

# Houston Area Chapter of the Association of Certified Fraud Examiners *2016 – 2018 Board Nominations and Elections*



The Houston Area Chapter of the ACFE has opened all board positions for election to qualified individuals. Interested individuals are encouraged to understand the commitment and responsibilities of the position they pursue. Key Dates, Responsibilities of Each Position with Current Volunteer, Minimum Requirements and the Nomination and Voting Process are listed in the following pages.

## **Key Dates**

June 10, 2016 – July 10, 2016	Nomination Period
July 11, 2016 – July 25, 2016	Voting Period
August 1, 2016 – July 31, 2018	Term

## **Responsibilities of Each Position with Current Volunteer**

### **President/Officer (10hrs/week)**

- Create and oversee the strategic direction of the Chapter
- Be able to develop and implement a plan for growth while ensuring the routine functions of the Chapter are well-maintained
- Possess the expertise and experience to lead the Chapter and its members
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

### **Vice President/Officer (5hrs/week)**

- Responsible for the welcoming process of new CFE's and associate member
- Reviewing/reconciling Chapter bank statements quarterly
- Compiling and filing the annual chapter tax return
- Reviewing presentation materials prior to meetings. Sends out request to join notifications on LinkedIn
- Respond to chapter emails received
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

### **Secretary/Officer (5hrs/week)**

- Responsible for maintaining CPE sponsorship with Texas State Board of Public Accountancy and National Association of State Boards of Accountancy
- Responsible for capturing and documenting chapter meeting minutes
- Responsible for tracking board proposals and voting results
- Responsible for filing all chapter related documents with state and other organizations
- Responsible for detailed record keeping aspects of the chapter including policies and vital records
- Required updates to ACFE-Austin
- Prepare communication & announcements for chapter elections

Houston Area Chapter of the  
Association of Certified Fraud Examiners  
*2016 – 2018 Board Nominations and Elections*



**Secretary/Officer (5hrs/week) cont'd**

- Assist with responses to inquiries from the website
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Treasurer/Officer (15hrs/week)**

- Responsible for accounts payable, accounts receivable, net income analysis, bookkeeping, income statement and balance sheet preparation
- Must have a working knowledge of QuickBooks
- Responsible for managing PayPal transactions and interface
- Ensure reconciliation of PayPal with chapter website financial information
- Responsible for the processing of payments (credit cards, cash & checks) at check-in/registration at all events
- Maintain supply of giveaways from the ACFE for Chapter events.
- Interface with Membership Director
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Publications Director (5hrs/week)**

- Oversees publication and distribution of the annual conference brochures while coordinating publicity of conference
- Posts monthly LinkedIn Notifications to members
- Issues press releases
- Notify local media of upcoming events
- Responsible for responding to media requests
- Support chapter website development by providing content and information
- Works closely with the Technology & Communications Director
- Assist as needed with chapter annual conference

**Law Enforcement Liaison Director (2.5hrs/week)**

- This is a specialized role which maintains connections with local and federal law enforcement
- Helps promote training and events within the law enforcement community
- Assists in getting Chapter training TCLEOSE certified for law enforcement officers
- Helps promote the fraud fighter and the fraud impact awards nomination process to the law enforcement community
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

Houston Area Chapter of the  
Association of Certified Fraud Examiners  
*2016 – 2018 Board Nominations and Elections*



**Community Service Director (2.5hrs/week)**

- Responsible for coordinating and managing all community service initiatives for the Chapter, including:
  - Annual Houston PBS Channel 8 telethon
  - Annual Fraud Fighter of the Year Award
  - Annual Fraud Impact Award and Semi-annual Service Appreciation Awards
- Manages and maintains the Victim of Fraud page for the website
- Speakers bureau development and management
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Membership Director (5hrs/week)**

- Maintains and updates new and renewal member information
- Responds to member related questions
- Determines eligibility of CFEs attempting to obtain the new CFE exam award
- Manages check-in table for all events
- Compile and distribute member information to board monthly
- Additional signor on the checking account
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Student Relations/University Liaison Director (5hrs/week)**

- This individual works with area universities to bring awareness of the Houston ACFE Chapter and the anti-fraud profession to faculty and students
- On a monthly basis, reaches out to faculty at area universities to inquire how the Chapter can assist them and the students in their class
- Works with faculty to help encourage students to attend local area luncheons
- Works with faculty to help give presentations about the ACFE and the anti-fraud profession
- Helps to coordinate speakers for area universities
- Manages the books donation program with university libraries
- Coordinate with student chapters monthly to help plan student chapter related events
- Promote and share scholarship related information
- Help plan opening semester events
- Help plan any training or presentation events for the chapter
- Manage the Spring/Fall resume blast
- Development of joint social events between members and students
- Assist in distributing seed money for the chapters each semester
- The management and creation of new student chapters in area universities
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

Houston Area Chapter of the  
Association of Certified Fraud Examiners  
*2016 – 2018 Board Nominations and Elections*



**Fraud Research Director (5hrs/week)**

- Responsible for collecting web-based, fraud-related data in order to establish resource links to source documents on the Chapter website
- Monitors, track and report web activity to determine if fraud resources are relevant; updating as needed
- Monitor LinkedIn group for requests to join, keeping discussions current and relevant
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Events Director (5hrs/week; but increasing as conference approaches)**

- Responsible for event management with venues
- Responsible for event venue contract reviews and renewals
- Responsible for setting up and managing check-in/registration at all events
- Responsible for tracking and monitoring sign-ups for monthly luncheons
- Coordinate with HESS Club and other venues on the anticipated number of attendees, menu selection and seating arrangements.
- Create name badges of chapter members, provide badges at luncheons and keep custody of Chapter equipment.
- Assume role of annual conference chairperson and oversee conference committee progress
- Support chapter website development by providing content and information

**Training Director (5hrs/week)**

- Assists in the coordination of event speakers
- Notifies the National ACFE of upcoming training to ensure their approval with Chapter events
- Liaison with National ACFE on local training they conduct in Houston and manage the reporting/volunteering aspects
- Download and summarize training event feedback forms addressing common issues and themes for the board
- Upload to the website and retain presentation materials from each event for CPE registration authority
- Coordinate and manage the annual ACFE Conference submission forms
- Creating the monthly CPE certificates and uploading to website
- Creating the monthly CPE survey
- Posting on ACFE website our upcoming training
- Managing and creating email notifications for all events
- Creating the events on the chapter website
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information

**Technology & Communications Director (7hrs/week)**

- Manage the website content, including, event setup, article development and posting, managing event registrations, uploading content and images, and general maintenance

Houston Area Chapter of the  
Association of Certified Fraud Examiners  
*2016 – 2018 Board Nominations and Elections*



**Technology & Communications Director (7hrs/week) cont'd**

- Manage the LinkedIn group to accept new members, delete old content, manage job postings, etc.
- Manage website member lists on a monthly basis to ensure updated mailing lists
- Assist as needed with chapter annual conference
- Support chapter website development by providing content and information
- **Must** have technical expertise in working with websites and content management systems

**Minimum Requirements**

Each position is a *working* position. All directors should anticipate volunteering their time daily, weekly and/or monthly to manage the requirements and responsibilities of the Chapter. The positions are volunteer/non-paid positions, nor do directors and officers receive discounts or price breaks for their efforts. Candidates should be current on their membership dues, have no legal or criminal issues and be able to demonstrate they meet all requirements of the [ACFE's Code of Ethics](#).

Additional information regarding specific responsibilities and timeframes for each position are available upon request. Responsibilities may change as the Chapter adapts to accommodate its growing membership.

**Nomination and Voting Process:**

Nominations close on Sunday, July 10, 2016. A web-based ballot will be sent to all active members of the Houston Area Chapter of the ACFE. Election results will be announced at the August luncheon and via email. Those pursuing one or more positions should review the responsibilities and understand the commitment required.

**Candidate Bio and Photo**

Candidates should send their bio with a photo to Chapter Secretary, Beverly Perilloux at [bperilloux@bkd.com](mailto:bperilloux@bkd.com) along with the position(s) in which they are interested listing why they are the best candidate. Please use "Houston ACFE Nominations" as your subject line.

**Want to be President?**

Contact current Chapter President Ryan Hubbs at [rhubbs@houstonacfe.org](mailto:rhubbs@houstonacfe.org) to schedule an interview.