

## 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 three-hour training 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 DATES:**

July 16, 2019 9:00 a.m. - 12:00 p.m. Pioneer Valley Planning Commission 60 Congress St., Springfield, MA 01104

August 7, 2019
6:00 pm. - 9:00 p.m.
Littleton Police Department
50 Great Road, Littleton, MA 01460

TUITION FREE: REGISTER AT: <a href="https://www.mass.gov/how-">https://www.mass.gov/how-</a>

to/register-for-an-mcppo-class

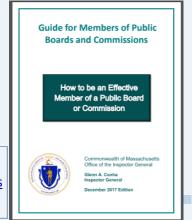


The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE

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### **Topics covered include:**

- Fiduciary duties and responsibilities
- Tools for effective oversight
- Preventing and detecting fraud, waste and abuse
- Ethics requirements for members of boards and commissions
- Public Records Law
- Open Meeting Law



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