



**HANDBOOK FOR
OFFICERS,
BOARD MEMBERS
AND
COMMITTEE CHAIRPERSONS**

January / 2019

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Section 1

AFFILIATE OFFICERS – 2019

Utah Chapter NIGP Affiliate Officers 2019 Officers		
<p><u>President</u> Colette Brown Senior Buyer University of Utah PH: 801-585-1959 cbrown@purchasing.utah.edu</p>	<p><u>Vice President</u> Zac Christensen Director of Purchasing & Contracts Buyer Utah State Board of Education PH: 801-583-7538 zac.christensen@schools.utah.gov</p>	<p><u>Secretary</u> Gayle Christensen Senior Buyer Canyons School District PH: 801-826-5413 gayle.christensen@canyonsdistrict.org</p>
<p><u>Treasurer</u> Brandon Thomas Director of Purchasing & AP Salt Lake Community College PH: 801-957-4255 brandon.thomas@slcc.edu Brandon T</p>	<p><u>Immediate Past President</u> Jason Steinmann Purchasing Agent Granite School District PH: 385-646-4552 jjsteinmann@graniteschools.org</p>	<p><u>S. Utah Chapter Coordinator</u> Vacant</p>
Board of Directors		
<p>3rd Year Kurt Prusse, CPPB Director Jordan School District PH: 801-567-8710 kurt.prusse@jordandistrict.org</p>	<p>2nd Year Nancy Webb, C.P.M., CPPO Senior Buyer Canyons School District PH: 801-826-5418 nancy.webb@canyonsdistrict.org</p>	<p>1st Year Vicki Woodward Buyer Davis School District PH: 801-402-7810 vwoodward@dsmail.net</p>

Committees

Community Involvement

Name	Position	Organization	PH	Email
Rosemary Frenchwood	Buyer	Jordan School District		

Education

Name	Position	Organization	PH	Email

Finance

Name	Position	Organization	PH	Email

Historical

Name	Position	Organization	PH	Email
Julie Fisher	Buyer	Granite School District	385-646-4309	jlfisher@graniteschools.org

Honors & Awards

Name	Position	Organization	PH	Email

Membership

Name	Position	Organization	PH	Email
Erica Langenfass	Purchasing Agent	Sandy City	801-707-5174 c	elangenfass@sandy.utah.gov

Nominating

Name	Position	Organization	PH	Email

Public Relations & Marketing

Name	Position	Organization	PH	Email
(vacant) - Chair				
Tonya Hodges, CPPB	Buyer	Salt Lake City School District	801-578-8261 801-803-3249 c	tonya.hodges@slcschools.org
Jared Gardner, CPPO, C.P.M.	Director	Granite School District	385-646-4561	jbgardner@graniteschools.org

Section 2

INTRODUCTION AND HISTORY

This handbook has been created to establish written guidelines for consistent operations of the National Institute of Governmental Purchasing (NIGP), Utah Chapter. It is a tool and a reference guide to be used by present and future members of the NIGP Utah Chapter who are elected or appointed to conduct the business of the chapter. While this guide will provide a basis for the conduct of business, it will take the user's experience, knowledge and judgment to make it work most effectively. It is also intended to be reviewed periodically and updated to meet the changing needs of the times and the organization.

HISTORY OF THE UTAH CHAPTER

In late 2003, a number of public purchasing professionals met with Rick Grimm the Chief Executive Officer of NIGP. Several of them were members of NAPM Utah and were looking for an organization which would better meet the need of the group. Other individuals were members of the National NIGP organization and wanted to have a local chapter. That initial meeting was held in the Holiday Inn Downtown in Salt Lake City, UT. Grimm's presentation focused on what NIGP had to offer professionally and what was required to organize a chapter. After the meeting, Greg Maynard from the Salt Lake City School District contacted National NIGP to find out if anyone from their records might be interested in spearheading the organization of a local chapter. He was referred to Tracey Stevens of Salt Lake City Corporation and Carol Heales of Murray City.

The trio began meeting in a Subway Restaurant, in early 2004 to discuss how to get started in meeting the outlined requirements. It was decided that Tracey would serve as the formation committee chair, Greg would serve as vice chair and Carol would be secretary. They were joined from time to time by Brent Davidson of Murray City. After months of reviewing samples of by-laws and communicating with National, the official paperwork was submitted to form a Utah chapter.

On the 25th of May 2005, Ron Watkins, the National NIGP President, presented the charter and swore in the new chapter officers who were: Greg Maynard, President; Susan Swensen of St. George City, Vice President; Carol Heales, Secretary and Marlin McKinney of Alpine School District as Treasurer. It was decided to hold meetings every other month from September to May with the summer months for the new officers to meet and plan the next year's activities. Meetings were held in the Murray City Board room, 5025 South State Street. Accomplishments of that first year included:

- Registration with the State as a non-profit organization
- Selection of the chapter logo
- Setting up the chapter's bank account
- Securing a PO Box address
- Initializing a joint sponsorship with NAPM Utah (ISM) of the Governor's proclamation of March as Purchasing Month

The initial Utah Chapter meeting was held on September 21, 2005 in a conference room of the Salt Lake City School District and featured as guest speaker Douglas Richins, the Director of State Purchasing. Meetings followed in November, January, March and May. The May meeting was a mini-workshop held in the board room of St. George City. The theme was Emergency Procurement and Legal Issues. By the end of the first year, over 50 individuals had joined the chapter.

The challenge for the following year was to build on the successes of the first year and find ways to get more members involved, as less than half of the membership participated in the meetings and the workshop that first year due to distance or other conflicts.

Purpose and Objective

The purpose for organizing the chapter as defined by the formation committee was as follows: Promote ethical, efficient and cost-effective public purchasing.

- Provide educational programs, products and services.
- Provide a location and ambiance where purchasing professionals can share ideas.
- Facilitate the conduct of purchasing activities by public agencies.

The objective was to promote the quality and stature of public purchasing and to advance individual professionalism through training, networking and certification.

Mission Statement

The Utah Chapter aspires to benefit both its members' personal growth and their employers by including best practices of the profession and increasing each member's value to their respective organizations through education, networking and extended services and activities.

Section 3

POLICY AND PROCEDURES

Fund Disbursements Policy

- No funds over \$50 shall be expended or committed without prior approval, except in the case of emergency. The treasurer shall be notified as soon as possible of all the expenditure details.. Any purchase over \$50 not previously approved by the Board shall be followed up with a written approval and shall include any other appropriate backup documentation for the file.

Approvals

- Prior approval must be obtained from the Board on all un-budgeted commitments.
- Where a combined or single expenditure has been budgeted and exceeds \$200.00, the appropriate officer, Chapter President or Vice-President, and Executive Board must approve it prior to purchase.
- Requests for expenditures for Special Events, Seminars, Workshops, and other applicable activities should be approved by the President and the Executive Board at least 30 days prior to the event.
- Consolidated income and expenses will be shown on the Chapter Financial Statement.
- All expenditures must be supported by proper documentation, and approved by the Treasurer.
- Any requests that do not adhere to this policy must be presented to the Chapter Executive Board for approval.
- Any expenditure submitted more than 30 days after commitment must be submitted for Chapter Executive Board approval.
- For any commitment of Chapter funds in excess of \$50.00, the Treasurer must be notified by the Friday preceding the Chapter Executive Board meeting.
- All expenditures must have prior approval of the responsible officer. Each officer will be held responsible for his or her committee members adhering to this policy.
- Any expenditure in excess of \$200 or 20% of the current treasury balance, whichever is less, shall require the approval of the Executive Board.

Section 4

OFFICERS AND DIRECTORS

General

The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be a member ex-officio of all committees and perform all duties incident to the office of the President. The President shall be responsible for authorizing expenditure or commitment of Chapter funds, and may counter-sign checks issued on behalf of the Chapter. In the event the President is not available to sign, the Vice President may sign on their behalf.

Duties and Responsibilities

1. Chair all Board Meetings and participate in discussions and decision making of Chapter issues.
2. Set and publish an agenda for all Board meetings and oversee the order, discussion and committee reports of the meetings.
3. Submit such reports to the membership as prescribed in the Chapter By-Laws.
4. Annually renew the “Not for Profit” status of the chapter with the State of Utah prior to the end of the current year. A mailed notification will come giving information on how to renew on-line.
5. Serve as a facilitator for all Chapter workshops and meetings, introduce all guests, speakers and other attendees.
6. Serve as a representative to the National Institute of Governmental Purchasing for issues on behalf of the Chapter.
7. In the event of a tie vote within the Board, cast the deciding vote.
8. Assign duties to Officers and Committee Chairs that are in the best interest of the organization and appoint special committees to perform Chapter business as needed.
9. Represent the Chapter in a professional manner at all times
10. Select and award a recipient the Annual President's Award.
11. Work to train new Officers and Committee Chairs in order to facilitate a smooth transition when there is turnover in the Board.
12. Attend the NIGP Annual Forum on behalf of the Chapter if able. In the event that the President is unable to attend, the opportunity will move down the rank of the Officers and Board members.

General

The Vice President shall develop and administer program content, selection criteria, nomination and selection criteria pertaining to annual awards and scholarships, ensure that an audit of financial records is performed, and perform such duties as assigned by the President. The Vice President is authorized to sign or counter-sign Chapter checks in the temporary absence of the President or Treasurer.

Duties and Responsibilities

1. Serve as an active member of the Educational Committee assisting the committee chair person in developing and scheduling the workshops, and/or meetings.
2. Attend Board Meetings and workshops.
3. Participate in discussion and voting on organizational issues.
4. Responsible for coordinating annual “Chapter of the Year” application to NIGP.
5. Assist with the planning and preparation of special Chapter events.
6. Serve as an active member of the Honors and Awards (Scholarship) Committee.
7. Accept special assignments from the President or Board.
8. Give committee reports to the Board in the absence of the chairperson.
9. Assist newly elected Officers and Board members when needed.
10. Be familiar with and perform the duties of the President in the absence of the President.
11. Represent the Chapter in professional manner.
12. Attend the NIGP Annual Forum on behalf of the Chapter if able.

General

The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of the Chapter at each meeting. The Treasurer shall prepare and sign all Chapter checks and deliver to the President or Vice President for counter-signature.

Duties and Responsibilities

1. Maintain a complete and accurate record of all Chapter receipts, expenditures, and reimbursements.
2. Prepare a quarterly financial report and distribute to each board member. The report shall consist of all expenditures and revenues as well as current fund balances.
3. Prepare and sign all Chapter checks or arrange to designate this duty to the President or Vice President if the Treasurer is unavailable.
4. Maintain responsibility for the Chapter checking and savings accounts, keeping them balanced and in a secure place.
5. Pay all Chapter invoices as needed after verifying that the payment is appropriate.
6. Prepare and pay annual expenses, including: PO Box rental fee due in December of each year and annual renewal of Non-Profit license with the State of Utah due May of each year.
7. Attend and participate in monthly Board meetings, workshops, and business meetings, paying for all meeting expenses with the Chapter checkbook. The President shall act in the stead of the Treasurer should he/she not be able to attend.
8. Maintain the annual budget and alert the Board when expenditures are inconsistent with the budget goals.
9. Investigate banking issues for the checking and savings accounts as directed by the President or the Board.
10. Prepare the annual financial report to NIGP National at the beginning of the calendar year.
11. Send out annual membership invoices at the beginning of January each year. Forward copies of returned chapter membership applications to the Membership Committee Chair for coordination and tracking purposes.
12. Read and be knowledgeable with NIGP Chapter Financial Management Guidelines. See NIGP website.
13. Monitor the PO Box and distribute the mail to the appropriate person.
14. Perform other duties as related and directed by the President or the Board.
15. Represent the Chapter in a professional manner.
16. Attend National Forum when possible.

General

The Secretary shall maintain a written record of the proceedings of all meetings of the Executive Board and of the Chapter, oversee the mailing or e-mailing all notices of meetings and affairs of the Chapter to the members of the Chapter or as appropriate, to NIGP, and perform such other duties assigned by the President or Executive Board.

Duties and Responsibilities

1. Attend Board and Chapter meetings taking minutes of the proceedings and recording all actions voted on by the Board.
2. Distribute at each Board and Chapter meeting the minutes of the prior meeting. Minutes may be posted on the Chapter website.
3. Participate in discussion of Chapter affairs and business, casting a vote on issues.
4. Participate in committee assignments as volunteered for or assigned by the President or Board.
5. Assist with the preparation and distribution of workshop flyers and Chapter newsletters.
6. Perform other duties as required and directed by the President or Board.
7. Keep the Bylaws of the NIGP Utah Chapter up to date and current. Keep copies where they are readily available.
8. Represent the Chapter in a professional manner.
9. Attend Annual Forum when possible.

General

The Immediate Past President serves in an advisory capacity to the current officers and Board and assists with the management of the Chapter's business. He/she reports to the President.

Duties and Responsibilities

1. Attend all Board meetings and participate in the discussions and vote on matters of business.
2. Advise the President and Board on issues, questions, and problems.
3. Help perpetuate the primary objectives and purposes of the Chapter as applicable and practical.
4. Deliver to the succeeding president all books, records, documents and other Chapter property that are important for continuation of the office.
5. Advise the incoming president on matters of unfinished business, offer recommendations and suggestions appropriate to perpetuation of the Chapter's primary objectives, goals and purposes.
6. Perform other duties as assigned by the President or Board.
7. Represent the Chapter in a professional manner.

General (Directors)

The Directors shall perform duties as assigned by the President, and shall be elected to serve for a term of three years. They have over-watch responsibility for the physical properties of the Chapter, i.e. the charter, library books, checking account, etc.

Duties

1. Attend Board meetings and workshops and participate in discussion and voting on organizational issues.
2. Directors shall actively serve on Chapter committees as appointed by the President or the Board.
3. Assist with planning and preparation of special Chapter events.
4. Accept special assignments from the President when called upon to do so.
 - Library – keeping the books & magazines: checking them out & tracking them
 - History – Keeping track of photos and other items important to the history of the Chapter
5. Assist newly elected officers and directors when needed.
6. Represent the Chapter in a professional manner
7. Committee Assignments: 3rd Year Director is on the Finance Committee, 2nd Year Director is on the Membership Committees, 1st Year member is on the Education Committee.

Section 5

COMMITTEE CHAIRPERSONS

General

The Nominating Committee Chair shall be the Past President and the committee shall consist of not less than three (3) ~~national~~ members in good standing. He / She should focus the committee on recruiting candidates to fill the many positions of service within the Chapter, especially the officers, Board and chairman positions.

Duties and Responsibilities

1. Survey and nominate from the membership a slate of officer and Board member candidates to be recommended to the general membership for their vote at the November Chapter meeting.
2. Announce the slate of candidates by mail or e-mail to the membership thirty (30) days prior to the November meeting.
3. Responsible for conducting the nominating and voting portion of the November meeting in accordance with the procedures established in the Chapter Bylaws.
4. Take additional candidate nominations from the floor for the offices for which voting will take place.
5. Prepare regular and absentee ballots to be used in the voting process.
6. Send absentee ballots with the November newsletter so those who wish to vote, but will not be in attendance at the November meeting, will be able to submit an absentee ballot.
7. Tally all votes and announce the new elected officers and board members
8. Induct the new board members to their positions.

General

The Finance Committee Chair shall be responsible for coordination of the annual review of the Chapter's financial records and preparation of the draft budget for the upcoming fiscal year. The committee shall consist of not less than two (2) ~~national~~ members in good standing, including the 3rd Year Director. The Treasurer shall be an ex-officio member of the Committee. He / She should focus the committee on keeping the chapter fiscally sound and out of financial troubles.

Duties and Responsibilities

1. Review past year's Treasurer's records of the Chapter's income and expenses and verify the accuracy of the records.
2. Prepare and report the findings to the membership for the Chapter at the next meeting.
3. Prepare a draft budget prior to the end of the fiscal year.
4. Present the draft budget to the Board for approval prior to the next regular meeting.
5. Present the Board approved budget to the general membership for approval.
6. Assist the Treasurer, if necessary, in the preparation of the annual financial report to National.
7. The Committee's Chair shall make periodic reports to the President on the status of their activities.

General

The Education Committee Chair shall be responsible for the oversight of the committee and any sub-committees whose purpose is to plan, establish, and coordinate educational programs and workshops, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the membership. The committee shall consist of not less than three (3) ~~national~~ members in good standing, including the 1st Year Director. He / She should focus the committee on providing members with educational opportunities which lead to certification and/or professional knowledge.

Duties and Responsibilities

1. Attend Board meetings and report on the status of program and workshop schedules and topics.
2. Recommend the appointment of additional committee members to assist with the duties of the committee or sub-committees, i.e. Workshops and Seminars.
3. Survey and gather training topics from the general membership through formal and informal means.
4. Attend committee meeting and facilitate discussion and planning.
5. Present proposed training agenda to the Board for approval.
6. Investigate potential meeting and conference facilities.
7. Work directly with the NIGP National office to schedule and arrange for instructors.
8. Coordinate workshop and seminar needs for audio visual and other needs, i.e. refreshments or lunch.
9. Keep records of all expenses related to the workshops and seminars and prepare a report for the Board.
10. Arrange for the printing, distribution or publishing on the web site of all workshop and seminar flyers consistent with NIGP standards.
11. Coordinate and track all workshop and seminar fees paid with NIGP funds by Chapter Treasurer.
12. Monitor and track registrations for the workshops and seminars.
13. Create and have available at the event a sign-in roster of all workshop or seminar attendees.
14. Collect and publish trainer and speaker biographies prior to the event.
15. Create and distribute a survey sheet to obtain input from the attendees on the value of the event.
16. Submit a calendar of events to the Chapter newsletter editor for timely publication.
17. Shall keep records and report to NIGP all continuing education points earned by the membership during the current year.
18. Shall issue to each member a certificate of the annual continuing education points earned by them during the current year.
19. Represent the Chapter in a professional manner.
20. Perform other related duties as directed by the President or the Board.

General

The Membership Committee Chair shall be responsible for maintaining and managing the Chapter membership roster for both local and national memberships and for coordinating with the Educational Committee chair on the certification status of each member. Membership Committee shall consist of not less than two (2) ~~national~~ members in good standing, including the 2nd Year Director. He / She should focus the committee on the retention of current members and establishing a recruitment program to attract new members and a mentoring program to provide for new member orientation and mentoring.

Duties and Responsibilities

1. Attend Board meeting and report on the current membership status, i.e. dues paid and number of members.
2. Maintain a current membership directory, listing the following: Name, Certification, Chapter Position, Work Position, Employer, Work/Home Addresses, Work/Home Phone Numbers, E-mail Address, National &/or Local Membership.
3. Provide information as requested by persons interested in joining the Chapter and National. This information shall include a letter from the Chapter President or Membership Chair.
4. Review membership applications for completeness and approval and notify applicant of approval.
5. Coordinate with and send all new membership application fees to the Treasurer.
6. Provide all new members upon payment of dues with a certificate of membership in the Chapter.
7. Coordinate with the Treasurer for the sending out of membership dues invoices each January and delinquent notices when necessary.
8. Provide the Board and the membership, as requested, a listing of all members as listed in #2 above. Mark the listing confidential.
9. Prepare and send the annual membership report to NIGP National.
10. Organize an effective recruiting program in conjunction with the Public Relations committee.
11. Perform other related duties as directed by the President or the Board.
12. Represent the Chapter in a professional manner.

General

The Public Relations and Marketing Committee chair is responsible for communication with the Chapter membership and the community. The committee shall consist of not less than two (2) ~~national~~ members in good standing, including the 3 Year Director. . He / She should focus the committee on keeping the membership and outside community informed of what is happening within the chapter and what individual members are contributing to the community.

Duties and Responsibilities

1. Attend Board meetings and record relevant information for the Chapter Newsletter and report on progress.
2. Work with the Chapter Newsletter editor on the editing, submitting of articles and the publication of the newsletter 15 to 30 days prior to the bi-monthly meetings.
3. Encourage member input and submission of articles.
4. Utilize member's e-mail addresses to distribute the newsletter.
5. Coordinate with the Membership Chair to ensure that the membership e-mail information is current.
6. Manage the development, content and maintenance of the Chapter website and e-mail address.
7. Keep web site information current, develop new uses for the website as appropriate and provide the Board with regular updates on any proposed changes for their approval.
8. Develop policies and procedures for the use of e-mail based communications tools and serve as the system administrator.
9. Provide information on the NIGP and the Utah Chapter of NIGP to cities, governments, us
10. Perform other related duties as directed by the President or the Board.
11. Represent the Chapter in a professional manner.

General

The Honors and Awards (Scholarship) Committee Chair shall be responsible for the development and administration of procedures, award selection criteria, and final selection of recipients for the Professional Public Buyer of the Year Award and Professional Public Purchasing Manager of the Year Award

He / she should focus the committee on selecting the most qualified nominees for these awards as well as creating, as appropriate, other awards to recognize members for their outstanding service or contribution to the chapter and the profession. Likewise, scholarships may be established to encourage higher education students to select procurement as a profession.

The Vice President shall direct the Honors and Awards (Scholarship) Committee. The Honors and Awards (Scholarship) Committee shall consist of the following four Members:

Vice President, Chairperson; Chairperson of the Education Committee; Chairperson of the Membership Committee; Member-at-large from Chapter membership, nominated by the President and approved by the Executive Board.

Duties and Responsibilities

1. Review procedures and criteria used in selecting recipients of the Chapter's Purchasing Manager of the Year Award and Professional Buyer of the Year Award, and submit any recommended changes for approval to the membership no later than the second month of the Chapter's fiscal year. Any recommended changes shall be submitted to the membership, in writing, at least thirty (30) days prior to the next Chapter meeting in order to vote on the recommendation at that meeting. Upon approval by the membership, the President shall submit any changes to NIGP for approval. If no changes are deemed necessary, the Committee shall report this to the membership by the second month of the Chapter's fiscal year.
2. Notify all members of the procedures and deadlines for submitting nominations
3. Coordinate submission of the NIGP Chapter of the Year, nomination for the National Professional Public Buyer of the Year, and nomination for the National Professional Purchasing Manager of the Year Awards to NIGP, which are due to National by April of each year
4. Oversee the nomination and selection of the Chapter's annual awards using the criteria outlined in Section 8 of the handbook.
5. Prepare and give the annual awards to the recipients at an annual meeting.
6. Perform other related duties as directed by the President or the Board
7. Represent the Chapter in a professional manner.

General

The Historical Committee Chair is responsible for collecting data, information, photos and other items deemed appropriate for the historical records of the Chapter and for maintaining the information in perpetual files. He / She should focus the committee on maintaining an accurate record of the chapter's history and preserving artifacts and memorabilia.

Duties and Responsibilities

1. Attend Board meeting when invited and report on the progress or needs of the committee.
2. Recruit members to serve on the committee and assist in carrying out the duties of the committee.
3. Establish criteria for the types of information and artifacts to be included, e.g. photos, annual summaries of activities, awards, membership rosters, etc.
4. Verify the information and data that will be made a matter of record for the Chapter's history, to the extent possible and making note to the fact when the information could not be authenticated.
5. Collect, catalog and file the information for future Chapter purposes.
6. Keep the local Chapter's Facebook page up to date.
7. Coordinate with other Chapter committees as appropriate in the gathering of information or providing information to support a program or activity.
8. Turn over to the succeeding chairperson Chapter archives, records and material relating to the committee's work and responsibilities.
9. Represent the Chapter in a professional manner.

General

The Community Involvement Chair is responsible for coordinating volunteer and/or service opportunities for the chapter membership.

Duties and Responsibilities

1. Attend Board meeting when invited and report on the progress or needs of the committee.
2. Recruit members to serve on the committee and assist in carrying out the duties of the committee.
3. Become familiar with local volunteer and/or service organizations.
4. Coordinate one volunteer and/or service event per year for the chapter membership.
5. Communicate to Chapter members any volunteer and/or service opportunities throughout the year that may not be sponsored by NIGP.

Section 6

WORKSHOPS AND MEETINGS

Half-day workshops or meetings are scheduled for January, March, May, September and November. Workshops are usually scheduled between 9 a.m. and 12:00 noon, but may be scheduled to meet the needs of the membership or to accommodate the topics being presented. Special all-day workshops may be conducted from time to time as needed or deemed appropriate.

Workshop Topics

Topics are tailored to the day-to-day needs and concerns of public procurement professionals. A sample of the topics to be addressed include, but are not limited to, the following:

- Legislation Affecting Public Purchasing
- Benchmarking
- Recycling
- Surplus Property Disposal
- Material Management
- Writing Effective Specifications
- Using Current Technologies
- Sourcing Products
- Bid and Proposal Methods
- Emergency Procurement
- Certification Training
- Other pertinent topics
- Special Programs

Workshop Costs

The fees for regular meeting workshops will be free to current Chapter members and \$10 for non-Chapter members or former members. Perspective Chapter members may attend one workshop without being charged the \$10 fee. Full-day workshops costs will be kept to a minimum as determined by the cost of the event to include speaker fees, location rentals, meals, snacks, handouts and training material.

Special Workshops

Occasionally, special workshops may be scheduled in conjunction with other organizations in order to take advantage of all training opportunities that may prove beneficial to the membership. Such workshops are subject to Board approval.

Section 7

ANNUAL AWARDS

Types of Awards

The chapter may present the following awards on an annual basis.

- Professional Buyer of the Year
- Professional Purchasing Manager of the Year
- President's Award

Professional Buyer of the Year

This award may be presented to a Chapter member from the rank and file of buyer or purchaser, as directed by the Honors and Awards Committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing, and the Chapter during the fiscal year. See Attached Professional Buyer of the Year check list.

Professional Purchasing Manager of the Year

This award may be presented to a Chapter member from the rank and file of purchasing manager or supervisor, as selected by the Honors and Awards Committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing, and the chapter during the fiscal year. See Attached Professional Purchasing Manager of the Year check list.

President's Award

This award may be presented to a Chapter member who demonstrated outstanding leadership and accomplishment in the field of professional public purchasing. The awardees shall be selected by the current Chapter President, and shall not require a specific criteria or application process. The awardees shall be honored at an annual meeting, with the name of the individual being undisclosed until that time.

Nominations for Buyer and Manager of the Year

The Honors and Awards Committee may solicit and accept nominations for the above awards until February 1st of each year. Any member or officer may submit nominations. Members may submit written nominations to the committee members consisting of the nominee's name and agency. The committee will then contact the nominees and request detailed information regarding their past year's activities based upon the NIGP criteria.

Selection of Buyer and Manager of the Year

The committee will evaluate and score all nominations received and select one person for each award. The evaluation and selection shall be based on the latest NIGP scoring criteria. See the attached listing of criteria for the Buyer and Manager of the Year Awards. The award winners will be announced to the Board members in the March Board meeting. Official announcement via the Chapter newsletter shall be made at the March meeting.

The President may present the Buyer and Manager of the Year awards at an annual meeting. If the President is one of the award winners, then the Vice President or other officer shall make the presentation. The award shall consist of an engraved plaque with the winner's name and agency, and shall be consistent in quality and appearance to past awards.

National Awards

The chapter may forward its Buyer and Manager of the Year award winners to NIGP for consideration for national recognition. Each nomination submitted shall be in a complete and professional format. Manager of the Year and Buyer of the Year need to be turned into National NIGP no later than April 1 of each year.

Local Recognition

The Chapter Buyer and Manager of Year award winners shall be recognized in the next issue of the Chapter newsletter. Inform the Newsletter Editor of the awards so they can be announced in the newsletter.

Professional Buyer of the Year

The candidate has made significant contributions to the governmental entity served as demonstrated by:

- A. Initiating procurement concept that will lead to Excellence in Public Procurement (5 points)
- B. Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users - 1 point per policy or practice (5 points)
- C. Developing or directing the development or revision of Standard Operating procedures for procurement personnel and end users (4 points)
- D. Developing or directing the development or revision of a manual for vendors (4 points)
- E. Serving on a committee or task force involved in developing, implementing, or revising procurement procedures -1 point per interest group activity (3 points)
- F. Serving as a member of a working group, board, committee or task force on procurement-related subjects (3 points)
- G. Serving a governmental group, civic organization, or association, not procurement-related, such as a Mayor’s Committee on Safety, Government Employees Credit Union, United Way, Diversity, Employee Recognition Committee, etc. (2 points)
- H. Service award recipient or recognition nominee (non-Chapter related award), please specify (2 points per award, 4 points max)

The candidate has made significant contributions to the Chapter as demonstrated by:

- A. Serving as an Officer of the Chapter (3 points per year, 6 points max)
- B. Serving as a Committee member of the Chapter (2 points per year, 4 points max)
- C. Serving as an instructor for a Chapter training session (3 points)
- D. Serving as a Training Coordinator for the local Chapter, (3 points)
- E. Serving as a Chapter Webmaster or Website Administrator (2 points)
- F. Serving as a mentor for the NIGP Distance Learning Program (1 point per student, 2 points max)
- G. Serving as an instructor for UPPCC certification review sessions (2 points)
- H. Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Network or other purchasing-related publications (1 point per article, 5 points max)
- I. Serving as a Chapter special assignment volunteer, vendor show or expo coordinator or conference coordinator(2 points per year, 4 points max)
- J. Developing a special survey, study, or report for the Chapter (2 points)
- K. Other Chapter volunteer-related activity, please specify (2 points)

Notes:

Professional Purchasing Manager of the Year

The candidate has made significant contributions to the governmental entity served as demonstrated by:

- A. Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users (5 points)
- B. Demonstrated efforts to recruit and retain professional purchasing staff (2 points)
- C. Establishment of a staff development program including internal, external training (3 points)
- D. Developing, recommending, implementing, reviewing, and managing a budget (including funds for staff training and certification). (5 points)
- E. Developing or directing the development or revision of a manual for procurement personnel, users, or vendors (4 points)
- F. Serving on a committee or task force involved in developing, implementing, or revising new procurement procedures (3 points)
- G. Service award recipient or recognition nominee (non-Chapter related awards), please specify (1 point per award - 4 points maximum)
- H. An example of an Innovative Bid Call produced by Manager (4 points)

The candidate has made significant contributions to the Chapter as demonstrated by:

- A. Serving as an Officer of the Chapter (3 points per year, 6 points max)
- B. Serving as a committee member of the Chapter (2 points per year, 4 points max)
- C. Serving as an instructor for a Chapter training session (3 points)
- D. Serving as a Training Coordinator for the local Chapter, (3 points)
- E. Serving as a Chapter Webmaster or Website Administrator (2 points)
- F. Serving as a mentor for the NIGP Distance Learning Program (1 point per student, 2 points max)
- G. Serving as an instructor for UPPCC certification review sessions (2 points)
- H. Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Network or other purchasing-related publications (1 point per article, 5 points max)
- I. Serving as a Chapter special assignment volunteer (2 points per year, 4 points max)
- J. Developing a special survey, study, or report for the Chapter (2 points)
- K. Other Chapter volunteer-related activity, please specify (2 points)

Notes

Section 8

WEBSITE AND PROTOCOL

The chapter website is located at www.nigputah.org.

Annual costs for website use shall be paid to the current web hosting service. As of January 2019, the Chapter is using Weebly.

Pricing may change yearly.

Section 9

NIGP CODE OF ETHICS

The Institute believes that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization, and that these principles should be a condition of membership.

Each member:

Seeks or accepts a position as head or employee only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the institute and its staff should at no time or under any circumstances accept, directly or indirectly gifts, gratuities, or other things of value from suppliers that might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, about problems and progress of applicable operations by emphasizing the importance of facts.

Resists encroachment upon, or control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis. Politics, religion, ethnicity, gender and age carry no weight in personnel administration in the agency being directed or served.

Neither seeks nor dispenses personal favors. Handles each administrative problem objectively and emphatically without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

APPENDIX A

HISTORY OF OFFICERS, DIRECTORS AND COMMITTEE CHAIRPERSONS

2005-2006 Officers and Committee Chairpersons

President	Gregory Maynard, CPM	Salt Lake City School District
Vice President	Susan Swensen, CPPO	Saint George City
Secretary	Carol Heales	Murray City
Treasurer	Marlin McKinney	Alpine School District

Committee Chairpersons

Finance	Gary Hansen, C.P.M.	Granite School District
Membership	Marie Guarascio	West Valley City
Professional Development	Merlene Wixon & Dean Pope. C.P.M., CPPB	Weber School District Granite School District
Newsletter	Mindi Bos	Sandy City

2006-07 Officers, Directors and Committee Chairpersons

President	Gregory Maynard, CPM, CPPO	Salt Lake City School District
Vice President	Merlene Wixom	Weber School District
Secretary	Mindi Bos	Sandy City
Treasurer	Rosemary Frenchwood	State of UT Dept of Human Svc
1 Year Director		
2 Year Director		
3 Year Director		

Committee Chairpersons

Audit/ Budget		
Awards		
Communications		
Historian		
Membership		
Nominating		
Education Program	Dean Pope, C.P.M., CPPB	Granite School District

2008 Officers, Directors and Committee Chairpersons

President	Gregory Maynard, CPM, CPPO	Salt Lake City School District
Vice President	David Bryan	Utah Dept of Transportation
Secretary	LaDonna Haslam	Utah Dept of Transportation
Treasurer	Jared Gardner, CPM, CPPO	State of UT Purchasing
1 Year Director	Dean Pope, C.P.M., CPPB	Granite School District
2 Year Director	Glendon Mitchell, CPM	Salt Lake County
3 Year Director	Paul Mash	State of UT Purchasing

Committee Chairpersons

Honors & Awards	Penni Taylor, CPPB	Utah Dept of Transportation
Newsletter	Tonya Hodges	Salt Lake City School District
Financial	Gayle Gayler	Salt Lake County
Historian	Mindi Bos	Sandy City
Membership	Stephen Elms	Draper City
Nominating	Tara Allred	South Jordan City
Public Relations & Market	Paul Kikuchi, CPPB	Utah Dept of Transportation
Education	Tiffany Sorenson, CPSM	Salt Lake City Corp

2009 Officers, Directors and Committee Chairpersons

President	Paul Mash	State of UT Purchasing
Vice President	David Bryan	Utah Dept of Transportation
Secretary	Craig Calvert, C.P.M., CPPO	Riverton City
Treasurer	Gayle Gayler	Salt Lake County
1 Year Director	Glendon Mitchell, CPM	Salt Lake County
2 Year Director	Jared Gardner, CPM, CPPO	State of UT Purchasing
3 Year Director	Carol Heales	Murray City
Past President	Gregory Maynard, CPM, CPPO	Salt Lake City School District

Committee Chairpersons

Honors & Awards	Jessica Sims	Salt Lake County
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial		
Historian	Mindi Bos	Sandy City
Membership	Stephen Elms	Draper City
Nominating	Tara Allred	South Jordan City
Public Relations & Market	Paul Kikuchi, CPPB	Utah Dept of Transportation
Education	Tiffany Sorenson, CPSM	Salt Lake City Corp

2010 Officers, Directors and Committee Chairpersons

President	Glendon Mitchell C.P.M. CPPO	Salt Lake County
Vice President	Tiffany Sorensen, CPSM	Salt Lake City
Secretary	Michael Rigby	State of Utah Purchasing
Treasurer	Gayle Gayler	Salt Lake County
1 Year Director	Jared Gardner CPPO, CPM, MBA	Granite School District
2 Year Director	Carol Heales	Murray City
3 Year Director	George Brinkerhoff	Salt Lake County
Past President	Paul Mash	State of Utah Purchasing

Committee Chairpersons

Honors & Awards		
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial		
Historian	Mindi Bos	Sandy City
Membership	Stephen Elms	Draper City
Nominating		
Public Relations & Market	Greg Maynard CPPO, CPM, MBA	Salt Lake City School District
Education	Tracie Montano CPPB	Utah Dept of Transportation

2011 Officers, Directors and Committee Chairpersons

President	Jared Gardner CPM, CPPO, MBA	Granite School District
Vice President	Kurt Prusse	Weber School District
Secretary	Kay Healey	Alpine School District
Treasurer	Mark Parry	State of Utah Purchasing
1 Year Director	Adrian Ruger CPM	State of Utah Purchasing
2 Year Director	George Brinkerhoff	Salt Lake City Corporation
3 Year Director	Greg Maynard	Salt Lake City School District
Past President	Glendon Mitchell, CPM, CPPO	Salt Lake County

Committee Chairpersons

Honors & Awards		
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial	Mary Parry	State of Utah Purchasing
Historian	Kate Fotsch	University of Utah
Membership	Steve Elms	Draper City
Nominating		
Public Relations & Market	Trever Ward	Utah Dept of Transportation
Education	Tracie Montano, CPPB	Utah Dept of Transportation

2012 Officers, Directors and Committee Chairpersons

President	Adrian Ruger, CPM, CPPB	State of Utah Purchasing
Vice President	Trever Ward	Utah Dept. of Transportation
Secretary	Kay Healey	Alpine School District
Treasurer	Mark Parry	State of Utah Purchasing
1 Year Director	George Brinkerhoff	Salt Lake City Corporation
2 Year Director	Greg Maynard	Salt Lake City School District
3 Year Director	Tracie Montano, CPPB	Utah Dept. of Transportation
Past President	Jared Gardner CPM, CPPO, MBA	Granite School District

Committee Chairpersons

Honors & Awards	Trever Ward	Utah Dept. of Transportation
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial	Garrett Johnston	State of Utah Purchasing
Historian	Jennifer Porter	State of Utah Purchasing
Membership	Glendon Mitchell, CPM, CPPO	University of Utah
Nominating		
Public Relations & Market	Trever Ward	Utah Dept. of Transportation
Education	Mike Smith	University of Utah

2013 Officers, Directors and Committee Chairpersons

President	Adrian Ruger, CPM, CPPB	State of Utah Purchasing
Vice President	Trever Ward	Utah Dept. of Transportation
Secretary	Jennifer Porter	State of Utah Purchasing
Treasurer	Tyler Barnes	State of Utah Purchasing
1 Year Director	Greg Maynard	Salt Lake City School District
2 Year Director	Tracie Montano, CPPB	Utah Dept. of Transportation
3 Year Director	Polly Alles	University of Utah
Past President	Jared Gardner CPM, CPPO, MBA	Granite School District

Committee Chairpersons

Honors & Awards	Trever Ward	Utah Dept. of Transportation
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial	Garrett Johnston	State of Utah Purchasing
Historian	Nikki Sanchez	State of Utah Purchasing
Membership	Debbie Smith	Granite School District
Nominating	Jared Gardner	Granite School District
Public Relations & Market	Glendon Mitchell	State of Utah Purchasing
Education	Mike Smith	University of Utah

2014 Officers, Directors and Committee Chairpersons

President	Trever Ward	Utah Dept. of Transportation
Vice President	Jennifer Porter	State of Utah Purchasing
Secretary	Nikki Sanchez	State of Utah Purchasing
Treasurer	Tyler Barnes	State of Utah Purchasing
1 Year Director	Tracie Montano, CPPB	Utah Dept of Transportation
2 Year Director	Polly Alles	University of Utah
3 Year Director	Mike Smith	University of Utah
Past President	Adrian Ruger CPM, CPPB	State of Utah Purchasing

Committee Chairpersons

Honors & Awards	Jennifer Porter	State of Utah Purchasing
Newsletter	Tonya Hodges, CPPB	Salt Lake City School District
Financial	Garrett Johnston	State of Utah Purchasing
Historian	Denice Smith	State of Utah Public Safety
Membership	Sharon Pierce	University of Utah
Nominating	Adrian Ruger CPM, CPPB	State of Utah Purchasing
Public Relations & Market	Glendon Mitchell	State of Utah Purchasing
Education	Debbie Smith	Granite School District

2015 Officers, Directors and Committee Chairpersons

President	Jennifer Salts CPPB	State of Utah Purchasing
Vice President	Polly Alles	University of Utah
Secretary	Nikki Sanchez	State of Utah Purchasing
Treasurer	Sharon Pierce	Salt Lake County
1 Year Director	Randi Ruff	University of Utah
2 Year Director	Debbie Smith	Granite School District
3 Year Director	Lori Peterson, CPM, CPPO,	Davis School District
Past President	Trever Ward	Utah Dept. of Transportation

Committee Chairpersons

Honors & Awards	Polly Alles	University of Utah
Newsletter	Tonya Hodges CPPB	Salt Lake City School District
Financial	Adrian Ruger CPM, CPPB	State of Utah Purchasing
Historian	Joan Tuttle, CPPB	Davis School District
Membership	Jerilyn Midthun	Salt Lake City
Nominating	Trever Ward	Utah Dept. of Transportation
Public Relations & Market	Glendon Mitchell CPM, CPPO	University of Utah
Education	Eileen Boswell	Salt Lake Community College

2016 Officers, Directors and Committee Chairpersons

President	Polly Alles	University of Utah
Vice President	Joan Tuttle, CPPB	Davis School District
Secretary	Limher Montoya	University of Utah
Treasurer	Sharon Pierce	Salt Lake County
1 Year Director	Debbie Smith	Granite School District
2 Year Director	Lori Peterson, CPM, CPPO,	Davis School District
3 Year Director	Jason Steinmann	Granite School District
Past President	Jennifer Salts CPPB	State of Utah Purchasing

Committee Chairpersons

Honors & Awards	Joan Tuttle CPPB	Davis School District
Newsletter	Tonya Hodges CPPB	Salt Lake City School District
Financial	Adrian Ruger CPM CPPB	State of Utah Purchasing
Historian	Skip Foster	Granite School District
Membership	Jerilyn Midthun	Salt Lake City
Nominating	Jennifer Salts CPPB	State of Utah Purchasing
Public Relations & Market	Glendon Mitchell CPM, CPPO	University of Utah
Education	Jason Steinmann	Granite School District

2017 Officers, Directors and Committee Chairpersons

President	Polly Alles	University of Utah
Vice President	Joan Tuttle, CPPB	Davis School District
Secretary	Limher Montoya	University of Utah
Treasurer	Gayle Christensen	Canyons School District
1 Year Director	Lori Peterson, CPM, CPPO,	Davis School District
2 Year Director	Jason Steinmann	Granite School District
3 Year Director	Kurt Prusse	Jordan School District
Past President	Jennifer Salts CPPB	State of Utah Purchasing

Committee Chairpersons

Honors & Awards	Joan Tuttle CPPB	Davis School District
Newsletter	Tonya Hodges CPPB	Salt Lake City School District
Financial	Lori Peterson, CPM, CPPO,	Davis School District
Historian	Skip Foster	Granite School District
Membership	Jerilyn Midthun	Salt Lake City
Nominating		
Public Relations & Market	Jared Gardner	Granite School District
Education	Kurt Prusse	Jordan School District

APPENDIX B

HISTORY OF AWARDEES

2010

Professional Buyer of the Year

Tonya Hodges, CPPB
Salt Lake City School District

Manager of the Year

Paul Kikuchi, CPPB
Utah Department of Transportation

2012

Professional Buyer of the Year - Posthumously:

Dan Reisner, State of Utah Purchasing
Philip Johnson, Granite School District

Manager of the Year

Kay Healey
Alpine School District

2013

Professional Buyer of the Year

Debbie Smith
Granite School District

Manager of the Year

Nancy Orton
State of Utah

2014

Professional Buyer of the Year

Dean Pope
Granite School District

Manager of the Year

Gary Hansen
Canyons School District

2015

Professional Buyer of the Year

Joan Tuttle
Davis School District

Manager of the Year

Glendon Mitchell
University of Utah

President's Award

Polly Alles
University of Utah

2016

Professional Buyer of the Year

Nancy Webb
Canyons School District

Manager of the Year

Lori Peterson
Davis School District

President's Award

Skip Foster
Granite School District

2017

Professional Buyer of the Year

Manager of the Year

President's Award

Gayle Christensen
Canyons School District

2018

Professional Buyer of the Year

Stacey Smith
Weber School District

Manager of the Year

Brandon Thomas
Salt Lake Community College

President's Award

Colette Brown
University of Utah