

## **WISCONSIN GOVERNMENT FINANCE OFFICERS ASSOCIATION BOARD DUTIES AND RESPONSIBILITIES**

The WGFOA By-Laws identify the Board officers and duties of those officers. This procedure will provide clarification of the by-laws and identify who is responsible for other duties and tasks that need to be done by members of the WGFOA Board of Directors.

Board officers are responsible for the following:

- **President**
  - Preside over the Board and Business Meetings
  - Be the WGFOA representative to GFOA
  - Be the primary liaison with UW-GB
  - Send e-blasts to members on key WGFOA communications, such as scholarship offerings
  
- **Vice President**
  - Coordinate all conferences, including agenda, contracts, meals, and any other logistical duty
  - Oversee the conference evaluation process
  
- **Treasurer**
  - Prepare the Treasurer's reports
  - Coordinate preparation of the IRS Form 990
  - Manage insurance policies and claims
  
- **Secretary**
  - Maintain all official records
  - Take minutes at all Board and Business Meetings
  - Update the WGFOA website to include posting of conference presentations and job postings
  - Send e-blasts to members on important notices
  - Maintain custody of WGFOA's capital assets, such as computer and projector
  - Purchase plaques, awards, and speaker gifts as needed
  - Work with the Membership Coordinator to oversee the membership process
  
- **Past President**
  - Coordinate the Summer Workshops
  - Chair the Nominating Committee

WGFOA will contract with a third-party to provide administrative services to WGFOA. These duties include, but are not limited to:

- Manage membership renewals
- Manage conference registrations
- Manage WGFOA website
- Coordinate payment of conference fees and membership dues
- Provide Certificate of Attendance certificates to attendees
- Maintain attendance reports
- Send out letters to speakers and determine speaker needs

On a biennial basis, Board members and/or Past Presidents who have rolled off the board but who desire to remain active in a leadership role, will volunteer, or be assigned by the President, to the following duties to include, but not be limited to:

- Membership Coordinator – Review membership renewals, work with Board members to do follow up on non-renewals, review/clean up lists for retiree and deceased members
- Conference Materials – Pick up conference materials (name badges, registration sheets, etc.) from UW-Green Bay
- Registration Table (2 people needed) – Set up and “man” Registration Desk at all conferences
- Hospitality Suite Coordinator – Room set up and take down, transportation and purchase of supplies
- Maintain/update Policies and Scholarship Criteria – Create drafts of new policies and scholarships as needed and revise policies and scholarship criteria as needed
- Speakers – Line up speakers for conferences – *This is the responsibility of all Board members*
- Attendance at Board meetings, annual retreat, and conference – *This is the responsibility of all Board members*
- Follow-up on non-renewals – *This is the responsibility of all Board members*

Past Presidents who have rolled off the Board and desire to remain involved will be:

- Invited to participate in the annual Board Retreat
- Encouraged to line up speakers and be conference presenters
- Allowed to volunteer for the above tasks but will not be assigned to any tasks by the President
- Be present, but not allowed to vote, at Board meetings

#### **Credit cards**

All board officers and current past president will be allowed to have a credit card in order to properly conduct WGFOA board business. The following parameters will be used:

- Board President will have a limit not to exceed \$10,000.
- Board Vice President will have a limit not to exceed \$10,000.
- Treasurer will have a limit not to exceed \$10,000.
- Secretary will have a limit not to exceed \$10,000.
- Current Past President will have a limit not to exceed \$10,000.

In the event a non-officer board member is in charge of the hospitality inventory and needs to make purchases to replenish the inventory, that board member may be issued a credit card with the Board President’s approval with a limit not to exceed \$2,500.

**Revised: 09-23-2015**

**Revised 02-22-2019**