

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – PRESIDENT

FUNCTION:

The executive committee is the legal authority for PPAC. As a member of the executive committee, the **President** acts in a position of trust for the association and is responsible for the effective governance of the organization.

QUALIFICATIONS / SKILLS:

Must have completed at least one year of other board position term. Must be an active PPAC member in good standing and possess good communication and written skills and have a good understanding of the PPAC by-laws.

TERM:

The **President** is elected by the membership to serve for a two year term. They shall not hold the same office for more than one, two (2) years term.

REQUIREMENTS:

- Commitment to the work of the association
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and personnel/members
- A signing authority on behalf of the executive board
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Establish overall long and short term goals, objectives and priorities for the association
- Be an active member of the executive committee
- A signing authority on behalf of the executive board for financial and legal purposes
- Preside over membership meetings and introduce guest speakers

- Schedules executive committee meetings and special meetings as required
- Prepares periodic correspondence to members about the association
- Provides documentation of committee member service for certification purposes
- Files required documents to NIGP
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **President's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – VICE PRESIDENT

FUNCTION:

The executive committee is the legal authority for PPAC. As a member of the executive committee, the **Vice President** acts in a position of trust for the association and is responsible for the effective governance of the organization.

QUALIFICATIONS / SKILLS:

To be eligible must have completed at least one year of another board position term. Must be an active PPAC member in good standing and possess good communication and written skills and have a good understanding of the PPAC by-laws.

TERM:

The **Vice President** is elected by the membership to serve for a two year term. They shall not hold the same office for more than one, two (2) years term.

REQUIREMENTS:

- Commitment to the work of the association
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and personnel/members
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Establish overall long and short term goals, objectives and priorities for the association

- Be an active member of the executive committee
- A signing authority on behalf of the executive board for financial and legal purposes
- Preside over membership meetings and introduce guest speakers
- Schedules executive committee meetings and special meetings as required
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive board meetings.

REVIEW / APPROVAL:

Annually reviews the **Vice-President's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – SECRETARY

FUNCTION:

The executive committee is the legal authority for PPAC. As a member of the executive committee, the **Secretary** acts in a position of trust for the association and is responsible for the effective governance of the organization.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have a good understanding of the PPAC by-laws.

TERM:

The **Secretary** is elected by the membership to serve for a two year term. They shall not hold the same office for more than one, two (2) years term.

REQUIREMENTS:

- Commitment to the work of the association
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and personnel/members
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Establish overall long and short term goals, objectives and priorities for the association
- Prepare and maintain minutes for all general membership meetings and executive committee meetings
- Reviews, monitors and verifies accuracy of meeting minutes, and circulates to executive committee members

- Maintains web site for meeting minutes and associated hand outs
- Be an active member of the executive committee
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Secretary's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – TREASURER

FUNCTION:

The executive committee is the legal authority for PPAC. As a member of the executive committee, the **Treasurer** acts in a position of trust for the association and is responsible for the effective governance of the organization.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills, and have the ability to read/understand/interpret financial statements and have a good understanding of the PPAC by-laws. Basic level accounting skills are desirable.

TERM:

The **Treasurer** is elected by the membership to serve for a two year term. They shall not hold the same office for more than one, two (2) years term.

REQUIREMENTS:

- Commitment to the work of the association
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and personnel/members
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Establish overall long and short term goals, objectives and priorities for the association
- Ability to read/understand/interpret financial statements for the association
- Maintains PPAC bank accounts
- Files required documents and payments to NIGP

- Processes payments or reimbursements for members
- Maintains website for payment history and assigns certificates for attendance
- Prepares Treasurer's report and updates membership at quarterly meetings
- Be an active member of the executive committee
- A signing authority on behalf of the executive board for financial and legal purposes
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Treasurer's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – CO-OP PURCHASING CHAIR

FUNCTION:

The role of the **Co-Op Purchasing Chair** is to keep the membership informed about cooperative purchasing opportunities. This may include coordination of new cooperative bids on behalf of the members.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have an understanding of the PPAC by-laws.

TERM:

The **Co-Op Purchasing Chair** is appointed by the PPAC President for a two year term and can be renewed for additional terms.

REQUIREMENTS:

- Commitment to the work of the association
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Presents cooperative purchasing opportunities to the membership at quarterly PPAC meetings
- Researches new bid opportunities on behalf of chapter members as required
- Responds to inquiries about cooperative purchasing
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.

- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Co-Op Purchasing Chair's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – WEBSITE/TECHNOLOGY CHAIR

FUNCTION:

The role of the **Website/Technology Chair** is to maintain the website for the chapter.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have an understanding of the PPAC by-laws.

TERM:

The **Website/Technology Chair** is appointed by the PPAC President for a two year term and can be renewed for additional terms.

REQUIREMENTS:

- Commitment to the work of the association
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Maintains Chapter website, including details of upcoming events and chapter meetings
- Periodically attends training or conferences related to the chapter “website software” package on behalf of PPAC and communicates enhancements and changes to the executive board and the membership as required
- Responds to inquiries about the website functionality
- Acts as primary contact to the software vendor for the chapter’s website
- Educates executive committee members on software functionality as required
- Provides technical assistance to the membership as required

- Ensures that website remains current and relevant
- Presents website/technology reports at the quarterly PPAC meetings.
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Website/Technology Chair's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – LEGISLATIVE CHAIR

FUNCTION:

The role of the **Legislative** is to monitor legislative developments at the local, state and national level and communicate changes in laws or procedures to the membership. This may include attendance at periodic legislative sessions or testifying on behalf of the association.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have an understanding of the PPAC by-laws.

TERM:

The **Legislative Chair** is appointed by the PPAC President for a two year term and can be renewed for additional terms.

REQUIREMENTS:

- Commitment to the work of the association
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Monitors local, state and national legislative developments
- Periodically attends legislative sessions on behalf of PPAC and testifies as required
- Responds to inquiries about legislative developments
- Presents legislative reports to the membership at quarterly PPAC meetings.
- Periodically surveys members regarding support for laws impacting government procurement

- Contacts elected official when required to voice concerns related to proposed bills effecting government procurement
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Legislative Chair's** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – MEMBERSHIP CHAIR

FUNCTION:

The role of the **Membership Chair** is to coordinate membership development. This may include periodic membership solicitations or recruitment at trade show events and responding to inquiries regarding membership.

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have an understanding of the PPAC by-laws.

TERM:

The **Membership Chair** is appointed by the PPAC President for a two year term and can be renewed for additional terms.

REQUIREMENTS:

- Commitment to the work of the association
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Supports goals to achieve PPAC membership enhancements for the coming year.
- Responds to inquiries about membership in PPAC.
- Monitors membership levels and coordinates with Treasurer on member status.
- Coordinates periodic membership marketing campaign to prospective members by phone, email or US mail as directed by the PPAC executive committee.

- Contacts current members regarding membership renewals as required, encouraging them to renew.
- Keeps current on the member benefits and cost levels offered for membership, ie. Regular, Enhanced, Group Memberships
- Maintains membership brochure
- Presents membership reports at quarterly PPAC meetings.
- Introduces and welcomes “new” members to membership meetings.
- Identifies any membership incentives, as possible.
- May periodically survey members to ensure that members remain satisfied and that PPAC remains relevant to its members.
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Membership Chair’s** job description. Recommended changes are presented to the PPAC executive committee.

BOARD MEMBER - JOB DESCRIPTION

BOARD MEMBER – PROFESSIONAL DEVELOPMENT CHAIR

FUNCTION:

The role of the **Professional Development Chair** is to coordinate training and education on behalf of the membership as related to government procurement. This may include coordination of classes for certification or recertification through the Universal Public Procurement Certification Council (UPPCC).

QUALIFICATIONS / SKILLS:

Must be an active PPAC member in good standing and possess good communication and written skills and have an understanding of the PPAC by-laws.

TERM:

The **Professional Development Chair** is appointed by the PPAC President for a two year term and can be renewed for additional terms.

REQUIREMENTS:

- Commitment to the work of the association
- Attendance at quarterly board meetings
- Attendance at quarterly general membership meetings
- Be informed of the benefits and services provided by PPAC and publicly support them
- Prepare for and participate in the discussions and the deliberations of the executive committee
- To foster a positive working relationship with other executive committee members
- Be aware and abstain from any conflict of interest

DUTIES:

- Researches education and classes available through affiliated organizations such as NIGP, CASBO or others.
- Communicates training opportunities to the membership
- Coordinates seminars and classes on behalf of the membership
- Responds to inquiries about available class offerings

Professional Development Chair – Page 2

- Presents professional development opportunities to the membership at quarterly PPAC meetings.
- Reviews Web Page and recommends updates as required
- Writes periodic articles for website as required.
- Participates on other committees or assignments as required.
- Participates in executive committee board meetings.

REVIEW / APPROVAL:

Annually reviews the **Professional Development Chair's** job description.
Recommended changes are presented to the PPAC executive committee.