



# Office of the Inspector General

**Glenn A. Cunha, Inspector General**

The Massachusetts Certified Public Purchasing Official (MCPPO) Program

## ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? *Know Your Responsibilities*

**PREREQUISITE: NONE**

**COURSE LEVEL: BASIC**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**ADVANCED PREP: NONE**

This one-day class is essential for every member of a public board, commission, committee or authority (collectively, “public board”), as well as for public officials who regularly interact with public boards. Attendees will learn about some of the tools needed to successfully conduct public board activity, oversee their organizations, and ensure public money is spent appropriately. Attendees will also learn how to identify and prevent fraud, waste and abuse and how to comply with key legal requirements applicable to public boards.

**CLASS DATE:**

**Saturday, November 17, 2018**

**9:00 a.m. - 12:00 p.m.**

**City of Salem**

**City Hall Annex**

**98 Washington Street**

**Salem, MA 01970**

**Agenda**

- Fiduciary duties and responsibilities
  - Tools for effective oversight
  - Open meeting law
  - Preventing and detecting fraud, waste and abuse
  - Ethics requirements for members of boards and commissions
  - Public Records Law
  - Q&A Session
- and
- Mayor Driscoll—Project Update

The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).



Please see our website to download our *Guide for Members of Public Boards and Commissions* at <https://www.mass.gov/files/documents/2017/12/12/OIG-Guide-for-Members-of-Public-Boards-and-Commissions-December-2017.pdf>

