



Procedures Manual
 For
 Officers, Directors, & Committee Chairs

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Revised: 9/98	

MARYLAND PUBLIC PURCHASING ASSOCIATION, INC. PROCEDURES MANUAL

Purpose

This manual is to assist those responsible for the management of Maryland Public Purchasing Association, Inc. in performing their duties in an effective, efficient, and productive manner.

Job descriptions for officers, directors, and committee chairs are included. Composition of the Executive Board and duties are identified. Also, important Association dates have been noted.

A description of the purchasing organization including local, regional, and national is included. Responsibilities of each and the relationships between them are shown.

Revised 9/98

Local and National Organization

The National Institute of Governmental Purchasing, Inc., (NIGP) is organized and operated primarily on two levels; locally and nationally, with the local or grass roots level being the base of the entire organization. The emphasis on membership activity is by region and local chapter.

Maryland Public Purchasing Association, Inc., is one of over fifty (50) local chapters of NIGP. Local chapters retain their independence as separate organizations in the selection and management of local activities. They pay an annual per member fee to NIGP and derive recognition and benefits accordingly. The funds to NIGP are used to provide programs, services, and activities nationally which would be difficult for a single group to afford.

National membership is divided into geographic regions. MPPA, Inc. is in Region III which comprises Delaware, Maryland, Pennsylvania, and Washington, D.C.

The NIGP Board of Directors consists of a president, three (3) vice presidents (one of whom is the representative of the Institute of Purchasing, England), a treasurer, thirteen (13) directors, and an executive vice president. The president is elected by the NIGP Board and must have been a member of the Board in order to qualify.

The NIGP Board is responsible for establishing policies and the yearly budget, approving activities and programs, appointing national committees and groups, giving general supervision to the management of NIGP. This Board must follow the NIGPP Constitution and ByLaws.

The NIGP national office is managed and operated by a paid professional staff under the direction of a full time salaried executive vice president who is selected and appointed by the Board. The numerous continuing programs and activities conducted by NIGP for the educational development of all members are first approved by the Board and then are carried out through various national committees and groups with support provided by the national office along with local chapters.

Officers, directors, and committee chairs for MPPA, Inc. should study and understand the organization of NIGP at each level so that they may better serve the MPPA, Inc. office they hold.

Composition of the MPPA, Inc. Executive Board and its Duties

The Executive Board consists of the President, Vice President, Secretary, Treasurer, the Immediate Former President, and five (5) Directors. The President chairs the Executive Board.

The Executive Board manages and controls the business of the Association and makes all expenditures from its funds in accordance with its ByLaws.

Executive Board meetings may be called by the President or any four (4) Board members.

The usual practice is to hold bi-monthly Board meetings on even-numbered months. However, the President may elect not to follow this schedule and is empowered to hold Board meetings as deemed necessary. Standing committee chairs are expected to participate at the Board meetings but do not vote except where the chairs also serve as elected members of the Executive Board.

The Executive Board may confer Retired and Honorary memberships, and votes upon Regular Members as proposed by the Membership Committee. The membership of any person shall be revoked by the Board for non-payment of dues ninety (90) days or more in arrears, after notification, at the discretion of the Board. Membership may be revoked by the Board for violation of NIGP Code of Ethics or other just cause, by the Board. A person considered for such revocation shall be provided written notice of the proposed action by the Board and be given the opportunity to show just cause as to why membership should not be revoked.

The Executive Board shall also approve conferring of (a) the Stanley D. Zemansky Award (the Association's highest honor); (b) Distinguished Service Awards; (c) Associations Purchasing Manager of the year, and Buyer of the Year awards.

NOTE: Members of the Executive Board must disclose any outside paid employment to the Executive Board. Regular employment by one's public agency or commission, or other federal, state, country, or municipal governmental entity is not subject to this disclosure.

Important Association Dates

The fiscal year of the Association commences on the first day of January and ends on the thirty-first day of December.

The elected officers and directors assume office after they are installed at the January membership (Installation of Officers and Director/s) meeting.

The incoming President shall appoint the Chair and with concurrence of the Chair appoint two (2) other members of the Nominating Committee. The incoming President also appoints chairs of each Standing Committee (Advisory Council, Educational Development, Facilities, Information and Research, Membership, Program, Public Relations, and Recognition) within thirty (30) days after assumption of office.

The May membership meeting is typically designated as "Support Staff Day" (formerly "Secretary's Night") and the September membership meeting is designated as "CEO Day" (formerly "Boss's Night").

MPPA nominations to NIGP for Buyer of the Year, and for Purchasing Manager of the Year (for the calendar year just completed) must be submitted in advance of the NIGP National Forum, by the date/s specified by NIGP (typically by the end of May). The same applies to a NIGP Chapter of the Year nomination.

The Nominating Committee shall submit a slate of eligible nominees for offices and directorships to the President in adequate time to be circulated to the membership but not less than thirty (30) days prior to the meeting at which the annual election shall be held (which is typically in November).

Procedure for Processing Invoices

All appropriate charges are to be directed to: MARYLAND PUBLIC PURCHASING ASSOCIATION, INC.

When a vendor is directing an invoice to MPPA, Inc., it should be sent to the attention of the Treasurer at the corporate address:

Maryland Public Purchasing Association, Inc.
9B West Ridgley Road, Suite 400
Timonium, MD 21093

There are basically three routes through which an invoice may reach the Treasurer for payment:

1. Invoices direct from vendor to Treasurer: When the vendor submits the invoice directly to the Treasurer, the authorized person incurring the expense should advise the Treasurer that the invoice is coming. Reference to applicable budget, committee (or other) authorization and amount to be paid should be given to the Treasurer.

For example: April, 1998 Educational Development expense
Conference room for Sam Smith, instructor
Workshop, April 5, 1998, \$30.00
OK/Ed U. Kayshun, Chair

2. Invoices from vendor to committee chair or member: In those instances when a vendor submits an invoice to the chair or member, the invoice should be reviewed and approved by the committee chair prior to referral to the Treasurer.

For example: April 5, 1998 MPPA workshop
Refreshments \$50.00
OK/ED U. Kayshun, April 12, 1998

3. Invoices charged directly to the Chair or member: On direct billing to the Chair or member, he or she may pay the invoice and apply for reimbursement. A copy of the invoice and reason for the purchase must be submitted to the Treasurer.

For example: The invoice is billed and mailed directly to the member, Mr. Ed U. Kayshun and the charge is a budgeted purchase. Mr. Kayshun may pay the vendor, and note the invoice such as:

Educational Development committee expense
Rental of A-V overhead projector and screen, \$25.00
April 5, 1998 MPPA workshop
OK, paid cash (check, or charge card) on April 5, 1998
Ed U. Kayshun, Chair.

The invoice should be sent to the Treasurer with a note or letter requesting payment.

The Treasurer is responsible for prompt payment of bills. The bills are to be checked for accuracy and approvals prior to payment. Association checks must be signed by an authorized officer of the Association (Treasurer, President, or Secretary).

NOTE: MPPA, Inc. in concert with its incorporation, has a Federal ID Number. However, the application process for a State of Maryland Sales Tax Exemption has not been completed. Once the Sales Tax Exemption has been granted, and received by MPPA, Inc., vendors should be advised by the members making purchases in behalf of MPPA, Inc. of the exemption number at time of applicable purchases.

Responsibilities and Duties: Officers and Directors

Position Title: President
Appointed By: Elected one year
Reports To: membership, as represented by the Executive Board of Directors
Scope of Responsibility: The President is the principal executive officer of the Association, Chair of the Executive Board, and is responsible for administration of all the affairs of the Association under its ByLaws. As executive officer, the President is also responsible for overall leadership in the development of policy, organization, and achievement of Association objectives.

Specific Responsibilities:

- Preside at General Membership and Executive Board meetings.
- Become familiar with: (1) the Association's ByLaws, and the Procedures Manual; (2) NIGP's Articles of Organization and ByLaws.

- Appoint: a Nominating Committee Chair and with the concurrence of the chair appoint two (2) other members; and chairs of all Standing Committees within thirty (30) days after assuming office; also such other committees may be necessary. Serve as ex-officio member of and assign the duties to the various committees. Assign Executive Board Directors: to oversee assigned committees and, in the chair's absence, report at Association business meetings as to the committees' activities and progress. Confer periodically with committee chairs or with the oversight Directors for the committees to ensure proper duties performance.
- Assure that each officer, director, and committee chair receives a current copy of the Association's procedure manual.
- Assign the Vice President's duties and ensure that the Vice President is kept informed of Association business matters.
- Authorize expenditures of commitments of Association funds. Expenditures and commitments exceeding \$500 require Executive Board prior approval.
- Fill any Executive Board vacancy which may occur, in accordance with the Association's ByLaws.
- Prepare a "President's Message" for publication in the Associations FINEPRINT newsletters.
- Serve as a voting NIGP Chapter Relations Committee member.

Position Title: Vice President

Appointed By: Elected one year

Reports To: President and Executive Board

Scope of Responsibility: The Vice President assists the President in carrying out the objectives of the Association, act for and in behalf of the President in the event of the President's inability to act.

Specific Responsibilities:

- As a member of the Executive Board, attend all Executive Board meetings.
- Perform such other duties as may be assigned by the President or the Executive Board.
- Assume the office of President in the event the office is vacant before the completion of the term of office.
- Preside over Association meetings in the absence of the President.

Position Title: Treasurer

Appointed By: Elected one year

Reports To: President and Executive Board

Scope of Responsibility: The Treasurer is responsible for the collection, safekeeping, and disbursement of funds of the Association.

Specific Responsibilities:

- Keep an accurate record of all receipts and disbursements, with enough supporting detail to meet audit requirements.
- Obtain signature cards for President, Secretary, and Treasurer from all banking institutions carrying Association accounts.
- Collection of Dues:
 - Render invoices to members for Association dues (invoices should be mailed November 20), for payment due by January 1st.

- Collect dues, keep accurate records of dues paid, and follow-up on any which are in arrears. Any active member whose dues are ninety (90) days or more in arrears shall be subject to revocation of membership when approved by the Executive Board.
- Receive all monies from social events, and other sources together with adequate substantiating details as to source and deposit in the Association's account/s.
- Promptly prepare checks for all invoices after proper notification. Association checks require one authorized signature, either of the Treasurer, President, or Secretary.
- Check monthly bank statements, and have any discrepancies corrected promptly.
- Submit an accurate Treasurer's report to the Executive Board at its business meetings.
- Maintain record of attendance at each Association membership meeting and event, including members and guests (paid and courtesy).
- Submit to the membership an accurate Treasurer's report at Association business meetings, and make the report available upon request of members or appropriate inquirers.
- Maintain a current active ("paid") membership roster including all changes of adding and dropping members as notified by the Secretary.
- Arrange for the annual audit, to be Implemented within one month following the completed fiscal year, with the auditor/s approved by the Executive Board.
- Assist and coordinate with the Secretary and Membership Chair for the annual submitted by the Secretary of required MPPA income tax reports in a timely manner.
- Deliver to the successor all checks, books, records, documents, and other property of the Association that came into the Treasurer's custody, or that have been created during the Treasurer's term of office.

Position Title: Secretary
 Appointed By: Elected one year
 Reports To: President and Executive Board

Scope of Responsibility: The Secretary is custodian of all Association records, handles official correspondence, and compiles and maintains accurate membership records.

Specific Responsibilities:

- Prepare minutes of Executive Board and Membership meetings. Distribute copies of the minutes to the Executive Board and chairs as applicable. Have the minutes available for reading at the next meeting for approval. Maintain a file of the approved minutes.
- Handle official correspondence as directed by the President and the Executive Board, including the issuance of meeting and Association seminar/workshop notices. Maintain a complete file of correspondence received from officers, directors and committee chairs.
- Purchase necessary supplies, including Association printed stationary and roster.
- Initiate letters to newly elected, retired, and honorary members acknowledging their election into such membership.
- Maintain Association membership data base, maintain and update membership roster to include changes in names, addresses, titles, professional certifications, phone numbers, etc.

- Submit to NIGP a copy of General Membership meeting minutes within one (1) month after approval of the minutes by the Association.
- Coordinate with the Treasurer and Membership Chair for the timely submittal of required annual tax returns for MPPA, submitting same to the respective tax authorities when and as may be required and reporting action and date accomplished to the Executive Board.
- Deliver to the successor all books, records, documents, and other Association property that came into the Secretary's custody of that have been created during the Secretary's term of office.

Position Title: Director

Appointed By: Elected for a three-year term, or the balance of an unexpired term.

Reports To: Membership

Scope of Responsibility: Directors, along with the other directors and officers on the Executive Board, manage the Association's business.

Specific Responsibilities:

Attend all meetings of the Executive Board.

- Have voice and vote on all matters of business relating to the conduct of the Association including budget approval and the disbursement of funds as provided in the ByLaws.
- Review and approve the eligibility requirements for membership applicants. Carefully review the status of prospective members and approve them for membership as appropriate.
- Give reports at Association business and Executive Board meetings in the absence of assigned committee chairs of the committee/s activities.
- Deliver to the Association President, at the end of the directors term, any Association property that may be in the custody of the Director.

Position Title: Immediate Former President

Appointed By: Definition, as the most recent former President of the Association holding regular membership.

Reports To: President

Scope of Responsibility: The Immediate Former President, along with others on the Executive Board, manages the Association's business.

Specific Responsibilities:

- Attend all meetings of the Executive Board
- Have voice and vote on all matters of business relating to the conduct of the Association including budget approval and disbursement of Association funds as provided by the ByLaws.
- Advise the President and Executive Board on issues, questions, and problems, offering the wisdom of experience gained during the incumbent's term/s of office and membership on the Executive Board.
- Serve to help perpetuate the primary objectives and purposes of the Association as applicable and practicable.
- Deliver to the succeeding president all books, records, documents, and other Association property that may have come into the incumbent's custody or that was created during the completed term of office as president. Advise the incoming president on matters of unfinished business, offer recommendations and suggestions appropriate to the perpetuation of the Association's primary objectives, goals, and purposes.

Committees

The President appoints the following Standing Committee Chairs within thirty (30) days after assuming office:

- Advisory Council
- Educational Development
- Facilities
- Information and Research
- Membership
- Program
- Public Affairs
- Recognition

On the following pages, there is a brief statement of the scope of responsibilities for the Standing Committees and for other active committees:

- Budget and Finance
- ByLaws
- Cooperative Purchasing
- Certification Review
- Cultural Diversity
- Historical
- NIGP Regional Conference
- Nominating
- Social

Position Title: Advisory Council

Appointed By: President

Reports To: President and Executive Board

Scope of Responsibility: The Advisory Council shall act in an advisory capacity to the president and Executive Board.

Specific Responsibilities:

- The chair shall attend all meetings of the Executive Board.
- Provide research, advice, guidance, knowledge, and experience in resolving matters before the Executive Board. Furnish written report/s of the Council's response/s in a timely manner to the Executive Board.
- Submit written reports to the Executive Board of recommendations or suggestions of its own that, in its best judgment, will provide the welfare and best interest of the association.
- Review proposed changes to the Association's ByLaws and report accordingly in a timely manner to the Executive Board. Furnish a copy of such report to the ByLaws Chair.
- The chair shall deliver to his or her successor copies of reports including recommendations and suggestions previously submitted to the Executive Board, and appropriate documents such as Council's correspondence and other Association materials in the chair's custody.

Position Title: Budget and Finance Committee

Appointed By: President

Reports To: President

Scope of Responsibility: The Budget and Finance Committee is responsible for planning and overseeing the finances of the association consistent with the annual budget.

Specific Responsibilities:

- The chair selects a committee to assist in carrying out the duties of the committee
- Prior to the October Executive Board meeting, the chair, with the president's guidance, shall prepare for submission to the Executive Board a budget for the new fiscal year. Steps to be taken in its preparation include:
 - Requesting budgetary needs from the officers, directors, and committee chairs, for the new fiscal year with a detailed explanation relative to their budgetary request. This information should be received within two (2) weeks from the date of request.
 - Prepare a total proposed budget from the data received.
 - Submit a copy of the proposed budget to the president for review prior to the October Executive Board meeting.
 - Present copies of the proposed budget to each Executive Board member at their October meeting.
- Serve as overseer of the budget. The treasurer will forward monthly statements of monies received and expended with amounts listed. The chair has the authority to challenge, or bring to the attention of the Executive Board, any item that is not in line with the approved budget.
- Render advice or give direction as to the Association's financial status to the Executive Board and committees.
- Work with the treasurer to review the association's financial picture and as appropriate make suggestions for improvement.
- The chair shall turn over to his or her successor copies of Association records, files, and materials in the custody of the chair.

Position Title: ByLaws Committee
Appointed By: President
Reports To: President

Scope of Responsibility: Review the Association's ByLaws for conformity with the Association's charter.

Specific Responsibilities:

- Select a committee of members to assist the chair in performing the duties of the committee.
- Recommend changes deemed necessary and appropriate; submit draft of the recommended changes to the Advisory Council for its review and send recommendations to the Executive Board for approval before submitting the proposed changes to the members for adoption.
- Submit the approved change/s to the National Institute of Governmental Purchasing, Inc.
- Furnish a copy of amended ByLaws to the President, for attorney referral relative to the Association's charter as an incorporated entity, if required.
- The Chair shall deliver to his or her successor Association materials and files in the chair's custody relative to the business of the committee and the Association.

Position Title: Certification Review Committee
Appointed By: President
Reports To: President

Scope of Responsibility: The Certification Review Committee is responsible for scheduling, announcing, registering, and holding certification review sessions primarily for Association members to help prepare them for formal examination for certification as either CPPO or CPPB by the National Institute of Governmental Purchasing, Inc.

Specific Responsibilities:

- Select a committee of members holding CPPO or CPPB national certification and who are capable to assist the chair in holding the review sessions.
- Establish budget and charges/fees to be assessed to attendees for enrollment; obtain approval of the Executive Board for the budget and the proposed sessions.
- Schedule the review sessions, typically in the autumn, so as to avoid association or other major events. Sessions are generally held on Saturdays, either one or two weeks apart, and to be completed in advance of announced schedule for examination/s to be held by the NIGP.
- Publicize the sessions in advance so as to optimize registration with announcements being made at membership meetings and advertised in the Association Fineprint newsletter.
- Obtain volunteers holding current CPPO or CPPB certification to serve as instructors. Each instructor should understand when and what portion of the materials are to be covered in their assignments and have text and other material as may be needed to effectively instruct the class.
- Make reservations for a suitable facility to accommodate the classes including parking. Furnish refreshments for both morning and afternoon for the classes, as budgeted. Obtain audio-visual equipment if needed, such as microphone, lectern, flipchart.
- Maintain attendance records; furnish the Historical committee with a copy of the review session/s announcement for purpose of record.
- Turn over to the succeeding chair records and materials relating to the committee's work and responsibilities.

Position Title: Cooperative Purchasing Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Inform the membership of cooperative purchasing efforts in the State of Maryland. Attempt to broaden the cooperative purchasing base where feasible and practical.

Specific Responsibilities:

- Select a committee of members to assist in the programs and initiatives of the committee.
- Establish a network of public purchasers within the State of Maryland for the purpose of identifying mutual interest in establishing and maintaining contracts for goods and services accessible by the various agencies within the State.
- Identify and define specific mutual needs which may be competitively contracted with prices, discounts, and delivery requirements satisfactory to authorized agency users.
- Where regional contracts may better respond to interests of interested agencies, establish and maintain same.
- The chair shall deliver to his or her successor Association materials and files in the chair's custody relative to the business of the committee and the Association.

Position Title: Cultural Diversity Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Evaluate public purchasing's role within the State of Maryland in meeting needs to create and maintain a culturally diverse workplace.

Specific Responsibilities:

- Select a committee of members to assist the chair in performing the duties of the committee.
- Review programs and activities involving cultural diversity concerns within the public purchasing operations and activities within the State. Identify any such existing cultural diversity problems and determine their extent, report same including recommendations and suggestions for solutions to the Executive Board.
- Serve as liaison between the Association and responsible State officials and departments as directed by the Executive Board.
- The chair shall deliver to his or her successor Association materials and documents in the chair's custody relative to the business of the committee and the Association.

Position Title: Educational Development Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Plan, develop, and implement seminars, workshops, courses, and other activities which will contribute to the educational and professional development of members and enhance the public's perception of the association.

Specific Responsibilities:

- Select and organize a committee of qualified, dependable members to develop and promote a diversified and well-balance educational program
- Develop and maintain a list of Association members and their area/s of expertise.
- Stay current and knowledgeable concerning NIGP training aids, literature, and programs available for local use.
- Conduct at least two workshops annually, preferable in the Spring and Autumn to optimize member participation.
- Promote interest in NIGP certification and recertification of members.
- Assist certified members in their activities leading to recertification.
- Coordinate with the Information and Research committee for announcing Association and NIGP seminars, workshops, and related educational activities.
- Support higher education's initiatives toward including procurement courses in their degree programs.
- 9. Maintain records including: certifications as of January 1st of current year; new member CPPO and CPPB certifications; number of NIGP seminars sponsored and number/s of attendees; training manuals developed by the committee/ Association; documented promotion of college credits for NIGP seminars offered through the Association; Association workshops and expos (excluding Association meetings and seminars) and attendance/s. Furnish a copy of these records to the Historical committee chairperson for purpose of record and possible nomination as "NIGP Chapter of the Year".
- 10. The chair shall deliver to his or her successor Association materials, documents, and files in the chair's custody relative to the business or the committee and the Association.

Position Title: Facilities Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Arrange the meeting place for membership business meetings, assist in greeting members upon their arrival, register the visitors and members, collect applicable dinner meeting fees if not collected in advance, verify head-count of diners for restaurant's dinner billing.

Specific Responsibilities:

- Select a committee of members to assist in carrying out the duties of the committee.
- Negotiate contractual matters including dates, times, dinner rates, menu for each meeting, podium and audio-visual needs applicable to the program/s, registration and head table and other seating needs, and adequate coat racks, etc.
- Notify restaurant in advance, giving reservations for expected member and guest attendance.
- Provide an accurate head count of those having dinner to the treasurer and management of the restaurant or other facility utilized; the count to be taken promptly upon seating of attendees for dinner so there is no dispute with the facility management as to actual count subject to dinner fee charge.
- Notify the restaurant/meeting facility manager of reasonable complaints by the Association and its guests and any concerns or problems appropriate for their correction or attention.
- Become familiar with the members and greet them upon their arrival at dinner business meetings. Special emphasis should be made to assure that new members feel they are a welcome part of the Association and group.
- The chair shall deliver to his or her successor Association materials and records in the chairperson's custody relative to the business of the committee and Association.

Position Title: Historical Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Collect data and information deemed appropriate for the historic record of the Association, verifying the information to the extent possible. Maintain the information in perpetual files and carry it forward for reference/archival Association purposes.

Specific Responsibilities:

- Select a committee of members to assist in carrying out the duties of the committee.
- Establish criteria for types of information to be collected, including: MPPA Buyer, and Manager of the Year; Honorary members; years in which MPPA won national Chapter of the Year awards; Stanley D. Zemansky awardees; Distinguished Service awardees; officers, directors, committee chairpersons (including date/s of service to MPPA); special events, such as year/s MPPA hosted NIGP annual Forum; members who have held national office and received national awards (e.g. NIGP's Albert Hall award, and Distinguished Service recognition).
- Verify information and data, to the extent possible to be made a matter of record for the Association. In the event data, such as that which predates the committee is not authenticated in Association minutes or other records, make appropriate notation that the information is deemed correct based upon collaborative interviews with (name the) authorities.
- Collect, catalog, and file the information for future Association purposes.
- Inform the Executive Board in advance for purpose of planning regarding upcoming special programs or ceremony as may be appropriate, e.g., for the 25th Association anniversary.

- Coordinate with other Association committees as appropriate such as Program, Recognition, and Information and Research regarding announcements, programs, special events, and awards.
- Turn over to the succeeding chair Association archives, records and materials relating to the committee's work and responsibilities.

Position Title: Information and Research Committee
 Appointed By: President
 Reports To: President

Scope of Responsibility: Publish the Association's newsletter, Fineprint, conduct research surveys, gather and maintain information and data of general interest to the membership.

Specific Responsibilities:

- Prepare, publish and distribute on a bi-monthly basis, the Fineprint newsletter to the membership. Seek to have the publication out by the end of the month so as to inform members of the following meeting in sufficient time to facilitate attendance.
- Include articles such as the President's Message, member information (promotion, agency change, certification, etc.), announcements of upcoming programs, workshops, seminars, special programs, Association elections, NIGP news, and positions wanted or available.
- Review copies of other chapter's newsletters for ideas and thoughts to share with the membership. Send courtesy copies of the Fineprint to other NIGP chapters in an exchange of information initiative.
- Coordinate with Historical committee regarding furnishing copies of newsletters, any research innovations, innovative concepts, and evidence of promotion of NIGP Code of Ethics for purpose of Association nomination as NIGP Chapter of the Year.
- Invite, receive, and review individual's suggestions and copy for potential publication. Check and verify information to the extent practical and necessary.
- Consult with the President and Executive Board in matters and issues of concern relative to sensitive material and information before proceeding to publish as Association news.
- In the event of error or omission related to a published newsletter, print a correction and apology in the next newsletter in behalf of the Association.
- Turn over to the succeeding chair Association records and materials relating to the committee's work and responsibilities.

Position Title: Membership Committee
 Appointed By: President
 Reports To: President

Scope of Responsibility: Actively promote continued growth of the Association. Review the eligibility of prospective new members and carry out membership policies set by the President and the Executive Board.

Specific Responsibilities:

- Select a committee of members to assist in carrying out the duties of the committee.
- Contact governmental purchasers and other prospective members and invite them to a membership meeting.
- Distribute applications for membership.

- Carefully review all applications to ensure that membership requirements and eligibility standards are met. Have each approved application signed by the Membership chair.
- After approval by the chair, forward copy of prospective member applications to the Executive Board with the committee's recommendation for acceptance. In the event the applicant is rejected by the committee or the Executive Board, the committee chair shall advise the applicant of rejection.
- Initiate letters of welcome to new members, outlining the purpose of the Association and list services available. Also arrange for preparation and distribution of membership certificates.
- Contact members who have not attended several meetings to try to determine reason for absence and report comments to the President.
- Advise Treasurer and Secretary of new members for purpose of record and roster maintenance.
- Furnish information relative to the Association's membership status as may be required by the Secretary and Treasurer for the submittal of required annual MPPA income tax returns.
- For purpose of nominating of the Association for NIGP Chapter of the Year, maintain data, effective the first day, also the last day of each calendar year, including: number of Association members, and number of NIGP national agency memberships, and individual Associate memberships held by Association members.
- Turn over to the succeeding chair Association records and materials relating to the committee's work and responsibilities including membership files, and any other information helpful in performing the committee's work.

Position Title: NIGP Regional Conference Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Responsible for planning and coordinating the fall conference for NIGP Region III whenever our Association will be hosting the annual event, or coordinating as appropriate in the event another Region III association will be hosting the event.

Specific Responsibilities:

-
- Select a committee of members to assist in carrying out the duties of the committee.
- Prepare a plan for a conference to be held in autumn (traditionally October) similar to the NIGP national Forum and products exposition encompassing both educational development and trade show facets.
- Coordinate activities for the conference with the chair of the Educational Development committee; promote the upcoming conference via the Association's Fineprint newsletter.
- Report to the Executive Board following the conference outlining the successes, failures, and recommendations for future efforts.
- Furnish to the Historical committee for purpose of Association nomination for NIGP Chapter of the Year, final data including copy of promotional material, program with agenda events, speakers topics, and attendance by States within Region III.
- Prepare a handbook outlining the steps required for presenting this conference for use by successive committees.
- Turn over to the succeeding Association chairperson records and materials relating to the committee's work and responsibilities.

Position Title: Nominating Committee

Appointed By: President

Reports To: President

Scope of Responsibility and How Appointed: The President appoints the Chair and, in consultation with the Chair, appoints at least two other committee members within thirty (30) days after office is assumed. An effort should be made to include committee members from differing geographic and agency representation.

Consider and evaluate the recommendations from the membership regarding potential candidates for officer or director. Solicit nominees from the MPPA Regular Membership list. Members of the Nominating committee are precluded from becoming a nominee for officer or director while serving on the committee.

Specific Responsibilities:

- Inform potential nominees of the responsibilities, duties, and term of service associated with the position considered for election. Advise potential nominees to secure approval and support from the supervisor to assure capability to fulfill duties and obligations related to service if elected.
- Determine that nominees for election are:
 - regular members of the Association in good standing for at least one (1) full year immediately preceding the election
 - either employed by an agency holding membership in NIGP, or hold individual Associate membership in NIGP, for offices of President, Vice President, and Treasurer;
 - willing and able to fulfill the responsibilities of the position open for election;
 - not serving as an employee, member of a board or advisory group or committee, or serve in any other formal on-going activity, with or without remuneration of a for-profit organization whose primary clients sell products or services to governmental entities.
- Seek to obtain nominees from differing geographic regions within the State, and from differing types and sizes of agencies (federal, state, county, municipality, etc.)
- Submit a slate of eligible nominees to the President in adequate time but not less than thirty (30) days prior to the meeting at which the election shall be held.
- Convene at such other times as necessary to develop a slate of eligible candidates to fill positions of officers and directors occasioned by vacancies.
- Turn over to the succeeding Chair Association materials and records in the vacating chair's custody relative to the business of the committee and Association.

Position Title: Program Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Plan and present a series of programs which will be informative and which will stimulate the interest of members.

Specific Responsibilities:

- Select a committee of members to assist in carrying out the duties of the committee.
- Provide the speaker and topic or arrange for a timely and appropriate program for each membership meeting.
- Recognize that the attendance at Association meetings and growth of the association is largely related to the interest and quality of the programs.
- Coordinate with the Membership committee for preparing a name badge for the speaker/s.

- The chair shall arrange through the Facilities committee special equipment which may be required such as VCR, projector and screen, microphone/s, chalkboard, flipchart, and special seating or table arrangements.
- Typically, the chair introduces the guest speaker for the program.
- Chair shall approve any fee, travel or other expenses of the Program committee, and see that an honorarium is provided when appropriate. These expenses and any other Program committee expenses shall not exceed the budgeted amount.
- The chair shall write to the speaker after each program thanking the speaker for the contribution made.
- The chair shall turn over to the succeeding chair Association materials and records in the chair's custody relative to the business of the committee and Association.

Position Title: Public Affairs Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Responsible for reviewing proposed local and State of Maryland legislation, regulations, and policies impacting on the public procurement process, and for developing position statements consulting with the Executive Board for Association position to the extent possible and practical, then submitting same to the appropriate legislative committee or governing authority in behalf of the Association.

Specific Responsibilities:

- Develop a Public Affairs committee of active, interested members.
- Upon approval of the Executive Board, transmit the Association's recommendations to the appropriate authorities and provide testimony in support of the Association's position on matters of legislative concern affecting public procurement and this Association.
- 3. Coordinate with associated organizations, such as the National Association of Educational Buyers, the National Association of Purchasing Management, Inc., or its local affiliate, the National Association of Purchasing Management-Maryland, Inc., and to the National Institute of Governmental Purchasing, Inc. to the extent they might wish to prepare similar recommendations on such procurement related issues.
- Publicize to the extent appropriate the Association positions in the Association's Fineprint newsletter. Where encouraged by the Executive Board, seek to have Association position statements printed in local newspapers and other appropriate media.
- Turn over to the succeeding chairperson Association records and materials in the custody of the outgoing chair relating to the work and responsibilities of the committee and the Association.

Position Title: Recognition Committee

Appointed By: President

Reports To: President

Scope of Responsibility: The Recognition Committee is responsible for notifying the membership of awards, honors, promotions, and other newsworthy accomplishments of members of the Association and shall be responsible for notifying the membership of hospitalization, deaths, or other items of concern regarding Association members.

Specific Responsibilities:

- Select a committee of members to assist the chair in performing the duties of the committee.
- When appropriate, arrange for flowers or fruit to be sent to ill members. Send flowers to a member's funeral or in lieu of flowers, other appropriate expression of sympathy if requested by the deceased's family.

- Announce at the membership meeting the illness status of our members; announce promotions or changes of duties, also special awards or achievements of the membership; coordinate announcement with the Information and Research committee for publication in the Fineprint newsletter.
- Prepare awards for presentation, including the Stanley D. Zemansky Award, Distinguished Service Awards, Association Buyer, and Purchasing Manager of the year; gavel for the incoming president; plaque for the outgoing president; certificates of appreciation; certificates of honor; and any other award that they Association may wish to bestow.
- Coordinate with the Program and Educational committee to determine needs of awards to be presented to guest speakers and presenters; obtain the awards for presentation by the chairperson involved. Presently, the award is a pewter paperweight with the Association logo engraved thereon.
- Prepare and submit an asking budget for next year to the Budget and Finance committee by September.
- Administer the awards nomination processes for the Zemansky and Distinguished Service Award/s in concert with the Executive Board, which selects the awardees to be honored.
- Turn over to the succeeding chair Association records and materials relating to the committees work and responsibilities, supplier source list, copy of current budget, and other materials in his or her custody.

Position Title: Social Committee

Appointed By: President

Reports To: President

Scope of Responsibility: Make all arrangements for the Association's social functions.

Specific Responsibilities:

- Select a committee of members who are capable and dependable to assist the chair in planning social events.
- 2. Make reservations early for hotel or other facilities and for music as appropriate. Have reservations confirmed to the Association in writing. Other details such as menu, refreshments, decorations, tickets, invitations, podium, microphone, head table (if needed), etc. may be arranged later but by appropriate deadlines.
- The business arrangements generally are the same for all affairs. All monies received by the committee are recorded and turned over to the Treasurer. All expenses incurred are invoiced to the Association, and after approval are turned over to the Treasurer for payment. A report covering those transactions is forwarded to the Treasurer following each of the affairs summarizing the above.
- Coordinate announcements of the events with the editor of the Fineprint newsletter to achieve timely publicity.
- Furnish the Historical committee chair with a copy of announcements for each event for the Association archives.
- Turn over to the succeeding chair Association records and materials including any other Information in his or her custody deemed helpful in performing that committee's work.