

Long Island Association of Certified Fraud Examiners
Request for Nominations 2022-2024 Term

The Nominating Committee of the Long Island Association of Certified Fraud Examiners (LIACFE) is seeking nominations for officers to serve for the two-year term 2022-2024. All officer positions, except for General Counsel and Immediate Past President, are open for nomination, including:

President

Vice President - Membership

Vice President - Training

Secretary

Treasurer

Sergeant at Arms

Board of Directors - Members-At-Large

In order to be eligible for any position, the nominee must be a member in good standing of the LIACFE. An individual may self-nominate.

Please note:

- Only members in good standing of the LIACFE who are CFE's are eligible to vote.
- Nominees for office are expressly forbidden from campaigning for themselves or for other nominees.

**Please submit your nominations to the Nominating Committee by
September 30, 2021 at the Email Address provided: David Panetta
davidpanetta24@aol.com.**

Subject Line: LIACFE Nominations 2022-24

This Request for Nominations closes on **September 30, 2021**. On October 1, 2021 a list of positions and nominations will be sent for voting. This is due back by November 1, 2021.

For descriptions of offices, please see the attached.

**Board of
Directors**
Member At Large

Qualifications Necessary: CFE

- Perform any and all duties imposed by the Bylaws, the Articles of Incorporation, and the Chapter Handbook.
- Supervise all officers, agents, and members of the Chapter to ensure their duties are performed properly.
- Make available all financial records of the Chapter to any member or to the ACFE, upon reasonable request.
- Attend Board meetings.
- Make best efforts to attend all Chapter CPE Sessions. Contact President if not able to attend.
- Network with New Members at Events
- At meetings come early to set up and assist.
- Help solicit volunteers to promote committees.
- Assist with promotion of the Chapter and other committees as needed.



President

Qualifications Necessary: CFE

- Preside over meetings of the Chapter.
- Prepare Calendar of Meetings
- Prepare location/venue materials.
- Ensure all topics meet criteria of NYS Education Department and ACFE.
- Ensure meetings total 20 CPE credits per year.
- Exercise general supervision and management of the affairs of the Chapter.
- Consult with and inform officers, directors, members and the Association of Certified Fraud Examiners (ACFE) of significant events.
- Make an annual report to the Chapter and the ACFE.
- Maintain oversight of Website.
- Send out newsletters and meeting announcements.
- Oversee all board positions/responsibilities.
- Hold 2 board meetings per year.
- Oversee election processes.
- Perform other duties as prescribed by the Board of Directors.



Vice President - Membership

Qualifications Necessary: CFE

This position is responsible for maintaining the records for the LIACFE membership. This includes the following responsibilities:

- Review of the Member Application Forms
- Verification and communications with National ACFE to verify membership and designation status
- Tracking of member payments and expiration dates
- Verification with the LIACFE Board of Directors for new member approvals
- Approving members on the website, sending verification and welcome emails
- Furnishing the LIACFE President with timely records of membership listings
- Maintenance of the website membership section and dues classifications
- Communications with members or new members who have difficulty in payment procedures or setting up directories/passwords
- Outreach to expired members to verify if they wish to continue membership
- Outreach to potential memberships who express interest in joining LIACFE for payments
- Outreach to industry to capture greater membership applications
- Verification of Seminar attendees to membership status
- Greeting members at Seminar and networking members
- Reconciliation of dues payments with LIACFE Treasurer
- Performs other tasks, at the direction of the President.



Vice President for Training

Qualifications Necessary: CFE

The Vice President for Training:

- Arranges for speakers/presentations and ensures that they meet the standards set by the National Association of State Boards of Accountancy (NASB.) and by the New York State Education Department (NYSED.)
- Ensures that speakers have the tools and equipment necessary to support presentations-e.g. microphones, screens, podiums, audio visual equipment, handouts.
- Follow up with Speakers on transportation and confirms logistics.
- Provides material handouts and items for publishing on newsletter and website about the event and speakers and provides to President.
- Maintains records and files for recertification, every two years, with the NYSED.
- Performs other tasks, at the direction of the President.



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Secretary

- Prepare printouts for meetings to include:
 - CPE Certificates for attendees
 - Sign In sheet
 - Surveys
 - Flyers, if necessary
 - Name Badges (print, cut and prepare in plastic badge name tags)

- Follow-up Correspondence with members & Guests that attend events

- Liaison with ACFE to send in materials from CPE Events with VP of Training

- Assist in updating website for meetings and email blasts

- Take minutes of any board meetings

- Assist in update of social media sites for articles, etc., such as Facebook, Twitter and LinkedIn with Social Media Coordinator.

- Emailing contacts at universities asking to promote the event.

- Assist with website help, as needed.

- Perform other duties as prescribed by the President.



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Association of Certified Fraud Examiners

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Treasurer

Qualifications Necessary: CFE, CPA

- Maintain Physical Non-profit records for the Organization
- Generate Monthly Financial Statements and Reconciliation of Dues
- Reconcile Bank Accounts
- Forward Monthly Dues Reconciliation to VP Membership
- Track Receipts to Participants Paying at Door art Events
- Continually Monitor website membership to ensure all PayPal and cash payments are posted correctly for expiration dates.
- Maintain QuickBooks for the Organization with 2 bank accounts, 1 PayPal account, and Petty cash
- Pay Bills/write checks as forwarded by the President
- Attend events and manage registration table/collect payments as necessary
- Coordinate with President as needed for event payments, event giveaways
- Track Scholarship Fund and remit payment annually.
- Manage member payments on the LIACFE Star chapter website
- Update attendance after events on the LIACFE Star chapter website
- Attend board meetings and provide financial updates at each.
- Performs other tasks, at the direction of the President.



Sergeant at Arms

- Maintains order at meeting.
- Performs other duties as prescribed by the President.
- Ensure coordination of meeting materials
- Order plaques for Speakers
- Coordinate with VP of training in contacting speakers a week prior to ensure any printed materials transportation arrangements.
- Safeguarding materials for meeting and transporting.



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Name
Date Submitted
LIACFE 2022-24 Nominations

Nomination Positions

Nominee

President

Vice President Membership

Vice President- Training

Secretary

Treasurer

Sergeant-at-Arms

Board of Directors-Members-At-Large