

RESPONSIBILITIES OF AN FICPA COUNCIL MEMBER

As a member of the FICPA Council, I will:

1. Commit to the FICPA mission statement, vision, core values and business plan; become familiar with the leadership manual and Web resources.
2. Understand that my service on the FICPA Council requires both a monetary and substantial time commitment.
 - a. As a FICPA Council member, I can expect to commit in excess of 100 hours per year. I recognize that I also need the commitment of my Partner(s), Firm or sponsoring Organization.
3. Attend FICPA functions to maintain visibility and to gain insight into member needs. I will attend and document my participation at:
 - a. Chapter meetings– give a 2-minute presentation at chapters on what's happening within the FICPA and/or coordinate w/Regional Rep.
 - b. FICPA Council meetings
 - Attendance is expected at all FICPA Council meetings. However, leadership recognizes there are times that attendance may not be possible. I will communicate my absence with the Chair and President/ CEO. FICPA Council members are allowed two unexcused absences per fiscal year. Unexcused absences in excess of two meetings are cause for removal from the FICPA Council.
 - c. Committee days
 - d. one or more BOA meeting(s)
4. Serve on one or more FICPA committees or Sections.
5. Lead by example, demonstrating financial commitment with an annual contribution of \$100 or more to the:
 - a. CPA/PAC (unless prohibited by employment)
 - b. FICPA Educational Foundation
6. Be prepared by reading meeting board materials in advance.
 - a. When possible arrive at the meeting site the night before the meeting date.
7. Actively recruit and help identify and develop others:
 - a. Identify and recruit future FICPA leaders; recognizing the need for members in industry, government and education
 - b. Sign up one or more new FICPA members annually

- c. Mentor a new Council member or other FICPA member
 - d. Visit accounting students at a nearby university and/or become a CPA ambassador to an area university
8. Be visible during my Council service – identify myself as a Council member at functions, when conversing with members and the public.
 9. Be an advocate of the CPA profession and the Institute
 - a. Consider becoming a CPA/PAC Key Person Contact (KPC)
 - b. Consider active membership in the AICPA
 10. Participate in an annual self-review of my Council service.
 11. Remember to enjoy my Council service!

Approved: September 22, 2011 Board of Governors

I attest that I have read the duties and responsibilities of the FICPA Council Member and agree to comply during my term of office.

Name (please print)

Signature

Date

STATEMENT OF POLICY:

Duties and Responsibilities of FICPA Council

Approved 07-08-2015

Purpose

To document in policy the other duties and responsibilities of FICPA Council not specifically addressed in the Articles of Incorporation and/or Bylaws of the Corporation.

Statement of Policy:

Council guides the direction of the Florida Institute of Certified Public Accountants Inc. (FICPA) by identifying and advising on issues of importance to the profession and the FICPA. Council has responsibility for evaluating, revising and recommending the strategic initiatives for the Institute and authorizing resolutions on issues impacting the profession on behalf of the Institute.

Section 1. Other Duties and Responsibilities of Council:

- a. Serve as the Governing Body of the Institute.
- b. Approve annual budget presented by the Board of Directors.
- c. Authorize expenditures when accumulative expenditures exceed five (5%) of budgeted revenues.
- d. Ratify Member-at-Large nominations on the Committee on Nominations.
- e. Final approval on the employment or dismissal of the President/CEO.
- f. Develops strategic initiatives.
- g. Shall approve recommendations from the Board of Directors regarding acquisition/disposal of real property of the Institute.
- h. Provides guidance and acts as voice of the FICPA on issues regarding the profession.

Section 2. Reports to Membership:

- a. The actions of the Council shall be reported to the membership at least annually.

Section 3. Council shall establish certain policies of this corporation:

- a. Policy on Succession Plan for President/CEO
- b. The Audit Charter
- c. Investment Policy Statement
- d. Reserve Policy
- e. Capital Reserve Policy
- f. Policy on Standing Committees and AICPA Council Appointments
- g. Policy on Committee on Nominations – Operations Policy

STATEMENT OF POLICY:

Duties and Responsibilities of FICPA Council

Approved 07-08-2015

- h. Policy on Membership Classifications – Rights and Privileges of Membership – Membership Dues Classifications and membership Dues Allocation to Chapters
- i. Chapter Operations Policies and Procedures Manual
- j. Policy on Chapters
- k. Volunteer Member Expense Reimbursement Policy

Approval:

Approved:

July 8, 2015

Board of Governors