

CENTRAL FLORIDA CHAPTER OF NIGP

2020 BOARD OF DIRECTORS: POSITION DUTIES

PRESIDENT'S DUTIES

- Oversees the day-to-day operations of the Chapter and the Board of Directors.
- Executes the Chapter's Strategic Plan.
- Develops and assigns Officer & Chairman Duties annually in accordance with the By-laws.
- Establishes the annual organizational structure in accordance with the Chapter's strategic plan and appoints committee chairs and co-chairs for all current committees.
- Develops and monitors the Chapter budget.
- Prepares agendas for all chapter related meetings.
- Files the Chapter's Annual Report with the Florida Department of State Division of Corporations.
- Prepare and submit New Chapter Officer Data Form for NIGP
- Maintains regular communication with the membership via email, newsletter and official meetings.
- Sets Chapter Meeting dates and locations.
- Appoints Awards Committees to go over the nominations for Buyer and Manager of the Year Chapter Awards.
- Performs all duties in accordance with the Chapter Bylaws.
- Oversee by-Laws amendments on an as needed basis.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive President and provide orientation to new board members for 12 Months.
- Transmit all documents to successive President.
- Serve as Presidential Advisor (BOD Member) upon request of successive President. Duties as assigned.

VICE PRESIDENT'S DUTIES

- Assist the President and acts in his/her stead when they are unavailable to make meetings.
- Coordinate all speakers for each regular Chapter Meeting.
- Verify all applications for scholarships and forward a check request to the Treasurer for payment/reimbursement.
- Coordinates all payments for the professional development committee.
- Coordinates all registrations and travel payments.
- Maintains scholarship log and uploads updates monthly to the Chapter website.
- Prepare annual State of the Chapter Address for presentation at final annual Chapter meeting.
- Creates certificates to be handed out in March of each year for member attendance, committee participation and special recognition.
- Orders plaques, awards and certificates for Chapter use.
- Prepares submittal for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Vice-President.
- Transmit all documents to successive Vice-President.

2020 BOARD OF DIRECTORS: POSITION DUTIES

[Continued...]

SECRETARY'S DUTIES

- Records minutes from each meeting
- Uploads agendas, minutes, documentation and newsletters to the chapter website.
- Maintains Chapter Documents on the Website Back-End (Visible & Non-Visible)
- Create newsletter on a bi-monthly basis and submit to Board of Directors before dissemination.
- Prepare and submit Chapter information to NIGP for inclusion on the national website.
- Collects annual acknowledgement forms from all Officers and Committee Chairs.
- Solicits bi-monthly updates & newsletter contributions from all Committee Chairman.
- Assists president with tracking committee progress on a bi-monthly basis.
- Maintains an accurate log of Member Participation.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Secretary.
- Transmit all documents to successive Secretary.

TREASURER'S DUTIES

- Recommends the banking facility and location to the Board of Directors, arranges for signature cards, and when approved, deposits money into investments for future use.
- Manages the finances of the Chapter to include depositing money, writing checks, balancing the general ledger and providing financial and other statements to the Chapter and to the National NIGP office.
- Coordinates all IRS filings with the Chapter's Contracted CPA Firm.
- Ensures two-part approval process, ratifies single approvals through a second Board Member.
- Works with the Finance and Audit committee who verifies and audits the Chapter books.
- Provide Monthly Reconciled Bank Statements & Budget v. Actuals Reports to Chapter President.
- Maintains the membership file and updates the website as necessary with new or changed information. Notifies the Welcoming committee of all new members.
- Provides the sign-in sheet at each meeting, performs all registration activities at each meeting.
- Updates meeting attendance to Chapter Website within 5 days of each event.
- Track meeting attendance.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Treasurer.
- Closes bookkeeping for Chapter Year
- Transmit all documents to successive Treasurer

COMMITTEES & TASK FORCES: POSITION DUTIES

ADVOCACY COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at increasing the visibility of the procurement profession in the business community, educational community or political community.

Legislative Updates (Taskforce)

Monitors and reports legislative updates to the membership.

Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership. Presents this update at a Chapter meeting and publishes it in the newsletter.

Partnership Development Committee

Forges partnership(s) with a non-traditional partners (i.e. Other Professional Associations, Municipal Associations, Non-Profit organizations, etc.).

Required Outcome/Deliverable(s): Executes a collaborative and mutually beneficial event, promotion or shared initiative producing a member benefit, community benefit or professional benefit.

Community Services Committee

Ensures that the Chapter maintains a supportive relationship with philanthropic non-profit organizations in the Central Florida area through volunteerism and charitable contributions.

Required Outcome/Deliverable(s): Hosts a minimum of one community service event for Chapter Volunteers. Provides a recommendation of charitable contributions at the Chapter's Final Annual Meeting.

Sustainability (Taskforce)

Monitors and reports on sustainable procurement advancements and updates.

Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership and publishes this update in the newsletter.

PROFESSIONAL DEVELOPMENT COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at increasing membership's access to educational content. Performs an annual member needs analysis toward determining the Chapter's educational requirements and demographic data. Conducts surveys, as needed, to determine educational interests of the membership.

Programming Committee

Coordinates all speaking engagements and develops seminar programming.

Required Outcome/Deliverable(s): Provides meeting content suitable for each event's audience ensuring that content is educational and non-commercial.

Class Coordinator (Committee)

Schedules all NIGP classes as requested by membership. Arranges for a location and supports the site coordinator. Serves as liaison between site coordinator, NIGP and instructor.

Required Outcome/Deliverable(s): Maintains state-wide training matrix; keeps current listing of all Florida NIGP Chapter ProDs; modifies matrix as updates are received; emails updated matrix to all Florida Chapter/FAPPO ProDs each Friday and updates Chapter website with revision. Updates Chapter seminar listings on the website to keep current. Informs membership of seminar offerings at each Chapter meeting. Contributes to each newsletter.

Recertification Counselor (Taskforce)

Serves as a resource for members completing recertification requirements. Provides a preliminary review of individual recertification applications and assists members in mapping a plan to re-certify.

Required Outcome/Deliverable(s): Maintains "Certification Corner" publication in the newsletter. Provides counseling services as needed by individual members; tracks member usage of this program.

Study Groups (Committee)

Endeavors to develop a CPPB & CPPO study group for each test cycle (May & October)

Required Outcome/Deliverable(s): Markets the study group program during each test cycle. Introduces interested parties, facilitates study materials and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

AWARDS COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at aligning member needs with recognition opportunities and awards.

Participation Scholarships Committee

Updates and maintain scholarship application as needed. Receive scholarship applications from members; verify and award points. Coordinate point value with Vice President. Process all scholarship redemption requests in coordination with Treasurer. Inform membership where to find the policy, procedures and forms for scholarships. Answer e-mails throughout the year that relate to scholarships. Provide bi-monthly input to Secretary for Newsletter.

Required Outcome/Deliverable(s): Processes all scholarship redemptions to treasurer within one (1) week of submission. Processes all deferments within one (1) week of stated deadline. Processes all scholarship applications within three (3) weeks of stated deadline.

Young Prof. Scholarships Committee

Increase awareness among college students about a career in Public Procurement by promoting the Nancy Woodger Young Professional Student Scholarship Program. Develops and maintains a current list of College/University Contacts and High-School Counselors in the region.

Required Outcome/Deliverable(s): Identifies the amount of student members upon assuming position duties and produces an increase. Executes a campaign to encourage scholarship applicants for the Nancy Woodger Young Professional Student Scholarship Program through local school boards, colleges and universities. Maintains an updated list of contacts for local schools and educational institutions in the region.

Forum Scholarships Committee

Encourages member attendance at NIGP's Annual Forum. This chairman must resign this post if any applicant is a member of the Chairman's agency.

Required Outcome/Deliverable(s): Executes a competitive scholarship for one (1) forum first-timer and (1) Emerging Professional (Newcomer to Public Procurement – 3 years or less). Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Service Awards (BOY & MOY) Taskforce

Evaluates applicants for the Buyer of the Year and Manager of the Year and makes recommendation to the Board of Directors. This chairman must resign this post if any applicant is a member of the Chairman's agency.

Required Outcome/Deliverable(s): Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Certificates Task Force

Provides the membership with participation certificates on an annual basis. Re-issues certificates as needed by members.

Required Outcome/Deliverable(s): Posts annual participation certificates on the Chapter's Website before the March Membership Meeting.

MEMBER SERVICES COMMITTEES

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at aligning member needs with member benefits.

Program Management

Ensures that all programs and initiatives have up-to-date formalization documents and continue to meet the needs of the membership. Draft program formalization documents for the approval of the Board of Directors.

Required Outcome/Deliverable(s): Attends a minimum of one (1) Board of Director's meeting or teleconference to take inventory of the Chapter's current programs. Ensures all program documentation is up-to-date.

Welcome Committee

Identifies new members at each Chapter Membership Meeting. Provides a short orientation of member benefits.

Required Outcome/Deliverable(s): Coordinates new member outreach via the registration table at all chapter meetings and events. Provides a Chapter Pin to all new members. Coordinates coverage with a volunteer when unable to perform duties.

Member Retention Committee

Promotes continued membership with the chapter. Works with the Program Management Committee to regularly deploy member benefit bulletins (email & newsletter) to the membership highlighting the chapter's offerings. Identifies non-renewals and promotes re-engagement with the Chapter.

Required Outcome/Deliverable(s): Provides outreach for non-renewing members. Executes an initiative, member benefit or campaign aimed at upholding the value of membership and retaining members. Survey's the membership to gauge member satisfaction and presents recommendations to the Board of Directors.

Marketing & Public Relations

Issues press releases for all awards and accomplishments. Develops promotional advertisements to promote chapter events, awards and accomplishments. Updates the Chapter's marketing plan as needed.

Required Outcome/Deliverable(s): Maintains an updated list of Press Release Contacts in accordance with the Chapter's Marketing Plan. Executes at least one campaign aimed at increasing the visibility of the Chapter.

Sister Chapter Committee

Provides guidance and support to the Hawaii/Alaska chapter.

Required Outcome/Deliverable(s): Executes a collaborative and mutually beneficial initiative aimed at supporting the leadership and membership of the Mid Florida Chapter of NIGP.

MEMBER OUTREACH & MENTORING COMMITTEES

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Establishes new relationships aimed at expanding membership in support of subordinate task forces and sub-committees.

Member Mentoring Committee

Administration of the Mentorship Program. Coordinates matches with prospective mentors and mentees. Maintain communication with mentors to ensure they are doing mentor duties. Maintain communication with mentees to ensure they are receiving the assistance needed.

Required Outcome/Deliverable(s): Markets the mentoring program at least twice annually. Matches interested parties, facilitates introductions and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

Internship/ Externship Committee

Increase awareness among college students about a career in Public Procurement by promoting the Internship/Externship Program.

Required Outcome/Deliverable(s): Executes at least one campaign annually to encourage scholarship applicants for the internship/externship program through local school boards, colleges and universities.

Membership/ Recruitment Committee

Promotes memberships with the chapter with new agencies and new members. Identifies NIGP members who are not Chapter Members for Outreach (list is available in January— see Board of Directors).

Required Outcome/Deliverable(s): Executes a campaign aimed at recruiting non-members. Obtains a list of leads in January and provides a report at the December Chapter Meeting identifying the achieved increase in membership.

TECHNOLOGY COMMITTEE

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Maximizes the use of technology in support of committees and operations.

Webmaster Committee

Maintains up-to-date content on the cfcnigp.org website. Liaison to website host and web developer.

Required Outcome/Deliverable(s): Identifies outdated content on a bi-monthly basis. Attends Chapter Manager Conference or sends a delegate (expenses are paid by the Chapter).

Social Media Committee

Maintains an up-to-date presence on social media in accordance with the Chapter Social Media Policy.

Required Outcome/Deliverable(s): Updates content on at least a bi-monthly basis. Promotes Chapter events and announcements.

File Management/Historian Committee

Annually takes inventory of files and documents in accordance with the Chapters retention policy. Serves as the custodian of all permanent records and other official documents of the Chapter. Identify, safeguard, dispose and/or destruct documents per Chapter's Records Retention policy. Advise officers and/or committee chairs of proper disposal or destruction procedure for documents; review these documents as necessary prior to disposal or destruction. Digitally scans documents into the Chapter dropbox account. Delegates file access to committee chairs to share and maintain files in the Chapter's dropbox. Ensures that the Chapter's digital files maintain good order and organization.

Required Outcome/Deliverable(s): Reduces the chapters physical file footprint by archiving, destroying and scanning and organizing digital files. Maintains orderly account of official records.

Research & Development Taskforce

Upon appointment, obtains direction from the Board of Directors for a specific area of operations requiring improvement. Identifies technology, hardware & software suitable advancing Chapter Operations.

Required Outcome/Deliverable(s): Provides a report of feasible options to the Board of Directors by the May Chapter Meeting for consideration in the budget process. Specific to 2016, this Task force is to identify a means to deploy meeting content to the membership who is unable to attend meetings in-person.

Photography Committee

Coordinates all photography and maintains the Chapter Photo Archive (dropbox) and Photo Gallery.

Required Outcome/Deliverable(s): Provides photography at all chapter meetings and events. Ensures that all photos are uploaded to dropbox and posted to the Chapter Photo Gallery. Coordinates coverage with a volunteer when unable to perform duties.

OPERATING COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

*Required Outcome/Deliverable(s):
Ensures that all operating committees are regularly communicating and on-task.*

Budget / Fiscal Management Committee

Presents the budget in accordance with the Chapter By-Laws. Routinely review budget v. actuals reports to maintain adequate fiscal oversight of the Chapter.

Required Outcome/Deliverable(s): Presents the Proposed Budget, Actual Budget and regularly monitors expenditures.

Newsletter Committee

Issues a bi-monthly newsletter including updates from officers, committee chairs, promotions, campaigns, opportunities and other items as directed by the Board of Directors.

Required Outcome/Deliverable(s): Six (6) annual newsletters issued at least two-weeks before each Chapter Event/Meeting.

Chapter Mentoring Committee (Social Media [SM] & Scholarship [S])

Promotes the non-competitive relationship between chapters. Provide education, support and routine follow-up assisting chapters to set and reach measurable and achievable goals.

Required Outcome/Deliverable(s): Outreach to Chapter Leaders nationwide via NIGP's Nsite and documented follow-up with interested associations. Mentors shall assess and prescribe plans for advancing Chapter interests.

Chapter of the Year Committee

Takes inventory of the Chapter's programs and accomplishments to determine if the Chapter is competing for the Chapter of the Year Award (COY). Develops annual S.M.A.R.T. goals for the Chapter to maintain status as an award winning Chapter. Coordinates the annual COY submittal.

Required Outcome/Deliverable(s): COY Submittal or Comprehensive plan for competing in future years.

Governance Committee

Provides guidance with governance and brings forward Chapter by-law revisions.

Required Outcome/Deliverable(s): Executes duties as-needed.

Nominating Task Force

Identify and interview potential Board position candidates. Select a slate of Officer nominations with recommendations for each position. Present slate of officer nominees to the membership.

Required Outcome/Deliverable(s): Markets Board of Director's Opportunities. Interviews nominees and presents a slate of candidates to the membership. Holds elections and installs officers in accordance with the Chapter By-laws.

Parliamentarian Task Force

Advises the President and other officers, committees and members on matters of parliamentary procedure. Assist with procedures during meetings. Robert's Rules of Order is the authority used in this role. Supervises nominating and elections.

Required Outcome/Deliverable(s): Shall at a minimum attend Chapter Meetings for the election of Officers and the installation of Officers. Coordinates coverage with a volunteer when unable to perform duties.

Audit Task Force

Shall report directly to the Chapter membership a written assessment of Chapter books. This assessment shall include, but not be limited to, verification of income and expenditures (checks & receipts). Internal Audit is performed once per fiscal year.

Required Outcome/Deliverable(s): Provides an annual written assessment (internal audit).

Presidential Advisors

Appointed by the President and Limited to Past Presidents. Provide perspective and orientation to the incoming Board of Directors.

Required Outcome/Deliverable(s): Facilitates an Officer Orientation upon installation of Officers.

Strategic Planning Task Force

Coordinate complete overhaul of Strategic Plan every 5 calendar years. On off years, revisit the Strategic plan for minor updates and changes. Next scheduled complete overhaul is due in the fall of 2016 to take effect in the 2017 calendar year.

Required Outcome/Deliverable(s): Provides a comprehensive strategic plan update every 5 years (Due in 2020). Provides annual follow-up of current strategic plan action items.

EVENT MANAGEMENT

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Ensures that all events are thoughtfully executed and staffed with volunteers.

Catering

Coordinates all food service for Chapter Events.

Required Outcome/Deliverable(s): Coordinates food service at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties. Provides a menu for the newsletter.

Family Day

Coordinates the Chapter's Annual Procurement Month Family Day event.

Required Outcome/Deliverable(s): Executes Family Day during Procurement Month (March).

Audio-Visual Committee

Coordinates all audio-visual requirements in support of Chapter events and meetings.

Required Outcome/Deliverable(s): Provides audio-visual coordination at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties.

FUNDRAISING COMMITTEE

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Ensures that all events are thoughtfully marketed, executed and staffed with volunteers.

Speed Buying

Coordinates the Chapter's Annual Speed Buying Event

Required Outcome/Deliverable(s): Executes Speed Buying

Reverse Trade Show

Coordinates the Chapter's Annual Reverse Trade Show, appoints sub-chairman for all committees required to execute the event and

Required Outcome/Deliverable(s): Executes the Reverse Trade Show



OFFICER AND VOLUNTEER ACKNOWLEDGEMENT OF DUTIES

I have received a copy of the duties for the following position(s):

I have reviewed the duties and I understand all my responsibilities. I am able to perform the essential functions as outlined. If I have any questions about duties not specified on this description I will discuss them with the Central Florida Chapter of NIGP Board of Directors.

I further understand that my eligibility for scholarship points is based on my ability to perform the duties and responsibilities and my effort to meet the outcomes and deliverables outlined for my position.

I have discussed any questions I may have had about this job description prior to signing this form.

CONFLICT OF INTEREST DISCLOSURE

I hereby acknowledge that, as representative of CFC-NIGP, I occupy a position of trust and that I am expected to act in good faith and with loyalty to CFC-NIGP. I declare that if any private interest of mine, or of any individual or entity with whom I have a significant relationship, conflicts with my duties and responsibilities to CFC-NIGP, I shall voluntarily disclose that conflict in accordance with Exhibit A, Conflict of Interest policy, attached hereto. I certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having a private interest which is in conflict with any interest of CFC-NIGP, or with my obligations to CFC-NIGP

Officer/ Volunteer's Signature

Date

Officer/ Volunteer's Name (please print)

PLEASE SUBMIT FORM TO SECRETARY@CFCNIGP.ORG

EXHIBIT "A"

CONFLICT OF INTEREST DISCLOSURE POLICY

1.0 Purpose

The purpose of the conflict of interest policy is to protect the Central Florida Chapter of NIGP's (CFC-NIGP) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the CFC-NIGP. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2.1 Scope

This document applies to any CFC-NIGP volunteer, principal officer or member of a committee with governing board delegated powers who has direct or indirect financial interest such as:

- An ownership or investment interest in any entity with which CFC-NIGP has a transaction or arrangement,
- A compensation arrangement with CFC-NIGP or with any entity or individual with which CFC-NIGP has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CFC-NIGP is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the governing board or committee decides that a conflict of interest does exist.

3.0 Policy

This Policy of the CFC-NIGP shall ensure the following:

- 3.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

4.0 Responsibilities

4.1 The CFC-NIGP Board shall ensure compliance to this policy/procedure document

5.0 Procedures

5.1 Procedure for Addressing the Conflict of Interest.

5.1.1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

5.1.2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

5.1.3. After exercising due diligence, the governing board or committee shall determine whether the association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

5.1.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

5.2 Violations of Conflict of Interest Policy.

5.2.1 If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of

interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- 5.2.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

6.0 Document Approvals

- 6.1 Each director, principal officer and member of a committee with governing board delegated powers shall annually read the statement on their respective job description which affirms such person:
 - 6.1.1 Has received a copy of the conflicts of interest policy,
 - 6.1.2 Has read and understands the policy,
 - 6.1.3 Has agreed to comply with the policy, and
 - 6.1.4 Understands that CFC-NIGP is a non-profit organization and in order to maintain its tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.