



**VIRGINIA ASSOCIATION OF
GOVERNMENTAL PURCHASING, INC.**

VAGP Ambassador Manual

Revised January 16, 2019
Approved

VAGP was organized in 1958 and has been a chartered chapter of the National Institute of Governmental Purchasing since 1978.



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Please coordinate your activities with Carla A.B. Smith C.P.P.B, VAGP At-Large Member and Ambassador Coordinator: Carla.Smith@vbschools.com or 757-263-1136.

Ambassador Program

What It Is

A program to provide outreach and communication to the membership of VAGP through the use of 9 geographical Zones within the commonwealth. This is accomplished in coordination with the various VAGP committees with specific Ambassadors to represent the Zones of VAGP as established through the Zone map.

Mission, Vision, Core Values

Mission

The mission of the VAGP Ambassador Program is to act as local liaisons between the VAGP organization as a whole and the organization's various regional VAGP membership and its potential members. The VAGP Ambassador Program supports and complements the various VAGP Committees in its outreach and actions.

Vision

The vision of the VAGP Ambassador Program is to:

- Stimulate growth – in our membership, in our collective education and experiences, and in learning opportunities within our various regions.
- Inspire communication and foster collaborative relationships between members of the region.
- Represent and advocate for educational and career developing interests of the various regions.

Core Values

The VAGP Ambassador Program is committed to encouraging and being a champion for its members or potential members by:

- Promoting the public procurement profession through communication of a breadth of opportunities available in various regions of the Commonwealth.
- Communicating ideas between the VAGP Board of Directors, VAGP Committees and VAGP members or potential members.
- Encouraging VAGP members who are passionate and committed to growing in the field of public procurement.
- Fostering networking and, educational opportunities and experiences that are of interest and accessible to all VAGP members or potential members.

Ambassador Expectations

Ambassadors are a vital component in support of VAGP's mission to promote professionalism in public procurement. In order to maintain a successful program, we ask that every Ambassador meet the following expectations:

- Issue a monthly or bi-monthly newsletter to their assigned zone highlighting local opportunities for networking, education, and career enhancement activities. (this should not be a forward of existing VAGP/NIGP emails that we already receive)
- Obtain quarterly membership updates and forward any bounced emails to the membership committee for follow-up
- Routinely check with your zone on opportunities to host a class or if they have a specific need that you might be able to facilitate getting a host for them.

- Reach out to non-VAGP members to see if they would like to become a member and keep the membership chair in the loop
- Consider hosting networking events
- * Optional * Write an article for the *News & Views*; Coordinate through the chairperson to ensure that only one is submitted per quarter per program.

Ambassadors and Zones

Zone 1: Ambassador is Andrea Philyaw

Email: andrea.philyaw@leps.org

(Loudoun, Fairfax, Fairfax City, City of Herndon, Town of Leesburg, Manassas, Manassas Park, Fauquier, Prince William, Falls Church, Alexandria, Arlington)

Zone 2: Ambassador is Nicole Robertson

Email: nicole.robertson@harrisonburgva.gov

(Frederick, Clarke, Warren, Shenandoah, Page, Rockingham, Harrisonburg, Augusta, Highland, Bath Staunton, Waynesboro)

Zone 3: Ambassador is Jennifer Stieffenhoefer

Email: stieffenhofer@charlottesville.org

(Rappahannock, Culpeper, Madison, Greene, Orange, Charlottesville, Albemarle, Louisa, Fluvanna)

Zone 4: Ambassador is Jamie Carter

Email: jlcarter1@spotsylvania.k12.va.us

(Stafford, Fredericksburg, Spotsylvania, King George, Caroline, Westmoreland, Essex, Richmond County, Northumberland, Lancaster, King and Queen)

Zone 5: Ambassador is Tonya Joyner

Email: Tovna.Joyner@VBSchools.com

(Accomack, Northampton, Mathews, Middlesex, Gloucester, James City County, York County, Williamsburg, Surry, Poquoson, Hampton, Portsmouth Norfolk, Virginia Beach, Chesapeake, Suffolk, Isle of Wright, Franklin, Southampton, Greensville, Emporia, Sussex, Newport News)

Zone 6: Ambassador is Kelly McClurg

Email: mcclurgk@chesterfield.gov

(King William, New Kent, Charles City, Prince George, Dinwiddie, Petersburg, Brunswick, Mecklenburg, Lunenburg, Nottoway, Amelia, Colonial Heights, Hopewell, Chesterfield, Henrico, Richmond, Powhatan, Goochland, Hanover)

Zone 7: Ambassador is Melissa Tillman

Email: melissa.tillman@lynchburgva.gov

(Nelson, Buckingham, Cumberland, Prince Edward, Charlotte, Halifax, Danville, Pittsylvania, Campbell, Appomattox, Lynchburg, Amherst)

Zone 8: Ambassador is Simone Knowles

Email: Simone.Knowles@roanokeva.gov

(Rockbridge, Buena Vista, Lexington, Bedford, Franklin, Henry, Martinsville, Patrick, Galax, Carroll, Floyd, Pulaski, Radford, Giles, Montgomery, Roanoke, Salem, Roanoke City, Craig, Botetourt, Alleghany, Covington)

Zone 9: Ambassador is Kimberly Robinette

Email: krbinette@bvua.com

(Bland, Wythe, Grayson, Smyth, Washington, Bristol, Scott, Lee, Wise, Norton, Dickenson, Buchanan, Russell, Tazewell)

