



Association of Public Treasurers of the United States and Canada

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| Policy: | Committee Roles and Responsibilities |
| Strategic Objective: | Board Governance |
| Adopted: | August 20, 2020 |
| Review Committee: | Advisory Committee |
| Review Approval Date: | November 16, 2023 |

Policy

The APT US&C Board of Directors encourages oversight and leadership support from various committees to support the mission and activities of the Association. Following the annual elections, the Board President appoints members from the current board of directors to assume the role of Committee Chairs of existing committees. Should the demands and responsibilities require the support of a sub-committee, the Chair may request a separation of duties and support the recruitment of a Sub-Committee Chair from the active member roster. All Committees are responsible for making recommendations to the board for final approval.

Role of the Committee Chair

- Work with the Executive Director to achieve the following:
 - Establish and follow goals/objectives to support strategic plan and direction.
 - Host quarterly meetings (minutes taken; emailed to corporate office).
 - Work with the Executive Director to ensure committee updates are communicated to the board on a regular basis (e.g., monthly Executive Director report)
 - Recruit a minimum of five geographically diverse, non-board members to serve on committee (or as defined in each committee's requirements).
 - Provide a timely response to communications received by corporate office (within 3 business days).
 - Work with sub-committee chairs and members, if applicable.

Role of a Committee and/or Sub-Committee Member

- Be an active participant and contribute from personal, professional and life experience to the work of the committee. Individual committee members have no authority to act independently of the committee.
- Be familiar with the Association's bylaws, mission, values, code of conduct, and policies as they pertain to the committee responsibilities.
- Act with honesty and in good faith in what the committee reasonably believes to be the best interests of the Association.
- Maintain solidarity with fellow committee members in support of a decision that has been made in good faith by members of the committee.
- Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the organization's bylaws, policies, and statutory requirements.



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- Offer personal perspectives and opinions on issues that are the subject of committee discussion and decision. Voice, clearly and explicitly, at the time a decision is being made, any opposition to an issue being considered by the committee.
- Work cooperatively with the chair, committee members, and the Executive Director.
- When applicable, secure financial support of Association activities through the solicitation of memberships, sponsorships and training participation.

Committee Responsibilities (listed alphabetically)

- *Accreditations and Certifications Committee, chair appointed by the President*
 - The Committee is comprised of the Chair, CPFIM Instructor, and its Sub-Committee Chairs.
 - Work with the Executive Director to provide oversight of all aspects of the accreditation program including, but not limited to:
 - Review, and if necessary, modify the requirements of accreditations and certifications offered by APT US&C.
 - Establish and support sub-committees and chairs that provide reviews of all applications.
 - Update the applications as necessary.
 - Develop and maintain consistency in review practices, criteria, scoring system, etc.
 - Develop and maintain best practice guidelines for re-certifications/accreditations.
 - Create, review, and update accreditation policies and procedures.
 - Support the timely review and approval of applications; provide guidance to declined applicants when necessary.
 - Identify potential opportunities for new certifications/accreditations for board review.
 - Oversee subcommittees as they:
 - Review, develop, and promote certification training classes.
 - Recruit and oversee training of new certification trainers.
 - Maintain and review training fees, instructor compensation, and contracts.
 - Review and, if necessary, revise the State Institute Agreement to ensure consistency and relevancy in training components of the program. Coordinate with Education Committee on any potential changes to educational requirements.
 - Oversight of the receipt of signed agreements, payment, and compliance from State Institute partners.
- *Advisory Committee, chaired by the Immediate Past President*
 - The Committee is comprised of the Chair and the two most recent past presidents, when possible.
 - Work with the Executive Director to provide oversight of:
 - The Annual Service Award to promote nominations from the board, review nominations, and recommend award recipient to the board.
 - Review of policies.



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- *Scholarship Committee, chaired by the Immediate Past President*
 - Recruit a minimum of three active members to work with the Executive Director to promote scholarships, review applications and make award recommendations to the board as well as ensure timely communication to the applicants. The Executive Director is responsible for maintaining an up-to-date list of all scholarship recipients.

- *Phillips Award Committee, chaired by the Immediate Past President.*
 - Chair works with the Executive Director and most recent award recipient (if they have not submitted a nominee for consideration) to recruit three or more long-standing APT US&C members to serve on the Committee to:
 - Promote and encourage nominations.
 - Independently review nominations for practicality, originality, and cost efficiency of the innovation(s); value to the government, both present and future; value to the treasury management profession; and other considerations.
 - Select recipient and inform board.

- *Annual Conference Committee, chaired by the Vice President*
 - Work with the Executive Director to provide oversight of all aspects of the planning and implementation of the Annual Conference including but not limited to:
 - Achieve annual budget targets.
 - Promote attendance of members, state associations presidents and prospects.
 - Secure sponsors and exhibitors.
 - Define conference schedule, select topics and secure speakers.
 - Coordinate social activities.
 - Ensure that committee is comprised of members representative of both national and local members, especially for joint conferences.
 - Provide a comprehensive critique of the Annual Conference to support duplicating successes and making improvements for to the following year's conference planning committee.

- *Education Committee, chair appointed by the President*
 - Work with the Executive Director to provide oversight of all aspects of education and training offered to members including, but not limited to:
 - Review, development, distribution, and, if necessary, revisions of publications as training guides and resource material for relevance and accuracy in content.
 - Review, development, and promotion of training classes (e.g., cash handling, internal controls, virtual/online, etc.) as well as the recruitment and training of trainers.
 - Review and recommend training fees, instructor compensation, and contracts.
 - Create, review, and update education policies and procedures.



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- *Executive Committee, chaired by the President*
 - Work with the members of the Executive board (President-Elect, Vice President, Treasurer, Secretary and Immediate Past President) and the Executive Director to oversee board governance responsibilities.
 - Review and update board governance policies and bylaws as necessary to be approved by the Board of Directors.
 - Ensures that the performance and contract of the association management company/Executive Director is appropriate and up-to-date. Address performance concerns and provide performance evaluation/feedback as necessary.
 - Engage with state and provincial public treasurer associations to promote a formal relationship with the Affiliate Agreement.
 - Other governance duties that may arise.

- *Finance Committee, chaired by the Treasurer*
 - Work with the Executive Director to provide oversight of all aspects of the financials including but not limited to:
 - Annual budget recommendations.
 - Review of financials including bank reconciliations, balance statement, profit and loss statements, accounts receivables, budget adjustment recommendations, etc. Reviews completed monthly by the Treasurer and quarterly by the Committee.
 - Annual audit and all required annual filings.
 - Create, review, and update financial policies and procedures.
 - Oversee investment opportunities and provide recommendations to Board as needed.

- *Membership Committee, chair is appointed by the President*
 - Work with the Executive Director to provide oversight of all aspects of membership including but not limited to:
 - Review, and if necessary, modify membership levels.
 - Retention and recruitment of municipal, public entity and corporate members.
 - Development of affiliate relationships with state-level member organizations.
 - Timely notice of annual membership renewals.
 - Create, review, and update membership policies and procedures.

- *Nominating Committee, chaired by the outgoing Immediate Past President (most recent Advisor), when possible.*
 - The Chair is responsible for appointing committee members as specified in Article VIII Section 2 of the Bylaws.
 - The Committee will work with the Executive Director to promote and encourage nominations from active members to fulfil the guidelines as specified in the Bylaws and the Board Nomination Process Policy.