AGA®
MID-MISSOURI
CHAPTER

Administrative Plan
Chapter Year 2021 – 2022

Danielle Weed, President

Jamie Pine, President-Elect

Christina Freeman, Past-President

Sara Hagenhoff, Secretary

Tracy Farris, Treasurer and Accountability Chair

CGFM®

Administrative Plan

Develop and implement annual chapter plans to provide professional development opportunities and service to our members.

- Develop and submit individualized plans for Administration, Professional Certification, Community Service, Education, Membership, and Communications to National AGA.

Annually review the Chapter Bylaws, update as necessary, and obtain approval from the membership.

Annually review and approve the policy and procedures manual and revise as necessary.

- The Chapter Executive Committee (CEC) will ensure the chapter operates according to the policies and procedures.

Prepare and disseminate an annual report to its membership.

- Summarize accomplishments of the Chapter throughout the year in the Chapter Citizen Centric Report (CCR), including the number of CPE offered, membership demographics, and financial status.
- Provide the Chapter CCR annually to members and to the National Office.

Prepare an annual budget and monitor the Chapter's financial condition.

- Strive for a net fund balance sufficient to cover major educational events for at least one year.
- The Treasurer will provide the year's financial files to the independent review team. After the review is completed, the results will be presented to the CEC and shared with National AGA.
- Produce monthly financial summary documents for presentation at the CEC meetings and publish the monthly financial statements through the Chapter website.
- Complete and submit all state and federal filings as necessary, including the necessary IRS filing as applicable.

Chapter Nominating Committee works to recruit a diverse slate of officers annually.

- The goal is to recruit young professions and first time CEC members annually.
- Submit the Officers Directory to the National Office after the elections are certified.