



## MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

### President

#### **Responsibilities:**

The President shall preside at all meetings of the Chapter, appoint all special committees, call special meetings as deemed necessary, and cast the deciding vote during Board meetings in the case of a tie vote. The President shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates. The President shall serve as Program Committee Chair and is responsible for the organization, planning and programming for each Chapter meeting.

#### **Term:**

One year. Office will transition to Past President for one year.

#### **Job Duties:**

The President shall prepare for and preside over all general Chapter meetings. Duties include:

- Coordinates with Board Members to set meeting dates, locations, topics and speakers for each Chapter meeting with the exception of the Fall Conference
- Prepares meeting notice and sends out notification through the website
- Creates agenda
- Receives all meeting registrations (typically received electronically)
- Provides name tags for each attendee
- Coordinates with meeting host to provide ample space for the meeting
- Coordinates with speaker on topic, meeting location and any needs they may have, fees, etc.
- Arranges for any equipment needs for each meeting – i.e. podium, PA equipment, screen/TV or monitor, VCR, DVD or projector, room layout, tables and chairs for attendees, tables for check-in and food
- Coordinates with meeting host for refreshments for the meeting
- Publishes meeting notice on website
- Provides sign-in sheet for attendees
- Creates and presents thank-you notes for meeting hosts and speakers

The President shall prepare for and preside over all Board meetings. Duties include:

- Prepares meeting notice and sends out to all Board Members
- Coordinates with Board Members for agenda items and creates agenda
- Coordinates location for each meeting
- Coordinates lunch for each meeting

The President shall perform other duties, including:

- Periodically writes a President's Message on website and social media
- Communicates regularly with Board Members on topics of interest
- Coordinates Board votes when necessary
- Communicates with National NIGP on Chapter/National issues
- Participates in Presidential Luncheon when attending National Annual Forum



## **President**

- Presents all Chapter Awards to recipients at the annual Chapter meeting
- Creates and presents thank-you notes to everyone that helped the Chapter during the year



## MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

### Vice President

#### **Responsibilities:**

The Vice President shall assist the President with official duties as directed by the President, shall preside at all Chapter meetings in the absence of the President, and succeeds to the office of President until the next election should the office become vacant. The Vice-President shall serve as the Fall Conference Committee Chair and is responsible for planning the Fall Conference.

#### **Term:**

One year. Succeeds to the office of President for one year and will transition into Past President for one year.

#### **Job Duties:**

The Vice-President shall perform the following duties for the Fall Conference:

##### Meetings:

- Schedules and runs all conference committee meetings. Records and distributes minutes as necessary
- Reports progress to the Board and Chapter

##### Location:

- Locates and reserves the location (or designates)
- Arranges for any equipment needs for each meeting – i.e. podium, PA equipment, screen/TV or monitor, VCR, DVD or projector, room layout, tables and chairs for attendees, tables for check-in and food
- Coordinates food for all meals during the conference
- Arranges hotel accommodations and coordinates with hotel lodging for each attendee (or designates)

##### Speakers:

- Researches and locate appropriate speakers
- Negotiates and sign contracts with speakers

##### Budget:

- Oversees conference budget
- Approves expenditures for conference and reports them to the Board
- Works closely with the Chapter Treasurer for payments

##### Committees:

- Oversees all aspects of the conference including any sub-committees
  - Entertainment
  - Decorations
  - Surveys
  - Conference gift
  - Communications/brochure
  - Certificates for speaker recognition, name tags



## **Vice President**

The Vice-President shall perform other duties, including:

- Assists the President with official duties as directed by the President
- Presides at Board meetings and Chapter meetings in the absence of the President
- Attends the Leadership Symposium (if possible)



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Past President**

#### **Responsibilities:**

The Past President attends all Board meetings and Chapter meetings, is a voting member of the Board, but is not counted on for a quorum. The Past President serves as ex-officio member of all committees and shall preside over Board/Chapter meetings when the President and Vice-President are not available. The Past President shall prepare and submit the Chapter of the Year application to National, prepare a scrapbook of all events during the year he/she was President, install new officers at the first general meeting of the year, serve on the Program Committee, and act as mentor to the President and Vice-President.

#### **Term:**

One year.

#### **Job Duties:**

The Past President shall appoint a committee of members to assist in preparing the Chapter of the Year Award for National. Duties include:

- Attends webinars/seminars conducted by National which relate to the preparation and submission of the Chapter of the Year Award
- Coordinates with current and past Board Members to gather all pertinent data necessary to complete Chapter of the Year application
- Completes Chapter of the Year application in the format required by National
- Has Committee and/or Board Members review application before submitting to National
- Mails application in a timely manner, and in the format required by National
- Submits completed application to Board and publishes to the website
- Attends National Conference (if possible) to represent Chapter in the awards process

The Past President shall prepare a scrapbook of events from the year he/she was President. Duties include:

- Coordinates with Board Members to collect data and pictures of events from the previous year
- Purchases necessary materials for the scrapbook
- Puts the data/pictures together in the scrapbook in a presentable manner
- Presents the scrapbook to the Chapter at the Fall Conference



## MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

### Treasurer

#### **Responsibilities:**

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Chapter, collect and disburse all chapter funds and keep an accurate record of the same, be present at all Board and Chapter meetings, and present a current financial statement to the members at each Chapter and Board meeting. The Treasurer shall submit a financial report to National upon their request, and file an appropriate tax return in a timely manner. The Treasurer shall annually re-file non-profit status of the Chapter with the State of Minnesota and ensure all appropriate banking records, including signatures and mailing addresses, are kept current with the Chapter's bank. The Treasurer is also responsible to make sure that an internal or external audit of the books is conducted at the end of each calendar year.

#### **Term:**

Two years. (*Elected opposite years from Secretary*)

#### **Job Duties:**

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Chapter, and shall collect and disburse all Chapter funds and keep an accurate record of the same. Duties include:

- Maintains an electronic check register of all financial transactions. Check register shall show all pertinent information including transaction dates, numbers, amounts and budget numbers as well as running balance
- Reconciles bank statement on a monthly basis
- Works with bank to make sure that all signatory and mailing records are current

The Treasurer shall prepare and submit reports as necessary. Reports include:

- Monthly Treasurer's Report: Prepares and submits to Board/Chapter. Report shall show income and expenses for the month, running balance of income and expenses for the year per budget line item as well as the current year's budget
- January: Presents proposed budget as recommended by Board to Chapter for approval at the January Chapter meeting. Prepares final approved budget for records and publishes on the website
- February: Prepares/submits Annual Financial Report to National
- March/April: Prepares/submits taxes – presents to Board for review before filing
- December: Prepares and presents proposed budget to Board at December's meeting



## **Treasurer**

The Treasurer shall perform other duties, including:

- January: Checks and updates 501(c)(3) Status with the State of Minnesota
- February: Closes books from previous year, prepares and submits books for internal/external audit, archives all books, reports, transactions, etc. from the previous year
- November/December: Coordinates change of authorized signatories and change of mailing address between Board and bank if necessary
- Serves on Fall Conference Committee



## MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

### Secretary

#### **Responsibilities:**

The Secretary shall record the minutes of all Chapter meetings and Board meetings, publish them in the Chapter newsletter and distribute them at meetings.

#### **Term:**

Two years. (*Elected opposite years from Treasurer*)

#### **Job Duties:**

Ensures that the website domain is registered every five years (*website domain name last registered in January 2018*). Creates attendance certificates for each attendee.

The Secretary shall record the minutes for all Chapter meetings. Duties include:

- Records members present or excused
- Documents when meeting was called to order, date and location
- Writes the minutes during each meeting. Minutes shall include all reports submitted by Secretary, Treasurer and all Committee Chairs, other items of business discussed. Minutes shall also include information on all motions made and 2<sup>nd</sup>, who made the motion and 2<sup>nd</sup>, results of vote or action
- Types minutes into Chapter meeting minutes format, including all information as listed above
- Has Chapter President or designee review the draft minutes for corrections
- Publishes minutes in the Chapter newsletter
- Submits minutes at the next Chapter meeting for approval by the membership
- Makes any necessary approved changes to the minutes
- Files minutes

The Secretary shall record the minutes for all Board meetings. Duties include:

- Records members present or excused
- Documents when meeting was called to order, date and location
- Writes the minutes during each meeting. Minutes shall include all reports submitted by Secretary, Treasurer and all Committee Chairs, other items of business discussed. Minutes shall also include information on all motions made and 2<sup>nd</sup>, who made the motion and 2<sup>nd</sup>, results of vote or action
- Types minutes into Board meeting minutes format, including all information as listed above
- Has Chapter President or designee review the draft minutes for corrections
- Submits draft minutes to Board Members through email for review
- Makes any necessary changes to the minutes, then submits final minutes to Board for a vote
- Publishes minutes in the Chapter newsletter
- Documents results of the vote on the minutes to the Board at their next meeting





## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Board Member**

#### **Responsibilities:**

Members of the Board of Directors are charged with participating in the establishment and review of major policies and plans of the Chapter. Board Members work in cooperation with the President and fellow Board Members to achieve the goals of the organization. As representatives of the membership, Board Members are expected to conduct themselves in a most professional manner. Board Members are required to be familiar with the operation of the Chapter, including Bylaws, organizational structure, rules, regulations and procedures. The term in office is significant for the organization. The goals that Board Members set for themselves and the organization will determine the direction the Chapter will take in the coming years.

#### **Term:**

Two years. *(Two Board Members are elected each year)*

#### **Job Duties:**

Board Members shall attend each Board and Chapter meeting, and shall serve as Chair for one of the following Committees:

- Membership Committee
- Professional Development Committee
- Nominations Committee
- Governance Committee
- Any other committee as designated by the President



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Membership Committee Chair**

#### **Responsibilities:**

The Membership Committee Chair is responsible for developing and maintaining a current roster of all members of the Chapter, including name, government unit, address and telephone number of each, as well as their affiliation with National. In addition, the Membership Committee is charged with the duties of developing programs designed to maintain members and recruit new members.

#### **Term:**

One year.

#### **Job Duties:**

The Membership Committee Chair is responsible for maintaining information on its membership, and providing membership information to the Board and National. Duties include:

- Maintains a current list of members, certifications, date of receipt of certification and expiration, job position, governmental agency, address, phone numbers, national and chapter member designation, date of original membership year
- Develops new or edits old Membership Application as directed by the Board for current year
- Publishes Membership Application
- Sends out periodic reminders to renew memberships
- Works with Treasurer continuously to compare membership list against memberships paid for accuracy
- Provides report to the Board and Chapter each month regarding current membership
- Contacts and send Chapter information to potential members
- Contacts non-renewing members as a reminder, or to find out why they didn't renew when possible
- Files Year End Membership Report to National as required



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Professional Development Committee Chair**

#### **Responsibilities:**

The Professional Development Committee Chair is responsible for coordinating on-going purchasing related education to the Chapter membership as identified by the membership through an annual survey. The Professional Development Committee Chair shall work with both the National NIGP and the MN Chapter Board to determine what courses to provide as well as dates and location for such courses.

#### **Term:**

Two years.

#### **Job Duties:**

The Professional Development Committee Chair shall conduct a survey each year to determine what courses to offer for the coming year, and shall coordinate with the Board and National NIGP to provide such courses. Duties include:

- Selects courses with general membership input, secures dates and locations for courses, requests and verifies with National that the courses selected, dates and locations are acceptable (National will assign instructors to the selected courses)
- Publishes all pertinent information for each course on the website and events calendar
- Recruits attendees for each course through advertisement including the Wisconsin Chapter of NIGP, Iowa Chapter of NIGP, etc.
- Works with National to verify registrations, and to determine whether there are enough registrations to hold the course
- Informs Board of course participation numbers, courses, dates, times and locations. Informs the Board and membership if a course has not met minimums and has been canceled.
- Assists in coordination of the instructor travel and provides directions to the course location. Brings refreshments for attendees each morning as needed. On the first morning of the course, introduces the instructor to the class and speaks about the benefits of MN NIGP and certification. Answers all questions possible and seeks to provide answers if unknown
- Monitors course throughout the time scheduled as per National rules
- Upon completion of the course, picks up sign-in sheets, evaluations and remaining materials. Sends all required information back to National as soon as possible
- Files any reports to National as required



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Nominations Committee Chair**

#### **Responsibilities:**

The Nominations Committee Chair shall be responsible for gathering members who are interested in being nominated to a Board position, and presenting these nominations to the membership for election. The Nominations Committee Chair is also responsible for gathering nominations for Chapter awards, reviewing such nominations with the Nominations Committee, and presenting these awards at the annual meeting in January.

#### **Term:**

One year.

#### **Job Duties:**

The Nominations Committee Chair is responsible for finding members who are interested in being on the MN NIGP Board, determines whether they are interested in being an officer or a Board Member, and presents these candidates to the membership for election. Elections are prior to the start of the Business meeting at the Fall Conference, at which time results of the election are announced. Duties include:

- Informs Chapter membership of open Board positions. Publishes a description of responsibilities and the request for nominations on the website
- Seeks recommendations for the open Board positions with contact information. Speaks with current Board members who are eligible for re-election to see if they are interested in serving again
- Continues to make personal contact with recommended individuals until all positions have at least one (preferably two or three) nomination before the ballot is prepared
- Prepares ballot and publishes on the website
- Meets with Nominations Committee to count ballots after close of elections. Reports results to membership at the Fall Conference.

The Nominations Committee Chair is responsible for encouraging nominations for the various awards the Chapter officers, and for recommending modifications to the awards in an attempt to encourage additional nominations. Duties include:

- Makes suggestions for appropriate changes to awards program through the actions of the Board as needed. Ensures all changes are published on the website
- Announces the award program at Chapter meetings and coordinates publication on the website and social media as needed
- Encourages members to nominate others or themselves for the appropriate awards
- Accepts nominations prior to the November deadline established by the Nominations Committee Chair for all Chapter award nominations



## **Nominations Committee Chair**

- Brings all nominations/recommendations forward for approval by the Board during the December meeting
- Assists in the presentation of the awards at the January meeting

The Nominations Committee Chair shall perform other duties, including:

- Orders awards to be made in time for the January meeting
- Orders award of recognition for the outgoing Chapter President to be made in time for the January meeting



## **MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions**

### **Governance Committee Chair**

#### **Responsibilities:**

The Governance Committee Chair shall keep an accurate and current record of all Chapter Bylaws, Articles of Incorporation, Policies, Job Descriptions, Mission Statement and appropriate forms. The Chair shall advise Board members and Chapter members on all issues and questions relating to the adherence of Chapter Policies and Bylaws. The Governance Committee Chair is also responsible for obtaining a Purchasing Month Proclamation. The Governance Committee Chair monitors National for any changes to policies and bylaws as they relate to chapters.

#### **Term:**

One year.

#### **Job Duties:**

Proclamation:

- Contacts the State of Minnesota Governor's office requesting a "March is Purchasing Month" proclamation (by January)
- Completes any paperwork or application necessary for proclamation
- Receives, scans and distributes proclamation to Chaptermembers

Chapter documentation:

- Publishes current Bylaws, Articles of Incorporation, Policies, Mission Statement and Job Descriptions on the website
- Brings a copy of each to all Board meetings and Chapter meetings for reference
- Recommends any necessary changes to these documents to the Board
- Makes any changes to the documents agreed upon by the Board
- Reports to the Chapter any Bylaws changes in writing for a vote
- Makes any final changes to the documents

National NIGP documentation:

- Monitors NIGP.org website for any changes in policies or bylaws that affect chapters
- Reports these changes to the Board and makes recommendations when necessary