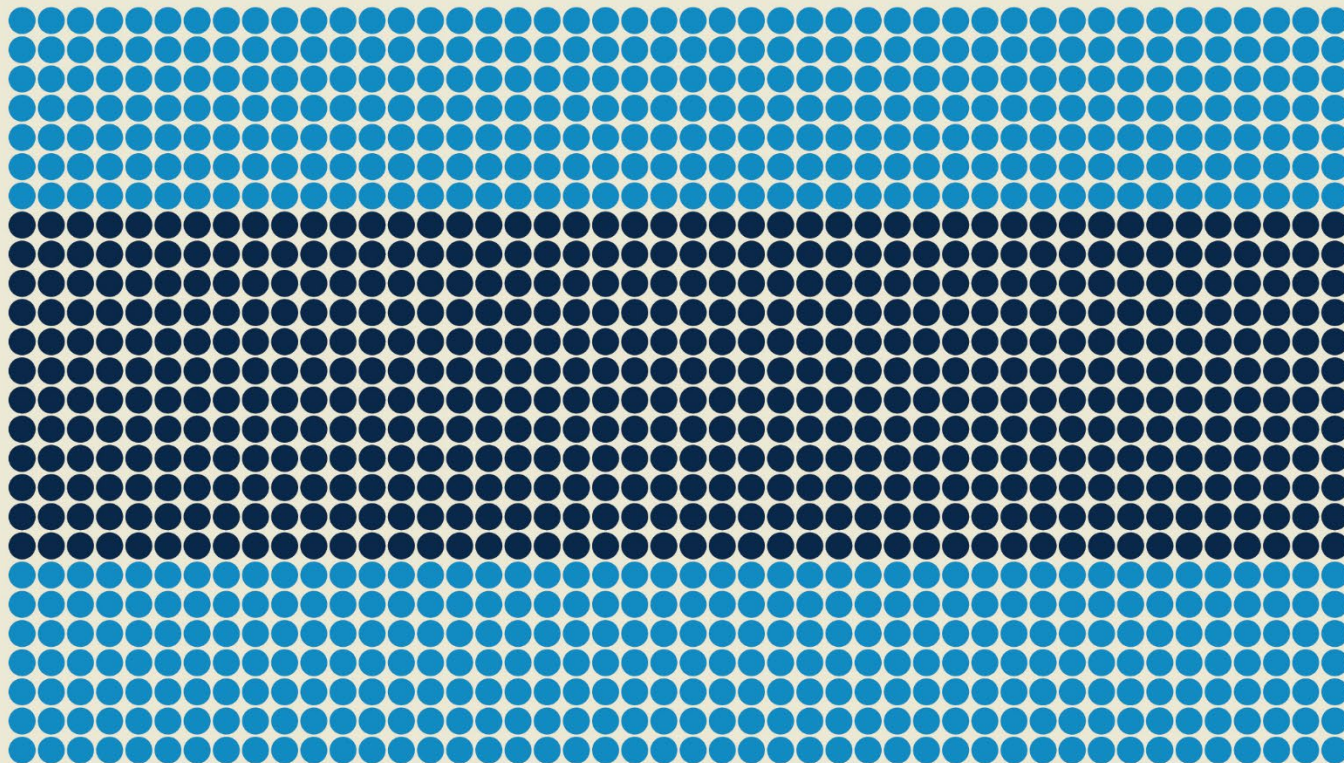


GROUP/ COMMITTEE OPERATIONS MANUAL

NEW JERSEY SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

105 EISENHOWER PARKWAY, SUITE 300, ROSELAND, NEW JERSEY 07068

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Where do Groups/Committees Fit In? Delivering the Mission

NJCPA MISSION

The NJCPA's mission is to serve the needs of its members by promoting and maintaining high professional and ethical standards of public accountancy in the state of New Jersey, developing and improving accountancy education, and protecting the interests of the public and the members of the Society.

The mission of NJCPA groups/committees is to deliver the Society's mission through members with specialized interests, members in specific constituencies or members assigned a specific function.

Groups/committees are expected to operate at maximum efficiency and effectiveness while providing an organizational structure that utilizes volunteer leaders and Society staff resources for the continuing development of programs to effectively address members' changing needs.

Interest Groups and Committees: What's the Difference?

INTEREST GROUPS

Interest groups offer specialized concentration in specific technical areas and are designed to build and serve a community of members both in real and virtual environments. Interest groups offer online communities through NJCPA Connect, face-to-face networking opportunities (e.g., meetings, conferences and educational sessions) and hands-on projects (e.g., white papers, program development) for you to develop your skills.

The interest groups of each technical area coordinate activities through their leadership team which is comprised of the leader and vice-leader of each group.

What is the duration of group membership?

Members may join or leave an interest group at any time. You do not need to sign up every year. Members are automatically enrolled from year to year.

What groups are available?

- ✓ Accounting & Auditing Standards
- ✓ Business & Industry Professionals
- ✓ Cannabis
- ✓ Emerging Leaders
- ✓ Emerging Technologies
- ✓ Governmental Accounting & Auditing
- ✓ Federal Taxation
- ✓ Nonprofit
- ✓ State Taxation

VOLUNTEER COMMITTEES

Volunteer committees allow members to work together in smaller groups to accomplish objectives and projects that support the NJCPA mission and strategic plan. Regular in-person or virtual attendance is encouraged in order to gain the most from your experience. Most committees meet four to six times per year. Committee appointment is for one year, from June through May. Volunteer committee re-appointment is automatic, but you can opt out at any time.

Student Programs and Scholarships – A group of members interested in identifying and encouraging the best and the brightest of New Jersey students into the accounting profession with the hope that these students would become CPAs and active members of the NJCPA. Member responsibilities include:

- ✓ Administering the College Scholarship Program which is open to all juniors and seniors attending New Jersey colleges and who are majoring in accounting.
- ✓ Administering the High School Scholarship Program which is open to all New Jersey high school seniors.
- ✓ Supporting and overseeing programs which foster and maintain student interest in the accounting profession and support the NJCPA scholarship programs.

Other Committees

The standing committees of the Society as defined by the NJCPA Bylaws and Constitution, Article III, consist of:

- ✓ Executive
- ✓ Finance
- ✓ Nominating
- ✓ Professional Conduct
- ✓ Audit
- ✓ Strategic Planning

The advisory-governance committees consist of:

- ✓ Education Foundation Executive Committee
- ✓ Peer Review Executive Committee
- ✓ Scholarship Fund
- ✓ NJ-CPA-PAC (calendar y/e)
- ✓ Emerging Leaders Council

Other strategic committees include:

- ✓ Council of Past Presidents
- ✓ Volunteer Relations Committee
- ✓ Committee Operations Committee
- ✓ Chapter Operations Committee
- ✓ Investment Committee
- ✓ Retirement Savings Committee

The Nominating Committee recommends the unspecified members of the standing committees and the Volunteer Relations Committee to the NJCPA President for approval. Complete descriptions of these committees can be found online at njcpa.org/getinvolved.

Task Forces may be established by the President to focus on a key area or issue affecting members, the profession or the Society's operations. The President will appoint members to serve on task forces.

LEADERSHIP TERMS

Interest Groups

- ✓ Interest group leaders are appointed for two-year terms. In their second year, a vice leader will be appointed.
- ✓ The leader of the technical area leadership team serves for a three-year term. In the third year, a vice leader will be appointed.
- ✓ Vice leaders serve a one-year term and then succeed to the leader position.

Committees

- ✓ Committee chairs are appointed for two-year terms, which are confirmed annually. In their second year, a vice chair will be appointed.
- ✓ Committee vice chairs serve a one-year term and then succeed to the chair position.

Other Committees

- ✓ Standing committee chair terms are defined in the Bylaws.
- ✓ Task force leader terms are for the duration of the assigned project.

Getting Involved: Volunteer Interest Profile

Through the Volunteer Interest Profile, the NJCPA is actively identifying future leaders and matching members to the volunteer position that is best for them and the Society. The form tracks current and future interests in leadership positions, project-based volunteer activities and group/committee and chapter involvement. We even have an option for the member who isn't quite sure how to be involved.

The profile is available online at njcpa.org/getinvolved.

What's a Leader To Do?

Group/Leader Responsibilities

GROUP/COMMITTEE STRUCTURE

- ✓ Attend the NJCPA Annual Convention & Expo.
- ✓ Attend NJCPA leadership orientation and other leadership training provided for group leaders and committee chairs.
- ✓ Attend or send a representative to attend approximately two meetings of the Committee Operations Committee. Committees and interest groups must be represented by at least one member.
- ✓ Coordinate group/committee activities with your staff liaison.
- ✓ Serve for a minimum of two years as chair or leader. (Interest group leadership team leaders may serve a three-year term.)
- ✓ Recommend a successor (i.e., vice chair/leader) prior to completing your first term. (Note: Some committees/groups may operate without a vice chair/leader.)
- ✓ Mentor your successor during your final term.
- ✓ Follow meeting planning and committee procedures outlined in the Group/Committee Operations Manual.
- ✓ Adhere to group/committee budget, if any. Submit recommended budget and program changes as needed.

MEMBER ENGAGEMENT

- ✓ Contribute to NJCPA online community.
- ✓ Reach out to online/virtual members for contributions to committee objectives, strategies, brainstorming and discussions.
- ✓ Hold meetings in a variety of locations allowing members throughout New Jersey to participate.

BOARD EXPECTATIONS

- ✓ Uphold mission/bylaws and values, support the strategic plan and know what's going on.
- ✓ Recruit members; create positive member experiences; talk about your involvement.
- ✓ Continue your development and training.
- ✓ Work with staff liaisons.
- ✓ Communicate with trustee liaisons.
- ✓ Support NJCPA Scholarship Fund and NJ-CPA-PAC.
- ✓ Your time commitment, in addition to meetings, may range from one to two hours per month depending on your group/committee activities.

Let's Get Together: Meeting Planning

MEETING SET UP

YOU are responsible to coordinate meeting set-up. Do not assume a meeting will be booked because it was noted in your minutes or because your staff liaison was at your meeting.

- ✓ You are not required to have a specific number of meetings. Groups should meet with purpose as needed. Most groups meet four to six times per year. Many groups do not meet during tax season (Feb. 15 to April 30). Your group should decide what meeting dates work for them.
- ✓ Have your first meeting of the fiscal year by Sept. 1.
- ✓ Contact [Pam Isenburg](#) to coordinate meetings for Roseland or other locations.
- ✓ Please review the [meeting blackout dates](#) prior to scheduling your meeting.
- ✓ Email minutes/agendas to [Pam Isenburg](#) two to three weeks prior to meeting date.
- ✓ Review minutes and agendas for accuracy, thoroughness and misspellings before submitting them. The information you provide will be posted in the [My Events](#) section of the website

MEETING PREPARATION

Your group/committee deserves to succeed. Begin by preparing.

- ✓ Develop goals.
- ✓ Identify resources that will be available to you (not just monetary).
- ✓ Plan for issues or challenges that may arise.
- ✓ Know what procedures and policies you need to follow.
- ✓ Understand what roles members will play as part of your group/committee.
- ✓ Meet with your staff liaison either in person or on the phone to discuss your plan.

MEETING ORGANIZATION

You (and your co-chair/vice leader) should plan your meetings. This includes:

- ✓ Preparing an agenda and submitting to [Pam Isenburg](#) for distribution to members prior to the meeting.
- ✓ Arranging for minutes to be taken. Minutes should be taken by a committee member.
- ✓ Relaying NJCPA initiatives. Talking points are available at njcpa.org/leadership.
- ✓ Supplying CPE information when applicable as outlined below.
- ✓ Reviewing minutes following the meeting.
- ✓ Following up with participants who have been assigned tasks. It is the responsibility of the chair/leader and members of the group/committee to ensure that action items are being completed.
- ✓ Discussing meeting objectives with your staff liaison.

CPE SESSIONS

Please follow the guidelines provided by the NJCPA Education Foundation, Inc. Advise Pam Isenburg when your group/committee will offer CPE. **The following materials are REQUIRED a minimum of four weeks prior to your meeting:**

- ✓ Speaker's biography
- ✓ Topic

- ✓ Outline of the course
- ✓ CPE credit information (length of course)

Please note: *Credit will not be granted* if material is not submitted at least five business days prior to the meeting. At this time, credit is not granted to conference call participants. Chairs/leaders should indicate this at the start of meetings with technical sessions.

Show Me the Money: Group/Committee Expenses

ANNUAL CONVENTION & EXPO

The NJCPA will pay for the conference registration and related hotel room for the NJCPA Annual Convention & Expo if a leader is required to attend and the leader takes the specified leadership program as determined by the Board of Trustees. If the leader can't make it for the entire conference, a prorated portion of the registration fee will be paid.

TRAVEL EXPENSES FOR RELATED- CONFERENCE ATTENDANCE

The NJCPA realizes that other organizations (for example, but not limited to, the AICPA) may hold conferences where it is important for a representative of the Society to attend. These are conferences that provide valuable information that supports a committee/group's objectives. These conferences may take place outside of New Jersey and require an overnight stay. Related expenses will be reimbursed within the following parameters:

1. Reimbursement is limited to reasonable transportation and lodging.
2. The following will not be reimbursed: Conference registration fees, meals, phone calls, internet connection or entertainment.
3. The reimbursement is limited to \$1,500.
4. The same person cannot be reimbursed for more than two consecutive years.

5. A report, oral or written, on the conference must be presented to the group/committee prior to receiving the reimbursement.

Reimbursement of the above expenses is limited to one conference per group/committee per year. In those rare cases where it may be necessary to have a group/committee representative at an additional conference, the group/committee may submit a special request for reimbursement prior to the conference to Pam Isenburg at pisenburg@njcpa.org. See form on page 12.

OTHER TRAVEL

It is recommended that, other than those listed above, there be no reimbursements, mileage or otherwise, to members attending NJCPA events.

INTEREST GROUP/COMMITTEE MEETINGS

- ✓ Leaders may request food be provided at extended meetings that will take place over lunch or dinner.
- ✓ CPE program planning committee members are permitted to attend the session free of charge. Members who are not part of the planning committee are expected to pay for the event.

INTRODUCING NEW PROGRAMS

To introduce a new program, a detailed proposal must be submitted to the Strategic Planning Committee for alignment with the Society's Strategic Plan. Please follow the outline provided on the next page. The Strategic Planning Committee will coordinate with the Finance Committee as needed and forward its recommendation to the Board of Trustees for approval.

Inform your staff liaison that your group/committee is developing a new program; ask for input regarding the concept. Your trustee liaison should include that your program proposal is under development in its report to the Board of Trustees.

To submit your proposal to the Strategic Planning Committee, contact Theresa Hinton at thinton@njcpa.org

Preparing Your Proposal.

Please include the following information:

1. Name of committee/group and chair/leader or team preparing proposal.
2. Purpose or objective of program. How does it relate to group/committee's purpose and the Strategic Plan? Which strategic pillar(s) and initiative(s) does the program support?
3. Define success. What does a successful program look like? Be as specific as possible.
4. Situational analysis or why this program is needed. Areas to consider:
 - a. What is happening in the profession/at the NJCPA that affects/supports/indicates a need for the program?
 - b. Are any other organizations doing something similar? Do any existing NJCPA programs address this area?
 - c. What have our members told us (e.g., surveys, evaluations, other feedback)?
 - d. What other information do we need in order to design programs and services to support this program?
 - e. What are the challenges unique to this program?
5. Program details
 - a. Timing — date(s) for implementation
 - b. Site (if applicable)-where will program take place
 - c. Target audience (constituent groups)
 - d. Benefit to constituent group, full membership, NJCPA and the profession
6. Timetable for implementation. Areas to consider:
 - a. Introduction/invitation to target audience
 - b. Various steps required for implementation
 - c. Individual(s) responsible for each stage of program

- d. Material needed to initiate, implement and market program (e.g., emails, website, letters, flyers, notices; specific mailing lists; accommodations; staff support)
 - e. Follow-up-distribution/application of results or final product.
 - f. What milestones must occur at each step?
7. Budget. Outline all related costs. Contact your staff liaison if you need assistance. Take into consideration all of the following:
- a. Printing (e.g., letters, brochures, surveys, directories, booklets)
 - b. Mailing-postage and labor
 - c. Meeting site or hotel accommodations
 - d. Food/refreshments (with tax and gratuity)
 - e. Marketing
 - f. Outside services (e.g., survey tabulation, legal advice)
 - g. NJCPA staff time (indicate which staff would be involved and how many hours they would provide)
8. Success measurements. Consider the qualitative and quantitative measurements of success and indicate at least three measurements.

NJCPA GROUP/COMMITTEE EXPENSE REPORT

Expense Report Template — page 13.

Movin' On Up: Succession Planning

The Process

In November of the year prior to your final year as chair/leader, you will be asked who would you like to serve as your vice leader next year and succeed you as leader the following year. You will be provided with names of members who have indicated their interest through their Volunteer Interest Profile.

You will be asked to recommend up to three members. You may want to consider the following areas when making your recommendation:

- ✓ Does the member support the NJCPA Strategic Plan and your group/committee initiatives?
- ✓ Is the member capable and a self-starter? Does he or she have the resources to successfully participate?
- ✓ Is there evidence of commitment, sufficient background knowledge and communication skills to be a successful contributor?
- ✓ Does the leader/chair of your group/committee need special leadership qualities that could help strengthen your group/committee in key areas?
- ✓ Does the member have desire, interest and willingness?
- ✓ Does the member offer fresh thoughts and insights?
- ✓ Can the member deal with challenges and make sound decisions?

Developing Future Leaders

- ✓ Share the vision.
- ✓ Keep them informed.
- ✓ Provide opportunities for them to achieve the benefits they consider important.
- ✓ Help them use their knowledge and skills.
- ✓ Find out what makes them tick (.e.g., achievement, giving back, improving things, taking on a challenge).
- ✓ Identify tasks people want to do and match the job to the person
- ✓ Take the time they have to offer.
- ✓ Recognize and reward volunteerism.
- ✓ Provide mentored opportunities.

Find Us Online: Grow Your Community

NJCPA GROUP/COMMITTEE COMMUNITIES

Each NJCPA committee and interest group has its own section on Connect, the NJCPA's online community. There are several components to each group's community. You can access the pages at connect.njcpa.org.

Members

A list of group/committee members is displayed. Each person's profile, including contact information, is available by clicking the person's name.

Meetings

All upcoming meetings for the committee/group will be displayed along with a link to the meeting registration. Schedule your committee/ group meetings as far in advance as possible to allow sufficient time for members to be notified of the meeting and to register. Meeting handout materials are posted in [My Events](#) on the main NJCPA website.

Suggested Uses for Online Community

- ✓ Share articles, news, group updates and information.
- ✓ Work on projects remotely.
- ✓ Ask for input from group members unable to attend meetings.
- ✓ Discuss issues and exchange opinions.
- ✓ Quickly poll members on topics and ideas.
- ✓ Ask for volunteers for upcoming projects.
- ✓ Send reminders about deadlines or events.
- ✓ Connect with people who you might not see at meetings.
- ✓ Share experiences, tips or resources.

Questions about Connect? Contact Rachael Bell, NJCPA Content & Communications Director, at 973-226-4494, ext. 220, or rbell@njcpa.org.

GET INVOLVED: SHARE YOUR MEMBERS' STORIES

NJCPA wants to spread the word about how valuable Society involvement is. *New Jersey CPA* magazine and the NJCPA website will contain information about the member volunteer experience, including:

- ✓ Involvement opportunities along with the skills you can develop or share;
- ✓ Ways to gain visibility in your area of expertise through NJCPA group/committee involvement;
- ✓ What practical experience members are gaining as participants in interest groups and committees; and
- ✓ How members are giving back through project-based volunteer activities like being a Career Awareness presenter, speaker, blogger or article author.

Group/committee a leader can submit information and updates to Kathy Hoffelder, NJCPA content editor, at khoffelder@njcpa.org.

We're Here for You: Group/Committee Operations

8

COMMITTEE OPERATIONS COMMITTEE

The Committee Operations Committee is composed of leaders and vice leaders of interest groups as well as chairpersons and vice chairpersons of non-appointed committees. The committee meets two to three times per year to facilitate cooperation, networking and communication among groups/committees and the Board of Trustees. The committee:

- ✓ Provides a forum for an exchange of ideas on addressing critical issues, achieving NJCPA vision and delivering most-valued activities to constituencies
- ✓ Offers guidance and resources to leaders/chairs as they fulfill their responsibilities
- ✓ Prepares and empowers members to inspire and motivate new leaders
- ✓ Seeks opportunities for joint programs/activities of committees with like constituencies

TRUSTEE LIAISON ROLE

Each member of the Board of Trustees will serve as a liaison to either a chapter or interest group/committee. A liaison is responsible for:

- ✓ Attending each group/committee meeting.
- ✓ Relaying major NJCPA issues to the group/committee.
- ✓ Bringing group/committee concerns, questions or issues to the Board of Trustees.
- ✓ Responding the group/committee leaders as needed.

When a liaison is unable to attend a meeting, the liaison should contact the group/committee leader to convey important information that should be communicated to the group/committee and inquire about any concerns the group/committee may have.

Group/committee leaders should include a standing item on their agendas for their liaison's report.

STAFF LIAISON ROLE

In general, each group/committee is assigned a NJCPA staff liaison who can:

1. Assist committees/groups in completing their objectives.
2. Build the relationship between staff and members.
3. Develop staff understanding of professional issues.
4. Provide administrative support and professional expertise.
5. Provide guidance regarding NJCPA policies.
6. Report any pertinent developments to other staff.
7. Make recommendations for future leaders.

Meeting Attendance

At least one staff liaison will attend most meetings of their committee/group. If no one is available to attend, the committee/group can still meet with appropriate follow-up by the staff liaison. Attendance at subcommittee or workgroup meetings is not required unless expertise is needed.

Evening meetings held in Roseland must have a liaison attend so that the office will be closed properly.

Other Information

- ✓ If a group/committee meeting includes a CPE session, the staff liaison is not required to stay for the presentation.
- ✓ Minute-taking is the responsibility of the members of the committee/group since often there are technical discussions that require expertise to summarize.
- ✓ If a group/committee calls for a vote, NJCPA staff should not vote. However, staff can provide insight and suggestions.

What About...? Other Important Policies and Procedures

CANCELLATION AND INCLEMENT WEATHER

Leaders/chairs should contact the NJCPA by 1 p.m. the day prior to the meeting to cancel either due to predicted inclement weather or other reasons. NJCPA staff will contact all members if cancellation occurs.

If a meeting must be cancelled the day of the meeting due to severe weather conditions, we will notify members several ways.

- Voicemail. The NJCPA will leave a recording of all meeting cancellations.
- Website. We will also post meeting cancellation announcements on the website and in your Group's Connect Community.
- Email. Meeting attendees will be sent an email in the event of cancellation and/or time, venue, etc. change

AFFILIATE MEMBERSHIP

Leaders/chairs may request to have nonmembers serve as group/committee affiliates if the person meets the following criteria:

1. Affiliates are not eligible for membership.
2. Affiliates bring a unique perspective and valuable information relevant to the committee/group's purpose.

Affiliates will be advised that they must agree to be governed by and comply with the NJCPA Constitution, Bylaws and Rules of Professional Conduct and support the objectives of the committee/group.

NJCPA MEETING BLACKOUT DATES

NJCPA committee/group meetings, conferences and other events must not be scheduled on the following days:

- New Year's Day
- President's Day
- Good Friday
- April 15 (filing deadline)
- NJCPA Convention & Expo
- Memorial Day
- Labor Day
- Yom Kippur
- Rosh Hashanah
- Thanksgiving
- Friday after Thanksgiving
- Christmas

General Recommendations

Meetings should not be planned for the day before or Friday before a holiday when the office is closed (i.e., New Year's Eve, July 3, Friday before Presidents Day, Friday before Memorial Day). Meeting planners should be sensitive when planning meetings on or before tax filing deadlines such as Sept. 14 or 15 or Oct. 14 or 15; the day before Jewish holidays such as Yom Kippur, Rosh Hashanah, Sukkot, Passover or Shavuot that may require attendees to restrict work activities; or federal holidays such as Martin Luther King Jr. Day, Columbus Day, Election Day or Veteran's Day where government offices are closed. If participants consent to attending on these dates, the meeting planner can opt to schedule the meeting.

NJCPA DRESS POLICY

Please be advised that the NJCPA adheres to a business casual dress policy, if you have a question about what is permitted, feel free to contact the Education Center Administrator.

IT'S NOT SPAM! COMMON NJCPA EMAIL ADDRESSES

If you or your company are running anti-spam software, some NJCPA email may be getting inadvertently deleted. Getting this rectified typically requires a tweak to your spam/filter settings. Go to njcpa.org/emailhelp for instructions. If your email is administered by someone else, please forward this website address to him/her.

A Little Help, Please? Templates, Samples and Tools

Meeting Agenda Template — page 13.

Meeting Minutes Template — page 14.

HELP FOR PLANNING YOUR GROUP/COMMITTEE OBJECTIVES

At your first meeting, have an open discussion to define your group objectives. Then make an agreement about how your group will operate. A template is on page 12.

Goals/Objectives

- Why will you meet?
- What is your group's overall objective?
- What would you like to accomplish this year?
- What does success look like at the end of the year?
- What are your participant goals? What will make their involvement experience rewarding?

Structure

- Will you have workgroups or subcommittees?
- How will you coordinate with related interest groups?

Composition/Attendance

- What type of members are part of your group?
New volunteers? Experienced volunteers?
Experienced leaders?
- What are their interests/specialty areas?
Professional accomplishments?
- Who are their clients, customers or employers?
- Will you have any affiliate members (non-CPA members)?
- What is the attendance expectation?

Meetings

- Will you always meet in person? Will you have conference call meetings?
- How frequently will you meet?
- What financial and other resources are available or needed?

Communication

Meeting notices are automatically generated one month prior to the event. A reminder notice goes out two weeks in advance. As a leader of an interest group, you may also promote the meeting in your Connect community.

SIGN ON THE DOTTED LINE: STANDARDS OF CONDUCT AND WHISTLEBLOWER POLICIES

All NJCPA leaders must sign a Standards of Conduct and a Whistleblower Policy. Visit njcpa.org/leadership to read more about the Whistleblower Policy.

MEMBER NAME:

COMMITTEE/GROUP:

POSITION:

PAYABLE TO:

ADDRESS:

TAX ID:

SOCIAL SECURITY NUMBER:

| DATE | MEETING LOCATION | DESCRIPTION | EXPENSE TYPE | AMOUNT |
|------------------------|------------------|-------------|--------------|--------|
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| TOTAL TO BE REIMBURSED | | | | |

NJCPA Reimbursement Policy for Related-Conference Attendance

The NJCPA realizes that other organizations (for example, but not limited to, the AICPA) may hold conferences where it is important for a representative of the Society to attend. These are conferences that provide valuable information that support a committee/group's objectives. These conferences may take place outside of New Jersey and require an overnight stay. Related expenses will be reimbursed within the following parameters:

1. Reimbursement is limited to reasonable transportation and lodging.
2. The following will not be reimbursed: Conference registration fees, meals, phone calls, internet connection or entertainment.
3. The reimbursement is limited to \$1,500.
4. The same person cannot be reimbursed for more than two consecutive years.
5. A report, oral or written, on the conference must be presented to the committee prior to receiving the reimbursement.

Reimbursement of the above expenses is limited to one conference per committee/group per year. In those rare cases where it may be necessary to have a committee/group representative at an additional conference, the committee/group may submit a special request for reimbursement prior to the conference.

Submit to: NJCPA, Pamela Isenburg, 105 Eisenhower Parkway, Suite 300, Roseland, NJ 07068 or pisenburg@njcpa.org

Agenda

1. Introductions
2. Selection of Secretary
3. Purpose of Meeting
4. Approval of Minutes from Prior Meeting
5. Continuing Business
 - a. Trustee or Staff Liaison Report/Society Update
 - b. Item 2
 - c. Item 3
6. New Business
 - a. Item 1
 - b. Item 2
 - c. Item 3
7. Review Action Items and Next Steps
8. Upcoming Events/Next Meeting Date
9. Presentation Title, Speaker Name
10. Adjournment

Minutes from Meeting Date

1. Attendees
List all the names.
2. Purpose of Meeting.
Summarize why the meeting was called.
3. Approval of Minutes from Prior Meeting.
Indicate that the minutes were approved by a unanimous vote or that changes were made. List the changes.
4. Continuing Business.
Provide a summary of the discussion related to each item. Include any decisions made, questions raised, motions made, voting results, etc.
5. New Business.
Provide a summary of the discussion related to each item. Include any decisions made, questions raised, motions made, voting results, etc.

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6. Review Action Items and Next Steps

| PROJECT | ACTION/FOLLOW UP/NEXT STEP | MEMBER RESPONSIBLE | DUE DATE |
|---------|----------------------------|--------------------|----------|
| | | | |
| | | | |

7. Upcoming Events/Next Meeting Date.
The next meeting will be held on DATE at LOCATION. Or include a schedule of upcoming meetings and events.
8. Presentation.
Include the presentation name and title, length of presentation, number of CPE credits granted and a description of the handouts provided.
9. Adjournment.

Submitted by,
Name of Meeting Secretary



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