

Committee Roles and Responsibilities

In General

Each Chapter committee is responsible for:

- Fulfilling its specific responsibilities as outlined below. This includes holding as needed (at least every other month) meetings of the committee. The Audit, Constitution & Bylaws and Nominating committees need only meet when they are called into service.
- Having the chairperson (or committee representative) attend scheduled Executive Committee meetings
- Planning an annual program and reporting status and results to the Chapter's Executive Board at scheduled meetings. Receiving Board approval to proceed with plans, cost expenditures, and other commitments that may legally bind the Chapter. Continually evaluating the program and recommending changes.
- Ensuring its events are effectively publicized. This includes advance publicity in the Chapter newsletter (The UPDATE), over the public address system, if permitted, in any local publications (e.g., The Financier Express, the Columbus Federal Voice, or the Financier) – and the Armed Forces Comptroller magazine, if of appropriate significance. It also includes post-event reporting in any of the local publications or the Comptroller magazine.
- Preparing a(n) (monthly) article on planned and/or completed committee sponsored events for the Chapter newsletter (The UPDATE) to reach the newsletter editor no later than the 20th of each month.
- Ensuring the Competition Committee receives four (4) copies of publicity, articles, documents and reports on committee events no later than the 20th of June, September, December and March. Monthly submissions would help eliminate the surge of receipts on or around the stated dates. Dated documentation, including photographs, serves as the most effective evidence of events -- and is highly encouraged. Checking with other committees who may be able to benefit from your committee's documentation will increase the ability of the Chapter to maximize its competitive points in 5-Star and Chapter competitions.
- Reviewing the Chapter Meetings & Activities Plan and Award/ Documentation Submission Requirements on a routine and timely basis to ensure the committee's responsibilities are fulfilled.
- Avoiding entry into any contract for facilities or services or into any agreement to expend funds without advance approval of the Chapter's Executive Board. Only members of the Board may enter into contracts or sign checks expending Chapter funds. (To enter into contracts with the installation's Officers' Club, the Board may delegate authority to a member of the Chapter who is a member of the Club).
- Keeping committee members informed, involved, participating and recognized.

- Working as a team! This includes coordination, follow-up and follow-through.
 - Fulfilling individual responsibilities as chairperson or participating member.
 - Ensuring an effective succession program is in place to identify someone to assume the position of chairperson for the next business year.
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Audit

The Committee, its Chairperson or its Participants shall not conduct the audit(s) The Audit Committee is responsible for:

Arranging (in August or September) for an annual independent audit (to be conducted in October) of the Chapter's account books and business/financial records.

Arranging for an audit when the incumbent Treasurer or Chapter President leaves office. Most often this will coincide with the annual audit.

Insuring the audit is completed and documented, and corrective and follow-up actions taken, as necessary.

Working for and with, and reporting to, the Chapter President.

Certification Committee

The Certification Committee is responsible for:

Serving as the focal point for the Buckeye Chapter with regards to all certification information working closely with ASMC National – Certification

Providing guidance for all members pursuing their CDFM.

Guidance consists of:

Necessary paper work, providing information on study materials, maintaining control of and conducting study groups

Schedule and maintain local on-site testing

Additional responsibilities of the Certification Committee are:

Report periodically to senior management at DFAS Columbus when new certifications are received

Plan and coordinate Annual CDFM May Recognition Luncheon and acquire speaker

Prepare and award ASMC certificates

Invite recipients to this complimentary luncheon

Working for and with, and reporting to, the Chapter President

Community Service

The Community Service Committee is responsible for:

Identifying and scheduling activities for which the talents and voluntary time of Chapter members, under the Chapter's sponsorship, can effectively serve the local community. The activities can be in-kind or in return for donations to the Chapter's scholarship fund.

Encouraging Chapter members, under the Chapter's sponsorship, to contribute their talents and volunteer their time to serve the local community.

Ensuring the events fall within the categories ASMC Headquarters deems appropriate, including: Arts & Humanities; Education; Environment; Health; Human Services; International Volunteerism; Public Safety; and, Youth Services.

Delegating to project officers the responsibility to plan individual events, coordinate volunteer participation in each event, and provide documentation evidencing the Chapter's participation.

Developing and monitoring a number of events and/or hours of service in a year and/or over a period of years recognition program for participants (e.g., 100 hours of service, 10 events, 3 years of participation).

Working for and with, and reporting to, the Chapter Vice-President for Participation.

Competition & Awards

This is a co-chaired committee. The Competition & Awards Committee is responsible for:

Coordinating the Chapter's efforts to effectively compete as a Chapter and individual members for ASMCs 5-Star and other award and recognition programs. Ensuring necessary documentation packets (or reports) are submitted to ASMC or the sponsoring organization in advance of the published deadlines.

Coordinating the Chapter's annual recognition program.

Establishing a program to effectively communicate the requirements and criteria of the various awards and recognition programs to Chapter committees and members to facilitate the timely receipt and submission of required documentation. This may include giving hands-on assistance to, but does not include doing the actual work for, the committees and members.

Collaborating with the DFAS Personnel Support Office Awards Program Coordinator in the announcement, evaluation and submission of nominations for ASMCs annual awards program (that does not require nominees to be ASMC members). Ensuring necessary documentation packets (or reports) are submitted in advance of the published deadlines.

Establishing a suspense or tracking method that ensures timely receipt of required documentation from Chapter committees and members.

Collaborating with the Chapter Historian, Secretary and Treasurer in providing documents for the Chapter's historical records.

Working for and with, and reporting to, the Chapter Vice-President for Participation.

Constitution & Bylaws

The Constitution & Bylaws Committee is responsible for:

Reviewing the ASMC President's Letter or other society correspondence for mandatory or suggested changes to the Chapter's constitution and bylaws.

Conducting an annual review of the Chapter's constitution and bylaws and recommending needed changes to the Chapter's Executive Board.

Ensuring the Chapter membership is apprised of recommended changes.

Conducting and documenting an appropriate vote of the membership on recommended changes. Coordinating with the Nominations Committee to affect this responsibility.

Making approved changes and publishing a revised Chapter constitution and/or bylaws – and providing copies to ASMC Headquarters.

Working for and with, and reporting to, the Chapter President.

Education & Scholarship

The Education & Scholarship Committee is responsible for:

Conducting an annual (in November-January) solicitation of candidates from local high schools, Chapter members and their families, for the Chapter's available scholarships. Setting and providing application deadlines and criteria. Coordinating with the Meeting(s) Committee to integrate the presentation of the scholarships with a Chapter meeting or workshop event.

Recommending evaluation and selection criteria for each scholarship to the Chapter Executive Board for consideration and approval/disapproval.

Providing a recommended list of scholarship recipients to the Chapter Executive Board for consideration and approval/disapproval.

Providing the names/applications of the approved recipients to the Chapter Competition and Awards Committee for submission to ASMC Headquarters for national award consideration.

Encouraging Chapter members to publish articles for inclusion in professional journals or other publications (e.g., the Armed Forces Comptroller magazine) and to provide copies of the published article.

Encouraging Chapter members to identify themselves as such when speaking before professional organizations and to provide copies of the agenda or program of events (or other publicity).

Working for and with, and reporting to, the Chapter President-Elect.

Historical

This may be an individual effort and therefore may only be comprised of one person. The Historical Committee is responsible for:

Collecting and maintaining the Chapter's account books and business/financial records. This includes, at a minimum, copies of the Chapter's charter and annual slate of officers, monthly (or quarterly) newsletters, meeting minutes, and submissions for

ASMCs chapter competition (which, by its nature, may incorporate many of the aforementioned documents).

Ensuring the Chapter's memorabilia (including award plaques) are stored and made available for appropriate display (e.g., – but not limited to -- in the ASMC Conference Room, at ASMCs Professional Development Institute (PDI), during membership drives, or the annual installation of officers).

Arranging for the storage of the Chapter's records and memorabilia.

Preparing and maintaining a chronological history of the Chapter's significant events and achievements.

Identifying anniversary dates of key Chapter events (e.g., the Chapter's 10th anniversary of its charter (in 2000) to the Chapter's Executive Board to insure proper promotion and recognition.

Working for and with, and reporting to, the Chapter Secretary.

Meetings

This has been Luncheons, but may include a quarterly Business Meeting, or Joint Meeting(s) with other professional organizations, or Co-Sponsoring Meeting(s) for the supporting organizations. The Meetings Committee is responsible for:

Establishing and coordinating an annual guest-speaker program focusing on (1) achieving the Chapter's annual objectives, (2) assisting the supporting organizations (principally the Defense Finance and Accounting Service – Columbus Center (DFAS-CO) and the Defense Supply Center Columbus (DSCC)) in achieving their career or professional development objectives and requirements or (3) both. Setting dates and arranging locations (and/or support services). An effort shall be made to reach as many of the Chapter's members (and non-members within the supporting organizations) as practical.

Integrating a business meeting program with the guest-speaker program. At a minimum, a quarterly business meeting shall be planned. It may be held in conjunction with a guest-speaker appearance. This may be done in conjunction with the Workshop(s)/Special Event(s) Committee.

Integrating a joint meeting with other professional organizations -- or co-sponsorship of a supporting organization's event -- with the guest-speaker program. At a minimum, at least two of these events shall be scheduled during the business year. It may be held in conjunction with a guest-speaker appearance. This may be done in conjunction with the Workshop(s)/Special Event(s) Committee.

Securing the in-kind, voluntary or incidental-expense services of guest speakers. Only on rare occasions (or for "renowned expert" topics) shall speaker fees or full-expenses be considered. In such instances, providing a recommendation to the Executive Board for consideration and approval/disapproval is required.

Establishing a Ticket Sales sub-committee to print, promote and distribute tickets, when appropriate, for Chapter events. Ensuring the names, telephone numbers and locations of those serving as Ticket Sellers is made known throughout the supporting organizations. See next responsibility.

Collaborating with the Workshop(s) or Ways & Means Committees to prevent duplication or competition and to reinforce the fulfillment of each other's responsibilities.

Developing and monitoring a certification program to recognize Chapter members' completion of Chapter (or joint) sponsored training, including that provided in cooperation with other professional organizations or the supporting organizations. Ensuring the Chapter's Executive Board, Committee Chairpersons and participants receive certification for the training inherent in fulfilling their responsibilities.

Coordinating with the other Chapter Committees to attempt to support the fulfillment of their responsibilities as an appropriate part of a meeting.

Working for and with, and reporting to, the Chapter Vice-President for Programs.

Membership

The Membership Committee is responsible for:

Conducting an annual membership campaign to recruit new individual and corporate members and encourage renewal of individual and corporate members. This may be a one-time event or on-going series of events.

Conducting an exit survey of non-renewing members to determine their reason(s) for non-renewal, analyzing the data and making recommendations for corrective action(s), if deemed needed, to the Executive Board for consideration and approval/disapproval.

Developing and maintaining a new member recruitment and/or orientation packet to provide prospective members information about ASMC, the Chapter and expectations for Chapter members, including a copy of the Chapter's constitution and bylaws and the various fact sheets on responsibilities within the Chapter.

Staffing an information table at various Chapter and supporting organization organizations (principally the Defense Finance and Accounting Service – Columbus Center (DFAS-CO) and the Defense Supply Center Columbus (DSCC)) events to promote ASMC and Chapter membership.

Developing and monitoring an anniversary recognition program for membership longevity (e.g., 10 years, 25 years, etc.).

Establishing and maintaining a database of Chapter members, their membership numbers, renewal dates, office locations and phones and other data as required by the Chapter's Executive Board. Providing mailing labels from this database to support the needs of other Chapter committees. This database shall not be lent (or sold) to any other non-Chapter entity.

Submitting a corrected membership roster received on a quarterly basis from ASMC National HQ within 45 days after it is mailed.

Collaborating with the supporting organization's organizational/telephone listing monitor to ensure the Chapter's organizational/phone references are current. Also, encouraging Chapter members to keep their data up-to-date.

Working for and with, and reporting to, the Chapter President-Elect.

Nominations & Voting

The Nominations Committee is responsible for:

- Conducting (in June-August) an annual election campaign to identify new members of the Chapter's Executive Board, consisting of the President-Elect, Vice-President for Programs, Vice-President for Participation, Secretary and Treasurer.

- Providing survey (nomination) forms to Chapter members to allow them to nominate themselves or other members as candidates for the Executive Board.

Presenting a slate of recommended candidates to the Executive Board for consideration and approval/disapproval. This includes the authority to recommend that candidates not be placed on the slate.

Providing ballots to Chapter members to allow them to vote for the candidate of their choice. Ensuring security and accountability for the ballots. Recording and announcing to the Executive Board the results of the vote.

Ensuring the Chapter President announces the results of the election.

Ensuring the results of the election are publicized.

Also, conducting a survey of members interested in serving as chairpersons for the Chapter's various committees. Recording and announcing to the Executive Board the results of the survey.

Carrying out, recording and advising the Chapter's Executive Board on the results of all other voting activities of the Chapter. Included (but not limited to) are votes of the membership regarding changes to the Chapter's constitution & bylaws, expenditure of funds in excess of \$500 (when the funds will not be reimbursed by the event being conducted) and significant changes to how the Chapter intends to conduct its business.

Working for and with, and reporting to, the Chapter President-Elect.

Publicity & Newsletter

This is a co-chaired committee. The Publicity & Newsletter Committee is responsible for:

Assisting the other Chapter committees with authoring, producing or submitting appropriate announcements, flyers, posters or other media to ensure the respective committee's activities are effectively publicized.

Ensuring appropriate publicity is effectively aired, coordinated, posted or submitted to the facilitating/supporting organization under the latter's guidance and requirements. This includes publicity provided to the Armed Forces Comptroller magazine.

Preparing, publishing (by electronic or printed means), and distributing, at a minimum, a quarterly newsletter announcing and/or recording of Chapter activities, events, meetings and successes. A monthly newsletter is preferred.

Securing the voluntary services of an amateur or professional photographer to help in the visual documentation of Chapter activities, events, meetings and successes. A paid professional photographer may be engaged if the event is of such significance as to warrant this level of service.

Providing a newsletter editor and securing a staff to assist him or her.

Working for and with, and reporting to, the Chapter Secretary.

Ways & Means - Fundraising

The Ways & Means Committee is responsible for:

Establishing and coordinating an annual fundraising program focusing on raising monies, donations or in-kind services to achieve the Chapter's annual objectives. Setting dates and arranging locations (and/or support services). An effort shall be made to establish a program that capitalizes on past successes (e.g., a Rose Sale, a Silent Auction, or a Bowling or Golf event), but does not limit new initiatives. It also must reach as many of the Chapter's members (and non-members within the supporting organizations) as practical and to be consistent over the years so as to more easily secure concurrence to conduct the program.

Receiving consideration and approval/disapproval of the program or specific events from the Executive Board prior to proceeding with the program/event.

Coordinating with the Center's Legal Counsel and securing approval of the Center's Resource Manager to conduct an event, with the exception of participating in the Chapter Fair held in conjunction with ASMCs annual Professional Development Institute (PDI). ASMC annually secures approval for the latter.

Collaborating with the Meeting(s) or Workshop(s) Committees to prevent duplication or competition and to reinforce the fulfillment of each other's responsibilities, particularly for Ticket Sales.

Coordinating with the other Chapter Committees to attempt to support the fulfillment of their responsibilities as an appropriate part of a workshop or special event.

Working for and with, and reporting to, the Chapter President.

Workshops & Special Events

This is a co-chaired committee. The Workshop(s) & Special Event(s) Committee is responsible for:

Establishing and coordinating an annual workshop(s) and/or special event(s) program focusing on (1) achieving the Chapter's annual objectives, (2) assisting the supporting organizations in achieving their career or professional development objectives and requirements or (3) both. Setting dates and arranging locations (and/or support services). An effort shall be made to reach as many of the Chapter's members (and non-members within the supporting organizations) as practical.

Integrating a workshop(s) and/or special event(s) program with a guest- speaker program. At a minimum, a Chapter mini-Professional Development Institute (mini-PDI)

shall be planned. This may be done in conjunction with the Meeting(s) Committee.

Integrating a joint workshop and/or special event with (an)other professional organization(s) -- or co-sponsorship of a supporting organization's event -- with the workshop(s) and/or special event(s) program. This may be done in conjunction with the Meeting(s) Committee.

Securing the in-kind, voluntary or incidental-expense services of guest speakers to support the workshop(s) and/or special event(s) program. Only on rare occasions (or for "renowned expert" topics) shall speaker fees or full-expenses be considered. In such instances, providing a recommendation to the Executive Board for consideration and approval/disapproval is required.

Establishing a PDI sub-committee to plan the Chapter's attendance at ASMCs annual Professional Development Institute (PDI) and its participation in the Chapter Fair. Recommending the type, level, and support and funding requirements to the Chapter's Executive Committee for consideration and approval/disapproval. This includes collaborating with the Personnel Support Office, Training Division, to insure funds availability.

Collaborating with the Meeting(s) or Ways & Means Committees to prevent duplication or competition and to reinforce the fulfillment of each other's responsibilities, particularly for Ticket Sales.

Coordinating with the other Chapter Committees to attempt to support the fulfillment of their responsibilities as an appropriate part of a workshop or special event.

Working for and with, and reporting to, the Chapter Vice-President for Programs.