

South Florida Association Of Certified Fraud Examiners

Elections Letter - 2009

Dear Chapter Member,

Our chapter will be undergoing some profound changes in the way we operate, learn, share knowledge, and interact with each other and the community. The first of these changes is a new leadership. After years of devoted service to our chapter, Jim Landon, has resigned his position as President. Our thanks go out to Jim for his dedication and commitment to our chapter. In response to the vacancy, your board has graciously elected me to Jim's former post. Secondly, your board has resolved that elections be held for all board positions, excluding the President, during the period of February 9 to March 25, 2009. Below you will find further details on the election process and how to participate. I was very encouraged by the level of enthusiasm to serve the chapter by the attendees of our last chapter meeting and I urge you to step up, participate and be part of the exciting changes that we are undertaking. Technology is a great enabler and we will be making use of various applications to facilitate the way we communicate and operate our chapter affairs. As these changes are numerous, please see the SFCFE-PERSPECTIVES document which presents a framework on how we will achieve our chapter mission. This is a framework, an open document that needs your input so that the newly elected board will have the guidance of the membership in carrying out their service. So please submit your proposed solutions and ideas to President@southfloridaacfe.org.

Below you will find the details on how to participate in the upcoming election process. I look forward to working with the new board and again urge you all to participate.

Fernando Cancino, CFE, CIA
Chapter President

Key Election Process Dates:

February 8, 2009 - An official elections announcement will be sent to the membership via email with candidate nomination forms.

February 23, 2009 - Deadline for candidate submission via email.

February 24, 2009 - An official ballot will be sent to the membership via email.

March 25, 2009 – Email voting officially ends at midnight EST March 25, 2009.

Elections Process

Members interested in seeking a board position will first need to check their eligibility and if eligible, fill out and return the 2009 "Statement for Candidates" form by email no later than midnight EST February 23, 2009. Please email your

South Florida Association Of Certified Fraud Examiners

Elections Letter - 2009

candidate form to elections@southfloridaacfe.org. All submissions will be reviewed for eligibility according to the chapter's bylaws and applicants not qualifying will be notified prior to the candidate application period deadline. On February 24, 2009 an official ballot will be sent to the membership via email with the all the eligible candidates and the office they are seeking. The voting period starts on February 24, 2009 and ends at midnight EST March 25, 2009. Completed ballots shall be emailed to elections@southfloridaacfe.org by midnight EST March 25, 2009, no exceptions please. The positions will be elected by a majority of the votes of the Members responding to a ballot provided to all Members at least 30 days before the election date of March 25, 2009. The election committee shall certify the election. Upon certification by the election committee, the results will be announced to the membership via email. New board members will commence service on the general membership meeting on April 1, 2009.

If you have any questions, please contact president@southfloridaacfe.org

Eligibility

Only members in good standing of the chapter and the Association of Certified Fraud Examiners (either certified or non-certified members) are eligible to hold office. Only certified members (those having a Certified Fraud Examiner designation in good standing) may hold the office of president, vice president, and Training Director of the Chapter. To be a candidate, you will need to fill out and send via email the 2009 "Statement for Candidates" form by email no later than midnight EST February 23, 2009. Please email your candidate form to elections@southfloridaacfe.org.

Positions Open for Election

Vice President – The office of vice president is a two year term. Only a certified member (Certified Fraud Examiner) of the Association of Certified Fraud Examiners in good standing may hold the office of vice president. The Vice President shall report to the President and shall assume the duties of the President in his or her absence. The Vice President shall be responsible for other duties that the Board shall delegate from time to time. The duties of the President are: The President shall be the executive head of the Chapter, and when present, shall preside at all meetings of the Chapter and Board of Directors. He or she shall exercise general supervision and management of the affairs of the Chapter; shall consult with and inform other Directors, Members, and the Corporation of significant events; shall make an annual report to the Members of the Chapter and the Corporation; and shall have additional duties as may be delegated by the Board from time to time. Only a certified member (Certified Fraud Examiner) of the Association of Certified Fraud Examiners in good standing may hold the office of president. The office of president is a two year term.

South Florida Association Of Certified Fraud Examiners

Elections Letter - 2009

Secretary – The office of secretary is a two year term. The Secretary shall report to the President and shall be responsible for maintaining all records, other than financial, maintained by the Chapter. The Secretary shall also be responsible for the Membership records and attendance; the minutes of the meetings; and other duties that from time to time may be required.

Treasurer – The office of treasurer is a two year term. The Treasurer shall report to the President and shall be responsible for all financial records maintained by the Chapter. All moneys received by the Chapter as well as disbursements there from, shall be the responsibility of the Treasurer. He or she will ensure that any funds received are properly deposited for safekeeping to the credit of the Chapter; that all disbursements are properly approved; that the Board is kept advised of the status of the accounting of funds; and otherwise perform appropriate duties to see that the assets of the Chapter are properly safeguarded. The Treasurer will be responsible to produce annual financial statements of the Chapter and submit them to the Board and the Corporation at least one month before the Board's Annual Meeting. Furthermore, the Treasurer shall prepare quarterly financial statements and/or a financial summary and present these to the board. The treasurer shall assist other board members in the preparation of budgets for their areas and consolidate all area budgets into the annual budget. A quarterly summary budget variance shall be presented to the board.

Information Technology Director - The office of Information Technology Director is a two year term. The IT Director is responsible for the maintenance of existing information technology and proposing to the board any and all IT solutions that facilitate, enhance and add value to the accomplishment of the chapter's mission and operations. Additionally, the IT Director is responsible for providing either directly or indirectly, technical support of the chapter's applications to the chapter's membership. With the aid of the Treasurer, prepare and present an annual budget to the board for the completion of these tasks.

Membership & Community Relations Director - The office of Membership & Community Relations Director is a two year term. The Membership & Community Relations Director shall report to the President. The Membership & Community Relations Director is responsible for organizing events designed to increase member interaction and contact with other organizations including, local area universities, professional associations, chambers of commerce, law enforcement organizations and community organizations. Where possible, events should include speakers from the chapter's membership base. This position shall also arrange for all chapter meetings and board of directors meetings. The MCR Director shall request from the board, the creation of committees as deemed necessary for the accomplishment of related chapter objectives. With the aid of the Treasurer, prepare and present an annual budget to the board for the completion of these tasks.

South Florida Association Of Certified Fraud Examiners

Elections Letter - 2009

Training Director – The office of Training Director is a one year term. The Training Director shall report to the President. The Training Director is responsible for the continuing professional education of the chapter members. Only a certified member of the Association of Certified Fraud Examiners in good standing may hold the position of training director. Chapters are authorized and encouraged, subject to limitations in the Chapter Handbook, to provide up to 20 hours annually of continuing professional education (CPE). The CPE may be in any acceptable form such as meetings, seminars, and other events. Additionally, the Training Director is charged with obtaining acceptance by other organizations including Florida CPA's and Florida Bar, of our CPE credits. The training program and arranging for events, including venues, catering and logistics are the responsibility of the Training Director. Additionally, the Training Director shall develop and implement a program to foster the publication of articles by the membership. The award program and oversight of chapter studies for publication shall be the responsibility of the Training Director. The Training Director shall request from the board, the creation of committees as deemed necessary for the accomplishment of related chapter objectives. With the aid of the Treasurer, prepare and present an annual budget to the board for the completion of these tasks.

Official Term Limits

The Directors shall serve staggered terms and shall hold office until their successors are duly appointed or elected and qualified. At least two of the Directors should serve two-year terms; the remaining directors may serve only one-year terms. Directors who are elected for one-year terms may be re-elected only for one additional term in the same office. Directors who are elected for two-year terms may not be re-elected for an additional term in the same office.