



Association of Public Treasurers of the United States and Canada

Policy:	Chair and Committee Roles and Responsibilities
Strategic Objective:	Board Governance
Adopted:	August 20, 2020
Review Committee:	Executive Committee
Review Approval Date:	

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 Chair of an existing committee. 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.

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).
 - Prepare monthly committee reports due by the first Monday of each month (emailed to corporate office).
 - 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 in the committee to 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 informed of the Association's bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a committee member.
- 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 taken, any opposition to a decision 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 all 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 consistency in review practices, criteria, scoring system, etc.
 - Develop 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.
- *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.
 - Provide a comprehensive critique of the Annual Conference to support improvements to the following year's conference planning.
 - Chairs the Scholarship Committee and recruits 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 is chaired by the most recent award recipient and will work with the Immediate Past President and Executive Director to recruit three or more long-standing APT US&C members to serve on the Committee to:
 - Promote and encourage nominations.



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- 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, exhibitors.
 - Define conference schedule, select topics and secure speakers.
 - Coordinate social activities.
 - Participate in local conference committee, if applicable.

- *Corporate Member Advisory Committee*
 - This committee is currently inactive and will be assessed and reimagined, beginning with an in-person meeting with corporate members and sponsors to research their interest in how they would like to be involved in the leadership of APT US&C.

- *Education Committee, chair is 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 and, if necessary, revisions of the State Institute Agreement to ensure consistency and relevancy in training components of the program.
 - Oversight of the receipt of signed agreements, payment and compliance from State Institute partners.
 - 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.
 - Create, review and update education policies and procedures.

- *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 of:
 - Review and update board governance policies and bylaws as necessary to be approved by the Board of Directors.
 - Ensures an annual review of the performance and compensation of the Executive Director by the full board.

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- Engage with state and province public treasurers 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 will be done monthly by the Treasurer and quarterly by the Committee.
 - Annual audit and all required annual filings.
 - Create, review and update financial policies and procedures.
 - Investigate investment opportunities for the Association fund balance and provide recommendations to Board.
 - *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, modification of membership levels.
 - Retention and recruitment of municipal, public entity and corporate members.
 - Development of state affiliate relationships.
 - Timely notice of annual membership renewals.
 - Create, review and update membership policies and procedures.
 - *Nominating Committee, chaired by the outgoing immediate Past President, when possible*
 - The President is responsible for appointing five active members, with no more than one member from each state/province to support the Advisor with the committee duties. No voting member of the board shall serve on the committee.
 - The Committee will work with the Executive Director to:
 - Promote and encourage nominations from active members.
 - Recommend to the membership a minimum of one (1) person for election to each elective office and open director position.
 - Nominations may be made from the floor in accordance with the procedures established at any meeting of the Association.