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:**

Nomination Period: August 1, 2022 – August 31, 2022

Voting Period: September 5, 2022 – September 30, 2022

Elected Position Term: January 1, 2023 – December 31, 2024

**Responsibilities of Each Position with Current Volunteer**

**President /Officer (10 hrs/week) – Must complete interview with current chapter president**

* Responsible for setting and overseeing the strategic direction of the chapter
* Develop and maintain a growth plan for the chapter 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 necessary with chapter annual conference
* Support chapter website development by providing content and information
* Ensure the chapter board focuses on carrying out the mission of the ACFE and the Houston ACFE chapters
* Ensures that all activities performed by the chapter are focused on serving its members and the anti-fraud professional community

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

* Responsible for the welcoming process of new CFE's and associate members
* 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
* Assume role of annual conference chairperson and oversee conference committee progress

**Secretary/Officer (5 hrs/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
* 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**

* 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

**In-Person Events Director (5 hrs/week)**

* Responsible for identifying, booking, and handling all aspects of the speakers for in-person events
* Introduces in-person speakers at in-person events
* Coordinates in-person events with the venues including timing, dates, menu, and attendance
* Responsible for setting up and managing check-in/registration at all events
* Support chapter website development by providing content and information
* Serves on the annual Houston Fraud Conference Committee

**Virtual Events Director (5 hrs/week)**

* Responsible for identifying, booking, and handling all aspects of the speakers for virtual events
* Introduces virtual speakers at virtual events
* Coordinates virtual events using chapter’s Zoom account including setup of meeting, managing required polling questions, and managing/monitoring chat and event waiting room
* Responsible for setting up and managing check-in/registration at all events
* Support chapter website development by providing content and information
* Serves on the annual Houston Fraud Conference Committee

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

* Reviews all training material prior to training events to ensure quality, relevance to the anti-fraud profession, and compliance with NASBA CPE issuance requirements
* Send out and review CPE surveys for event attendees
* Work with in-person and virtual events coordinators to ensure events are prepared, published, and executed in a way that serves the Houston ACFE members
* Manages communications of various event communications to the anti-fraud community locally and abroad
* Issue CPE certificates to event attendees in a timely manner
* Liaison with National ACFE on local training they conduct in Houston and manage the reporting/volunteering aspects
* Coordinate and manage the annual ACFE Conference submission forms
* Serves as backup to In-Person Events and Virtual Events Directors when unavailable for training events
* Serves on the annual Houston Fraud Conference Committee
* Responsible for tabulating and communicating Speaker of the Year Award

**Membership Director (5 hrs/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
* Responsible for determining and presenting awards to the annual Houston Chapter ACFE Lifetime members
* Responsible for coordinating, soliciting nominations, forming and overseeing award committees, and communicating award winners to the board
* Check the Chapter PO box at least monthly and more frequently during conference periods and forward to the applicable board members as necessary

**Social Media Director (5 hrs/week)**

* Actively manages and updates all Houston ACFE social media accounts
* Regularly publishes chapter announcements, event communications, anti-fraud profession related, and other similar content to the chapter’s social media accounts
* Works with the Membership Director to actively engage chapter members and other anti-fraud professionals through social media
* Assists with the Houston Annual Fraud Conference as necessary

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

* Manage the website content, including, event setup, article development and posting, managing event registrations, uploading content and images, and general maintenance
* Manage the email and other electronic communication accounts for the chapter and the Board
* Manage the Zoom account and renewal to support the virtual meetings
* Manage the survey software account used to send CPE and other surveys
* Supports the Houston Annual Fraud Conference in all aspects related to IT, including Audio/Video coordination with the venue
* Support chapter website development by providing content and information
* Must have technical expertise in working with websites and content management systems
* Serves on the annual Houston Fraud Conference Committee

**Student Relations Director (5 hrs/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

**Director at large Seat 1 (5 hrs/week)**

* This role is an at-large seat on the Board of Directors for the Houston ACFE Chapter and will support the chapter in various capacities
* Will be asked to assist the other chapter directors in the execution of their duties and serve as backups for various critical responsibilities including ensuring the events run smoothly
* Assist as needed with chapter annual conference
* Support chapter website development by providing content and information

**Director at large Seat 2 (5 hrs/week)**

* This role is an at-large seat on the Board of Directors for the Houston ACFE Chapter and will support the chapter in various capacities
* Will be asked to assist the other chapter directors in the execution of their duties and serve as backups for various critical responsibilities including ensuring the events run smoothly
* Assist as needed with chapter annual conference
* Support chapter website development by providing content and information

**Director at large Seat 3 (5 hrs/week)**

* This role is an at-large seat on the Board of Directors for the Houston ACFE Chapter and will support the chapter in various capacities
* Will be asked to assist the other chapter directors in the execution of their duties and serve as backups for various critical responsibilities including ensuring the events run smoothly
* Assist as needed with chapter annual conference
* Support chapter website development by providing content and information

**Past President** (This role is not up for election and will be filled by the Board of directors at their first meeting following the election cycle in accordance with the bylaws)

**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/nonpaid 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 time frames 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 Wednesday, August 31, 2022.
* A web-based ballot will be sent to all active members of the Houston Area Chapter of the ACFE.
* Voting will open Monday, September 5, 2022 and stay open until Friday, September 30, 2022
* Election results will be announced at the October Fraud Conference 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 Beverly.Perilloux@Forvis.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 David Kirtland at DKirtland@RevRenewables.com to schedule an interview.