

C.F.O.A POLICIES AND PROCEDURES

As Amended May 2009

1. **MEADOW MUFFIN AWARD:** President is responsible for determining who will receive it and making presentation. The program for each Annual Conference shall include a list of all recipients of the Meadow Muffin Award and the year in which they received it.
2. **COMMITTEE APPOINTMENTS:** The in-coming President, after elections during the business meeting, will name the Committee appointments for the coming year.
3. **NOMINATING COMMITTEE:** The Nominating Committee is to consist of Past Presidents only.
4. **DOOR PRIZE DRAWINGS:** President to assign the duty of drawing the names for door prizes to an elected/appointed official and will notify this individual of this assignment before the conference. The individual assigned this responsibility will also be responsible for keeping track of the names used in the drawings during the conference. For members to be eligible to be in the door prize drawings, they must complete a door prize drawing card when they check-in at the conference, and they must contribute an unwrapped gift.
5. **CONFERENCES:**
 - A. **HOST COMMITTEE:** The Host Committee is to consist of all fiscal officers in the Host County, the President and First Vice-President.
 - B. **CONVENTION CONTRACT/MEALS:** Only the President can sign a contract with a conference facility. The President must also approve all meals, room arrangements, breaks and cocktail parties before finalization of the arrangements.
 - C. **CONFERENCE EXPENSES/CONTRIBUTIONS:** The Host Committee cannot spend more on a conference than collected in contributions unless first approved by the President and First Vice-President.
 - D. **REGISTRATION FEE:** Member registration fee will be \$50; registration fee for guests and/or spouses will be \$25.

E. **VENDOR EXHIBITS/REGISTRATION FEE:** Vendors will pay per the following schedule:

<u>Contribution Amount</u>	<u>Color</u>	<u>Conference Registrations</u>	<u>Description</u>
\$ 50-\$249	General	-1-	Name in Program
\$250-\$499	Copper	-2-	Booth/name in program
\$500-\$749	Silver	-3-	Booth/name in program
\$750 +	Gold	-4-	Booth/name in program

F. **CONFERENCE DETAILS:** The following conference details, which need to be addressed before the conference should be developed into a checklist to be completed by the Host Committee and verified by the President.

1. A suite for the President at the Host Hotel (this to be either comped by the Hotel or paid by CFOA)
2. Breakfast the first morning to be reserved for the Host County Commissioners if they desire to host the same
3. Name badges for all attendees
4. Registration table set up etc.
5. Notice to vendors re: conference etc.
6. Designating a space for vendor exhibits
7. Someone to do welcome, invocation and National Anthem
8. Flag for opening session
9. Microphones for opening session, business meeting and break-out rooms as well as any special equipment needed by speakers and presenters
10. Cards listing sponsor(s) for each function
11. President to prepare a "Welcome and Orientation" which briefly outlines the goals, purposes and format of CFOA
12. Head table – business meetings and annual banquet
13. Flowers for head table at annual banquet
14. Wine for final banquet
15. Corsages etc for officers to be installed

G. **CONFERENCE MEDALLIONS:** The President and Treasurer will be responsible for ordering medallions to be handed out at each conference. Only those members who are registered for the conference are allowed to receive a medallion. The President and Treasurer will have the discretion to ask for voluntary donations up to \$15.00 for medallions based on sponsorship. The excess medallions shall be retained by the CFOA Treasurer and will be sold based on the current price of silver.

H. **THANK YOU'S:** Secretary to send Certificates of Appreciation to all conference contributors/sponsors, speakers and anyone else so designated by the Resolutions Committee.

6. **MISSION STATEMENT:** The Mission Statement of the Association, which must be approved by the membership along with any amendments, shall be mailed to all members and prospective members annually.
7. **AUDIT COMMITTEE:** The Audit Committee is made up of three members with staggered 3-year terms. The committee shall consist of one (1) Auditor or Comptroller, one (1) Treasurer and one other member. No member of the Executive Board can serve on this committee. This Committee shall be responsible for auditing both the conference expenses/receipts and the Association accounts within 30 days of the final day of the Annual Conference.
8. **FINANCIAL MANAGEMENT:** The Audit Committee, Treasurer, and President will develop a budget for each year before the annual conference, with same to be acted upon by the general membership during the business meeting. The Treasurer will be responsible for making sure expenditures correspond to the adopted budget unless an emergency arises.

All claims are to be approved in writing by the President before payment by the Treasurer unless an emergency situation exists, which will allow payment of such claims by verbal approval of the President to be followed by written approval.

The Association checking account will require two signatures. All officers are to be designated as signers on the account, with the Treasurer's signature required on a check along with the signature of any one of the other officers (preferably President if available).

An amount of \$275 will be budgeted annually for gifts as follows:
\$150 for 1st Vice President to purchase gift for outgoing president.
\$125 for outgoing president to purchase gifts for board officers.

9. **These Policies and Procedures along with any amendments/ additions to same must be approved by the membership at an Annual Conference.**