

VOLUNTEER OPPORTUNITIES

The California Society of Municipal Finance Officers (CSMFO) is a community of individuals who dedicate their lives to civil service and promote excellence in financial management through innovation, continuing education and professional development. Those who volunteer to support the CSMFO mission-on a committee; at the chapter level or as a member of the Board-will tell you the value they receive from their active involvement with CSMFO is immeasurable.

COMMITTEE PARTICIPATION - Requires approximately 2-4 hours per month.

Officer positions are appointed by the incoming President at the beginning of each year, but member positions are open to appointment by the Committee Chair year-round. Meetings are generally conducted by conference call.

- **Administration Committee:**

Reviews and updates policies and procedures as needed; manages contracts; conducts annual consultants' survey; maintain a CSMFO internet presence and website to enhance membership experience; facilitate information sharing among members.

- **Career Development Committee:**

Manages CSMFO's educational offerings, including scheduling in-person courses, webinars and Weekend Training; collaborates with other organizations as it may meet the needs of CSMFO members.

- **Communications Committee:**

Manages communications between CSMFO leadership and its members through common forms of communication; ensure branding is consistent with CSMFO standards.

- **Finance Committee:**

Reviews monthly financial statements for CSMFO; assist the President-Elect with the preparation of the CSMFO annual budget; evaluate financial policies and make recommendations for revisions or new policies; perform other financial duties as necessary.

- **Membership Benefits Committee:**

Solicits new members; promotes the benefits of CSMFO; contacts non-renewing members; determines avenues for membership engagement; undertake special projects as directed by the Executive Committee or Board of Directors.

- **Professional Standards Committee:**

Encourages improved techniques for preparation and presentation; develops suggested systems and procedures, as needed; advises the CSMFO membership on technical publications and issues, as needed.

- **Recognition Committee:**

Recognizes excellence in financial reporting and budgeting through award programs.

- **Program Committee:**

Manages the educational content of the Annual Conference including conducting calls for presentations, working with speaker bureaus, developing schedule of classes, coordinating speakers and moderators for each session.

- **Student Engagement Committee:**

Engage the next generation of public administrative leaders to let them know about CSMFO and what the organization has to offer.

- **Commercial Partner Committee:**

The Commercial Partner Committee goal is to solicit feedback from and drive engagement among CSMFO commercial members. This is accomplished by hosting quarterly commercial partner meetings with commercial members and CSMFO leadership to raise awareness of opportunities within CSMFO, promote CSMFO Conference and other event sponsorships, and encourage engagement between CSMFO municipal members and commercial members at the CSMFO Conference and Chapter Meetings.

CHAPTER SUPPORT -

Requires approximately 5-10 hours per meeting, including planning and preparation.

Chapter Officers generally serve at least a one-year term and remain in office until they identify a successor. Other volunteer assistance can be on a per-meeting basis.

- **Chapter Chairs, Vice Chairs and Other Assistance:**

CSMFO is divided into twenty (20) regional chapters. Some chapters meet annually, some quarterly, others every other month. Each chapter is managed by volunteer officers responsible for identifying the date, location, topic, and speaker for the meetings, as well as for promotion of the meeting.

OTHER PARTICIPATION

- **Budget Reviewers:**

Each year, CSMFO receives approximately 120 award submissions. Each volunteer generally receives one budget to review annually between the months of September through January to determine if it meets the criteria for recognition.

*Approximate time commitment:
2-3 hours annually.*

Additional information can be found in the Bylaws, administrative handbook and Roles and Responsibilities documents available on the CSMFO website, www.csmfo.org.

Thank you for your interest in CSMFO!

For those individuals who are ready to take on a greater role and begin contributing to the strength of the government finance profession, we invite you to volunteer for one of the many opportunities available, and CSMFO will make every effort to fulfill your request. We also understand you may have questions about these volunteer opportunities before you commit, and we encourage you to reach out to CSMFO's Membership Committee answer your question or direct you to the appropriate CSMFO leader or submit your interest through the QR code listed below.

