Meeting Coordinator on logistics).

(President-Elect continued)

- Chair the Nominating Committee. During the month of October, task Nominating Committee members with identifying, contacting and confirming nominees for Board Member North, Board Member South and President-Elect. Conduct conference call with Nominating Committee prior to November 1 to finalize slate. Submit slate to [Executive Director](#) no later than November 1.
- Begin thinking of possible recipients for the Distinguished Service Award. Order necessary plaque within four (4) weeks of the conference.
- Work with Executive Director to finalize verbiage for President's plaque, to be awarded at the conference.
- The President-Elect appoints the League Policy Committee representatives from CSMFO. Appointments are due by October 31 annually.
- The President-Elect appoints all chair, vice chair, senior advisor and Board liaison positions for all standing committees for the following year. In November/December, begin thinking about committee appointments and start contacting potential appointees. Have all appointments confirmed by January 9.
- Confirm GFOA representatives for another year of service; find replacement representatives as necessary.
- Discuss with the President what, if any, gifts or tokens of appreciation to present to staff, etc. at the conference.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Past President

Pauline Marx

It is the role of the CSMFO Past President to serve as a mentor and advisor to the President and President-Elect. The CSMFO Past President should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings. Chair meetings in the President's absence.
- Attend all Executive Committee meetings.
- Review monthly financials; review and approve check runs.
- Serve as Chapter Chair Liaison. Conduct at least two (2) conference calls annually, inviting all chapter chairs to attend. Purpose of calls is to check in with each chapter, ensure everyone is meeting (at least once annually; monthly to every-other-month is preferable), exchange ideas for speakers and resources, etc. If a chapter is without a chair, it is the responsibility of the Chapter Chair Liaison to find a candidate to fill the position. Provide all new and existing chapter chairs with support.
- Participate in the Nominating Committee. Identify, contact and confirm nominees for Board Member North, Board Member South and President-Elect. Participate in conference call with Nominating Committee prior to November 1 to finalize slate.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Board Members

It is the role of the CSMFO Board of Directors to provide leadership and policy direction for the organization as a whole. The Board of Directors is responsible for making decisions that will ultimately have a positive effect on CSMFO's governance, administration, internal and external perception and the like.

Each Board member is responsible for the following:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings.
- In their capacity as Board Liaison to their committee:
 - Attend all committee meetings.
 - Provide guidance as necessary on committee activities.
 - Ensure goals assigned to the committee (as outlined in the 2014 Action Plan) are completed during the year.
 - Present committee updates to the Board of Directors in the absence of the committee leadership.
- In their capacity as Board Liaison to their assigned chapters:
 - Attend at least one chapter meeting.
 - Make contact with each chapter chair, introduce themselves and offer any assistance in finding speakers, requesting funding from the Board of Directors, finding meeting locations, etc.
 - If chapter is not active, follow up with chair to ensure a meeting is held during the year. Preference is a meeting held every one to two months.

(Board Members continued)

2014 Appointments		
Board Member	Committee	Chapters
Joan Michaels Aguilar	Conference Site Selection; Program	Sacramento Valley, Northeast Counties, Northwest Counties, North Coast
Barbara Boswell	Professional Standards & Recognition	Desert Mountain, Coachella Valley, San Gabriel Valley
Drew Corbett	Career Development	Peninsula, Central Valley, East Bay
Margaret Moggia	Membership Benefits	South Bay (LA), Central Los Angeles, Imperial, Channel Counties
Marc Pimentel	Technology	Monterey Bay, South San Joaquin, Central Coast
Terri Willoughby	Administration	Inland Empire, Orange County, San Diego County

Administration Committee Chair

Ernie Reyna

It is the role of the CSMFO Administration Committee to coordinate various administrative aspects necessary for the smooth and effective operation of CSMFO. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in this professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Review the monthly financial statements prepared by the organization's management company; review and approve check runs prepared by same.
- Monitor, negotiate and make recommendations to the Board on consultant contracts, as necessary.
- Conduct RFPs for consultant services as requested by the Board.
- Work with the [Meeting Coordinator](#) and [Executive Director](#) as needed to keep the Annual Conference Handbook up to date.
- Conduct an annual survey of the CSMFO leadership regarding consultant services. Share results with the Board at the annual Planning Session.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Conference Site Selection Committee Chair

Josh Betta

It is the role of the CSMFO Conference Site Selection Committee to identify and recommend to the Board of Directors annual conference host venues for upcoming conferences. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Communicate with the [Meeting Coordinator](#) regarding possible host cities for upcoming conferences.
- Work with [Meeting Coordinator](#) to schedule site visits to potential venues in order to assess their potential as a future host for the CSMFO Annual Conference. Priority should be given to venues with ample space for a vendor hall.
- Present recommendation on conference sites for Board approval.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Career Development Committee Chair

Scott Catlett

It is the role of the CSMFO Career Development Committee to manage the educational activities of the organization. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Identify and coordinate with consultants to provide educational opportunities for the webinars, including webinars, bridge calls, one-day seminar and the annual Weekend Training.
- Collaborate with other organizations where possible to provide efficient and effective educational opportunities to the membership.
- Conduct surveys as necessary to determine the educational needs and demands of the membership.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Membership Benefits Committee Chair

Steve Heide

It is the role of the CSMFO Membership Benefits Committee to oversee the membership activities of the organization. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Work with [staff](#) to manage the membership renewal process annually, including approving all renewal communications prior to distribution. First renewal notices are sent November 1 annually.
- Develop recruitment plans to increase membership in CSMFO.
- Review membership structures periodically to determine optimal framework for the organization.
- Identify and secure new member benefits where possible.
- Develop and maintain list of benefits that are provided with the annual membership fee.
- Work with [staff](#) to identify those that did not renew their membership, and coordinate follow-up contacts among the committee, chapter chairs and Board members.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Professional Standards & Recognition Committee Chair Ken Brown

It is the role of the CSMFO Professional Standards & Recognition Committee to promote the highest standards of budgeting and financial reporting and to provide opportunities for recognition to members that achieve such standards. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Review and revise the application documents for the budget and CAFR awards as needed. Coordinate with [staff](#) the posting of new documents on the website.
- Secure and coordinate reviewers so that all budgets and CAFRs are reviewed in a timely manner.
- Provide list of those to receive certificates to [staff](#); coordinate delivery of certificates with [staff](#).
- Provide recommendations on issues relating to professional standards as requested by the Board.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Program Committee Chair

Viki Copeland

It is the role of the CSMFO Program Committee to set the educational content of each Annual Conference. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Conduct calls for presentations, as the committee deems necessary.
- Work with speaker bureaus to help identify keynote speakers, in coordination with the Annual Conference Host Committee Chair.
- Set the schedule of classes for the Annual Conference.
- Coordinate the pre-conference sessions.
- Coordinate with speakers their materials, audio visual needs and payments and/or reimbursements, as necessary.
- Assign moderators for each session, in coordination with the scholarship chair.
- Communicate and coordinate with the Annual Conference Host Committee as appropriate.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#), [Meeting Coordinator](#) and Annual Conference Host Committee Chair on matters affecting the Annual Conference.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Technology Committee Chair

Rick Teichert

It is the role of the CSMFO Technology Committee to maintain and enhance the use of technology in providing services to CSMFO members. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in her professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Look for ways to utilize technology to enhance CSMFO's ability to provide services or information sharing to or among members.
- Provide direction to [staff](#) regarding website updates and necessary maintenance.
- Monitor general membership listserv, notifying [Executive Director](#) of any violations that may need to be addressed. Periodically post guideline reminders to the listserv.
- Coordinate social media activities for CSMFO, as determined necessary.
- Support the initiatives of the other committees to more effectively and/or efficiently gather and disseminate information.
- Support the Board's strategic objectives, and take appropriate steps to complete annual goals by year-end.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.
- Communicate regularly with [Executive Director](#) on matters affecting committee activities.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Annual Conference Host Committee Chair

Jesse Takahashi

It is the role of the CSMFO Annual Conference Host Committee to plan the Annual Conference. The Committee Chair should:

- Conduct him/herself at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Determine conference theme and work with designer to establish a logo.
- Pick out conference giveaways (bag style/color, padfolios, water bottles, mugs, etc.).
- Work with Program Committee to help identify opening keynote speaker.
- Determine concept for and plan the President's Dinner, including venue, theme (if any), attire, menu selections, music (if any), guest list, etc.
- Secure sponsorships for the President's Dinner and the conference as a whole.
- Determine extracurricular events (golf, tennis, etc.), if any, and plan accordingly.
- Determine concept for and plan the annual "banquet", including venue, theme (if any), attire, menu selections, music, etc.
- Determine if an Out-of-State Guests' Dinner will be held on Wednesday evening during the conference. If so, determine venue, menu and guest list.
- Help market the conference by spreading positive word of mouth, writing articles/updates for the monthly MiniNews, etc.
- Chair regularly scheduled committee meetings to ensure the work of the committee is completed in an efficient and timely manner.

Nominating Committee Chair

Jesse Takahashi

It is the role of the CSMFO Nominating Committee to establish a slate for the annual CSMFO Board of Directors elections. The Committee Chair should:

- Ensure a notice is distributed to the membership in early October regarding the open nominating period.
- Solicit, and encourage other committee members to solicit candidates for the open North and South Director positions, as well as President-Elect (North or South, depending on the year).
- Work to ensure at least two candidates are nominated for each position.
- Schedule and chair a committee meeting near the end of October in order to finalize the slate.
- Communicate final slate to [Executive Director](#) no later than November 1.
- Ensure ballots are distributed to membership no later than November 10.
- Ensure results are communicated to the candidates, the Board and then the membership following the December 1 deadline.

League of California Cities Policy Committee Appointees

CSMFO is provided a representative on each of the League of California Cities policy committees. Appointments should be made by October 31 annually. CSMFO representatives should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Attend all policy committee meetings. Attendance at a minimum of 66% of the meetings is required, or the representative may be replaced.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

Chapter Chairs

CSMFO has twenty (20) chapters arranged geographically throughout the state of California. CSMFO chapter chairs should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Coordinate chapter meetings, including speakers and facilities, as well as market meetings to chapter members.
- Attend chapter chair conference calls held by the Past President.
- Communicate with Board liaison; ensure they are invited to all chapter meetings.
- Maintain any and all financial accounts of the chapter outside of CSMFO books.
- Submit report on goals to the [CSMFO Office](#) for the Annual Report by January 15.

GFOA Representatives

CSMFO has two representatives from the organization to the Government Finance Officers Association (GFOA), one in Northern California and one in Southern California. CSMFO representatives should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep apprised of Board activities.
- Receive requests from public agencies to present CAFR awards to governing boards; work with requesting agencies and their nearby/local CSMFO officers to schedule the award presentation. It is CSMFO policy to present first-time CAFR awards in person.
- Receive regular communication from GFOA; communicate relevant information to local agencies and/or chapter meetings, where appropriate.