



*Promoting Professional
Public Purchasing
Since 1969*

OPPA POLICY HANDBOOK

for

Officers, Board Members, and Committee Chairpersons



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SECTION 1

JUNE 2017-DECEMBER 2018

OFFICERS, DIRECTORS, COMMITTEE CHAIRS

Officers and Directors

President	Diane Murzynski, CPPO, CPPB	City of Albany
Vice President	Eric Wicks, CPPB	Tualatin Valley Fire and Rescue
Treasurer	Camber Schlag, CPPB	Marion County
Secretary	Stephanie Lehman, CPPO, CPPB	Oregon Dept. of Transportation
1-Year Board Director	Melody Waight, CPPB, CDT, OPBC	Oregon Dept. of Fish & Wildlife
1-Year Board Director	Larry Pelatt, CPPO, CPPB	City of Portland
2-Year Board Director	Kaliska King, CPPB	Oregon Dept. of Admin Services
3-Year Board Director	Donnell Fowler, CPPB, OPBC	Oregon Dept. of Transportation
3-Year Board Director	Bobbi Matthews, CPPO, CPPB	Port of Portland
Immediate Past President	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services

Committee Chairpersons

Chapter Liaison	Lee Fleming, CPPB	Multnomah County
Communications	Matt Shoemaker	Oregon Dept. of Corrections
Community Involvement	Julia Alpernas, CPPB, OPBC	Oregon Dept. of Education
Diversity	Stephen Nelson	Lane County
Historian	Katie Shaw, CPPB	Oregon Lottery
Legislative	Brian Smith, CPPO	Multnomah County
Membership	Connie Lelack, CPPO, CPPB	Oregon Dept. of Transportation
	Gwen Chapman, CPPO	City of Bend
Mentorship	Tara Maffeo	Oregon Dept. of Transportation
Merchandise	Elaine Baker, CPPO	City of Hillsboro
Newsletter	Kevin Walther, CPPB	Chemeketa Community College
	Adam Bergerson, CPPB	Dept of Public Safety, Standard
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Past Presidents Advisory	Linda Lichty, CPPB	Retired
	Donnell Fowler, CPPB, OPBC	Oregon Dept. of Transportation
	Christine Moody, CPPO, CPPB	Port of Portland
	Kate Shaw, CPPB	Lottery
Professional Development	Jennifer Huston	City of Medford
	Kelly Davis-McKernan	City of Portland
Professional Outreach	Adam Helvey, OPMA	Oregon Dept. of Admin Services
Program	Christine Moody, CPPO, CPPB	Port of Portland
Scholarship	Jacob Clotfelter, CPPB	Marion County
Sponsorship	Jennifer Jolley, CPPB, OPBC	Oregon Dept. of Admin Services
Website	Bryanne Grafton-Conrad	Multnomah County
	Cate Antisdel, CPPO	City of Portland

SECTION 2

INTRODUCTION AND HISTORY OF OPPA

This Policy Handbook (Handbook) was produced upon direction from the Oregon Public Purchasing Association (OPPA) Board of Directors in 2012 to establish written guidelines and policies for consistent operations of the organization.

The Handbook is to be used by present and future members of OPPA who are elected or appointed to conduct our business. While this Handbook provides a good base, it will certainly take the knowledge, experience, and judgment of professionals to make it work. Also, as our organization changes over time, so will the responsibilities of its Board of Directors. This Handbook is intended to be reviewed annually and updated to reflect those changes.

History of OPPA

OPPA was formed in 1969 by a group of purchasing agents from a variety of public agencies who met to discuss common purchasing concerns over dinner. The dinner meetings became routine and attendance at the meetings grew. The need for more structured meetings became apparent and Officers and Board members were elected. In 1982, the dinner meetings were changed to full day workshops to provide more time for training and discussions.

On May 9, 1991, OPPA became a chartered Chapter of NIGP The Institute for Public Procurement (NIGP). This affiliation is the finest governmental purchasing association in the world and provides many outstanding benefits for OPPA members, including professional certification, informational resources, and training.

Today the OPPA Chapter of NIGP boasts over 400 members from agencies throughout Oregon and southwestern Washington. OPPA promotes professional public purchasing through training and cooperative interaction. Workshops are structured to meet the changing needs of public purchasing professionals.

OPPA Purpose

To increase public purchasing knowledge, improve techniques, and provide intergovernmental cooperation through cooperative purchasing.

Principal Objectives

To promote the quality and stature of public purchasing, and to advance this profession through established programs.

OPPA Code of Ethics

1. To give first consideration to the objectives and policies of my public agency.
2. To conduct business with competence, integrity, and dignity and to encourage such conduct by other members.
3. Pursue the maximum value of each dollar of expenditure of public funds while complying with all public contracting statutes, rules and regulations.
4. To decline all personal gifts and gratuities.
5. To grant all organizations (bidders, proposers) fair consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
6. To accord a prompt and courteous reception in so far as conditions permit to all who call to conduct legitimate business.
7. To demand honesty in sales representation whether offered through verbal or written statement, an advertisement, or a sample of the product.
8. To foster the development of professional standards among colleagues in his or her public agency and in other member agencies.
9. To prohibit the unauthorized distribution of the OPPA membership personal information.
10. To counsel and cooperate with OPPA members and to promote a spirit of unity.

General duties of OPPA Officers and Directors:

All OPPA Officers and Directors perform the following duties:

1. Be OPPA members in good standing and always represent the Chapter in a professional manner.
2. Counsel and cooperate with OPPA members and promote a spirit of unity.
3. Attend Board meetings and:
 - a. Promote a spirit of unity among the Board.
 - b. Conduct Chapter business with competence, integrity, and dignity, and encourage such conduct by other Board members.
 - c. Control and manage the finances of the Chapter while applying the fiduciary responsibilities commensurate with the position.
 - d. Discuss Chapter business, vote on organizational issues, and take action that will serve the best interest of the Chapter.
 - e. Provide the Board with monthly updates on relevant information.
4. Attend conferences, workshops, and other Chapter related events.
5. Assist with:

- a. Coordinating and preparing the NIGP annual Chapter of the Year and/or Excellence award applications.
 - b. Updating the Policy Handbook.
 - c. Welcoming and transitioning new Board members, Committee and Task Force Chairs.
 - d. Recruiting and training new Committee Chairs.
 - e. Planning and preparing for conferences, workshops, and other Chapter related events.
6. Forward any signed Agreements or Amendments by OPPA to the Treasurer for accounting and the Historian for records retention.
 7. Forward the OPPA Directors and Officers Insurance Policy to the Treasurer for accounting and the Historian for records retention.
 8. Perform the specific duties for each position described in further sections of this Handbook.
 9. Perform other duties as related and directed by the President.

Committee Chairs shall:

1. Be OPPA members in good standing and always represent the Chapter in a professional manner.
2. Counsel and cooperate with OPPA members and promote a spirit of unity.
3. Be responsible for oversight and coordination and completion of duties assigned to the committee as described further in this Policy Handbook.
4. Conduct committee business with competence, integrity, and dignity, and encourage such conduct by other committee members.
5. Attend conferences, workshops, and other Chapter related events as needed or required.
6. Submit income and expense projections for the annual budget and review monthly budget expenses.
7. Provide the Board with monthly updates on relevant information. If there is no new activity to report send the report stating: "No new activity to report".
8. Maintain relevant documentation for submittal of annual NIGP Chapter of the Year award and Excellence award application.
9. Maintain the committee webpage and provide information to Communications chair for distribution using social media.

10. Assist with:

- a. Recruiting and training new committee members.
- b. Updating the Policy Handbook.
- c. Planning and preparing for conferences, workshops, and other Chapter related events.

11. Perform other duties as related and directed by the President or the Board.

Taskforce Chairs shall:

- 1. Be OPPA members in good standing and always represent the Chapter in a professional manner.
- 2. Counsel and cooperate with OPPA members and promote a spirit of unity.
- 3. Be appointed by the President or the President's designee.
- 4. Report directly to the President or the President's designee.
- 5. Be responsible for oversight and coordination and completion of duties assigned to the committee as described further in this Policy Handbook.
- 6. Conduct taskforce business with competence, integrity, and dignity, and encourage such conduct by other taskforce members.
- 7. Provide the Board with monthly updates on relevant information.

SECTION 3

IMMEDIATE PAST PRESIDENT

General Duties and Responsibilities

1. Advise and assist the President, perform all duties incidental to the office of the Immediate Past President.
2. Chair the Compliance Audit Task Force and Budget Task Force, and Elections Task Force.
3. Update the Policy Handbook and distribute to Board for reviews and approval.
4. Coordinate and assist incoming President with planning the annual Board Transition meeting(s), Leadership retreat,
5. Assist with planning and preparation of special Chapter events.

SECTION 4

PRESIDENT

General Duties and Responsibilities

1. 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 Task Forces, perform all duties incidental to the office of the President.
2. Chair all Board Meetings and participate in discussion and decision making of Chapter issues.
3. Set and publish an agenda for all Board Meetings. Oversee the order, discussion, and Committee and Task Force reports of the meetings.
4. Serve on the Compliance Audit Task Force and Budget Task Force.
5. Host Chapter workshops, introducing guests, speakers, and other attendees as needed.
6. Host the President's reception at Fall and Spring Conferences, ensuring all members are welcomed to the function.
7. Serve as a representative to the NIGP the Institute for Public Procurement (NIGP) for issues on behalf of the Chapter, and update OPPA members on new issues and programs.
8. In the event of a tie vote within the Board, President shall cast the deciding vote.
9. Assign duties to Officers, Committees, and Task Forces that are in the best interest of the organization and appoint Task Forces to perform OPPA business as needed.
11. Attend the NIGP Annual Forum on behalf of the Chapter. If the President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
12. Serve as an alternate signer on the Chapter bank accounts.
13. Select and award a recipient of the Annual President's Award at the Fall Conference.
14. Contact and Coordinate with Department of Administrative Services on the recommendation to the Governor's Office for designating March as Purchasing Month in the State of Oregon and post proclamation on OPPA website. Send proclamation to NIGP to post on national website.
15. Submit OPPA Manager of the Year and Buyer of the Year award recipients' names to NIGP and provide a letter of recommendation to awardees on behalf of the Board.
16. Coordinate the review of the OPPA Policy Handbook with the Board annually.
17. Coordinate the review of the Five Year Strategic Plan, update action plans and track goal progress.

18. Coordinate with the Board and membership the approval of Bylaw revisions as needed.
19. Coordinate Voting Process for electronic voting.

SECTION 5

VICE PRESIDENT

General Duties and Responsibilities

1. Assist in the preparation of the upcoming, proposed budget.
2. Advise Chapter Committees and Task Forces as needed.
3. Perform the duties of President in the absence of the President.
4. Assist with planning and preparation of special Chapter events.
5. Accept assignments from President when called upon to do so.
6. Assist newly elected Officers and Directors when needed.
7. Attend the NIGP Annual Forum on behalf of the Chapter. If the Vice President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
8. Coordinate and oversee the submittal of the annual Chapter of the Year and/or Excellence awards application to NIGP and chair the National Awards Task Force.
9. Participate on the Sponsorship Committee.
10. Coordinate the NIGP Forum registration for OPPA members' group discount and ensure NIGP deadlines are met.
11. Attend NIGP's Aspire leadership development. If the Vice President is unable to attend, the opportunity may move down the rank of the Officers if Board approved.

SECTION 6

TREASURER

General Duties and Responsibilities

1. Maintain a complete and accurate record of all Chapter receipts, expenditures, and reimbursements using the Board approved Accounting software program on the OPPA Treasurer laptop. Back up the files when prompted by the accounting software on the OPPA Treasurer USB drive.
2. Prepare invoices as appropriate.
3. Keep the anti-virus and spyware protection up to date on the OPPA Treasurer laptop.
4. Reconcile checking accounts and credit card monthly transactions. Prepare a current financial report and distribute prior to Board meeting. The reports shall consist of all expenditures and revenues as well as current fund balances.
5. Prepare and sign all Chapter checks or arrange to designate this duty to the President if Treasurer will be unavailable.
6. Maintain responsibility for Chapter checking funds, keeping them balanced and in a secure place.
7. Pay all Chapter invoices submitted with signed Payment Request form with receipts attached. Prior to paying invoices, Treasurer shall verify that payment is appropriate and has been approved by committee chair and President. Two signatures are required for transactions over \$1,000.
8. Maintain the annual budget and alert Board when expenditures are inconsistent with budget goals.
9. Reimburse Officers, Directors, and members for OPPA approved expenses.
10. Prepare or have prepared and file the yearly tax return with the IRS and with the State of Oregon by May 15 and submit a copy to NIGP. Prepare or have prepared 1099s for independent contractors, if applicable.
11. Obtain W9s for independent contractors from Program Committee annually for 1099 preparation.
12. Submit year-end tax information form to NIGP for group tax exemption by March 1 annually.
13. Investigate banking issues for checking and savings account at the direction of the Board.

14. Receive chapter mail and forward to appropriate Board and Committee Chair Members.
15. Train the incoming Treasurer on using Board approved Accounting Software programs. Transfer custody of Laptop, USB Drive and other treasurer files to incoming Treasurer.
16. Maintain audit records by month; each file shall include a copy of the treasurer report, the bank statement, and receipts or documentation of each transaction.
17. Perform other duties as related and directed by the President or Board.
18. Gather agency payments and individual registrations to provide OPPA Forum Group Registration and payment to NIGP.
19. Maintain a master file for current contractual documents, i.e. insurance policy, chapter manager agreement, credit card processor, computer and virus protection, etc.

SECTION 7

SECRETARY

General Duties and Responsibilities

1. Maintain a written record of all Board meetings, Special meetings, and Membership meetings.
2. Maintain a record of all electronic voting by the Board and include in the monthly minutes of when the vote occurred.
3. Distribute to Board and Committee Chairs two weeks prior to each Board meeting, the minutes from the prior Board Meeting, Membership Meeting, or Special Meetings, including any electronic votes.
4. Perform duties of Treasurer for the Reverse Vendor Trade Show and maintain responsibility for RVTS checking funds, keeping them balanced and in secure place.
5. Attend RVTS committee meetings.
6. Pay all Chapter invoices submitted with signed Payment Request form with receipts attached. Prior to paying invoices, Treasurer shall verify that payment is appropriate and has been approved by committee chair and President. Two signatures required for transactions over \$1,000.
7. Coordinate with the Chapter Liaison to complete the RVTS audit within 90 days of the event.
8. Ensure approved minutes are on OPPA website monthly.

SECTION 8 DIRECTORS

General Duties and Responsibilities

1. Serve for a term of three (3) years.
2. Share responsibility for the following:
 - a. Assist the Vice President with coordination and preparation of NIGP's annual Chapter of the Year and Excellence Award(s) applications.
 - b. Provide updates to the Policy Handbook.
3. Assist in the administration of their committees including but not limited to:
 - a. Creating a yearly work plan for your assigned section.
 - b. Coordinate the Committees efforts with those of other Committees.
 - c. Work with the President to find new Committee Chairs or members as needed.
 - d. Train and guide Committee Chairs.
 - e. Review promotional materials, newsletter, or social media articles prior to publication.

5 Director Positions:

Director of Professional Outreach

- (a) Membership
- (b) Mentorship
- (c) Diversity
- (d) Professional Outreach

Director of Marketing

- (a) Community Involvement
- (b) Merchandise/Branding
- (c) Sponsorship
- (d) Reverse Vendor Trade Show (RVTS)

Director of Communication

- (a) Newsletter
- (b) Website
- (c) Legislative Committee
- (d) Communication

Director of Chapter Relations

- (a) Chapter Liaison
- (b) NIGP Liaison
- (c) Historian
- (d) Scholarship

Director of Education

- (a) Program
- (b) Professional Development

SECTION 9

CHAPTER LIAISON COMMITTEE

General Duties and Responsibilities

1. Act as a liaison with other chapters of NIGP.
2. The committee shall:
 - a. Coordinate the flow of information between Chapters including information on training schedules and other special Chapter events;
 - b. Provide a minimum of one newsletter article per year about Chapters of NIGP;
 - c. Coordinate annual review of Inter Chapter Agreement(s) with current Chapter Presidents;
 - d. Participate on the committee for the Reverse Vendor Trade Show;
 - e. Coordinate the RVTS compliance audit activities with Columbia Chapter and OPPA RVTS Treasurer.

SECTION 10

COMMUNICATIONS COMMITTEE

General Duties and Responsibilities

1. Increase the visibility of OPPA to both public and private entities and engage current and future members.
2. Create an OPPA presence in each aspect of social media.
3. Develop, manage and maintain communication using various forms of social media and remote access technology.
4. The committee shall:
 - a. Review Social Media policy annually with the Board;
 - b. Gather and coordinate the flow of information from the Committees and the Board to current and future members and NIGP;
 - c. Participate on the committee for the Reverse Vendor Trade Show and National Awards Task Force;
 - d. Coordinate remote access technology for web streaming, video conferencing, and live broadcast services for conferences, trainings and special chapter events.
 - e. Gather photos from events. Ensure photographs selected will reflect the professional, ethical and positive image of the Chapter;
 - f. Submit income and expense projections for annual budget;
 - g. Provide a minimum of one newsletter article per year about social media ethics and usage.

SECTION 11

COMMUNITY INVOLVEMENT COMMITTEE

General Duties and Responsibilities

1. Increase and support OPPA awareness and involvement in community charity and volunteer opportunities.
2. The committee shall:
 - a. Host at least one charitable fundraiser/year for a non-profit entity at either the annual Spring or Fall Conference, or both;
 - b. Identify a charity and liaison with the organization, participate at a charity booth, provide merchandise sales including website sales, advertise, solicit donations, and obtain an event speaker from the organization;
 - c. Provide OPPA members an opportunity to be involved in one community project per year, identify the organization, liaison with the organization, advertise the project, and schedule member participation;
 - d. Optional: Host a charity fundraiser for a non-profit entity with another NIGP Chapter;
 - e. Submit income and expense projections for annual budget;
 - f. Provide a minimum of one newsletter article per year about community involvement.

SECTION 12

DIVERSITY COMMITTEE

General Duties and Responsibilities

1. Responsible for encouraging a safe and supportive environment within the Chapter that honors and respects individuals with varied demographic, cultural, human, intellectual, and philosophical differences.
2. The Committee shall:
 - a. Sponsor a Diversity Essay Contest and coordinate with Newsletter and Website Chair.
 - b. Provide website posts on varying aspects of diversity in the workplace;
 - c. Work with Program Committee to provide potential diversity educational options, inclusive of cultural and supplier-related subjects;
 - d. Submit income and expense projections for annual budget;
 - e. Provide a minimum of one newsletter article per year about diversity.

SECTION 13

HISTORIAN COMMITTEE

General Duties and Responsibilities

1. Responsible for advising and maintaining the Chapter's records retention policy and schedule, as it pertains to the care, control, destruction, retention and disposition of records.
2. The committee shall:
 - a. Retain documents and records (electronic and hard copy) in accordance with the Chapter Records Retention Schedule;
 - b. Safeguard sensitive data that is under the care and control of OPPA;
 - c. Store archived items at a location mutually agreed upon by the Historian and the Board;
 - d. Review Chapter Records Retention Schedule with Oregon law and NIGP best practices;
 - e. Avoid undue accumulation of records and documents and must be disposed of in compliance with Oregon Records Destruction laws;
 - f. Submit income and expense projections for annual budget.

SECTION 14

LEGISLATIVE COMMITTEE

General Duties and Responsibilities

1. Responsible for providing relevant and educational information with regards to proposed and/or enacted legislation to the membership.
2. The committee shall:
 - a. Maintain a bill tracking system throughout legislative sessions;
 - b. Provide updates on the progress of pertinent National, State, and Local Government legislation;
 - c. Provide tools and resources for member legislative research;
 - d. Coordinate with Program Committee to provide updates of current legislative bills to members at conferences or workshops;
 - e. Provide a minimum of one newsletter article per year about procurement issues currently before the Legislature.

SECTION 15

MEMBERSHIP COMMITTEE

General Duties and Responsibilities

1. Responsible for managing OPPA membership and other adhoc duties in coordination with OPPA Board and Committee's.
2. The committee shall:
 - a. Maintain Chapter membership directory integrity. Approvals, denials, merging members, expired;
 - b. Maintaining Employer list;
 - c. Provide Chapter Member Data Reporting Form and MS Excel membership list to NIGP no later than January 31;
 - d. Provide Chapter Member MS Excel membership list to NIGP no later than June 30;
 - e. Process new member applications and provide welcome emails to new members;
 - f. Provide monthly reporting to the Board of new members and membership status;
 - g. Coordinate event tasks with committee chairs;
 - h. Coordinate with the Treasurer related to member payments as needed;
 - i. Ensure Annual membership renewal emails are distributed timely;
 - j. Provide a minimum of one newsletter article per year on the subject of membership benefits;
 - k. Provide information and outreach to new and prospective members;
 - l. Reconcile attendance at events; calculate continuing education unit (CEU) points in accordance; assign points and provide written certificates as needed.
 - m. Submit income and expense projections for annual budget;

SECTION 16

MENTORSHIP COMMITTEE

General Duties and Responsibilities

1. Provide career development opportunities for members seeking the betterment of public procurement through mentorship and the transference of knowledge and experience from learned members.
2. The committee shall:
 - a. Develop strategies to promote and deliver the mentorship program;
 - b. Provide “Tomorrow’s Teachers Masters Class” opportunity for training members;
 - c. Research, develop and update mentorship program curriculum;
 - d. Ensure mentorship program applications, request process, and contacts are available on the website;
 - e. Provide program promotional materials for distribution at special events, conferences and professional development opportunities;
 - f. Collect and evaluate applications, match mentors and mentees, and provide mentorship materials to program participants;
 - g. Submit income and expense projections for annual budget;
 - h. Provide a minimum of one newsletter article per year about mentorship benefits.

SECTION 17

MERCHANDISE COMMITTEE

General Duties and Responsibilities

1. Market and strengthen the OPPA brand through the purchase, sale, and distribution of branded merchandise and materials.
2. The committee shall:
 - a. Assist with the development of OPPA branded merchandise and promotional materials, including annual NIGP Forum shirts;
 - b. Provide merchandise for sales opportunities at OPPA events, and relevant professional and community events;
 - c. Assist with the development of special event logos and materials;
 - d. Assist committees in sourcing, purchasing and distributing OPPA merchandise as needed;
 - e. Maintain OPPA Online Store;
 - f. Submit income and expense projections for annual budget;
 - g. Coordinate with Program Committee regarding conference(s) attendee registration packet contents;
 - h. Maintain inventory of all OPPA merchandise;
 - i. Maintain standards for use of the OPPA brand;
 - j. Maintain standardize OPPA business documents, certificates, and promotional materials;
 - k. Identify opportunities for sale or use of aging inventory;
 - l. Promote OPPA branded merchandise.

SECTION 18

NEWSLETTER COMMITTEE

General Duties and Responsibilities

1. Provide a relevant and educational electronic newsletter to the membership on a quarterly basis.
2. The committee shall:
 - a. Provide content containing relevant procurement related information and upcoming professional development opportunities;
 - b. Maintain a professional looking format that follows the branding guidelines and Styles Guide;
 - c. Coordinate with the Elections Taskforce to prepare a Special Newsletter to provide information to the membership about candidates running for elected Officer and Director positions;
 - d. Recruit members to provide articles and provide a quarterly editorial column;
 - e. Gather photos from events. Ensure photographs selected will reflect the professional, ethical and positive image of the Chapter;
 - f. Coordinate newsletter review with President and Director prior to publication;
 - g. In coordination with the Awards Taskforce, announce Chapter and NIGP award winners' names, including a photo if available, in the Newsletter;
 - h. Submit quarterly newsletters to NIGP to post;
 - i. Submit income and expense projections for annual budget.

SECTION 19

NIGP LIAISON COMMITTEE

General Duties and Responsibilities

1. Responsible for liaison functions with NIGP.
2. The committee shall:
 - a. Facilitate the flow of information between the Chapter and NIGP;
 - b. Provide a minimum of one newsletter article per year about NIGP.

SECTION 20

PAST PRESIDENTS ADVISORY COMMITTEE

General Duties and Responsibilities

1. Responsible for providing mentorship, advisement, an historical perspective, and support to the current President and Board.
2. The committee shall:
 - a. Provide input, past procedural practices, and may involve coaching and training other Board and Committee chairs.

SECTION 21

PROFESSIONAL DEVELOPMENT COMMITTEE

General Duties and Responsibilities

1. Coordinate and plan all NIGP seminars sponsored by the Chapter.
2. The committee shall:
 - a. Monitor UPPCC certification requirements, provide certification information, and assist members with the certification application process;
 - b. Annually, in cooperation with Columbia Chapter Professional Development chairperson, develop a calendar of available NIGP courses containing relevant procurement related information and certification reviews;
 - c. Release training information to OPPA and Columbia Chapter;
 - d. Submit a calendar of events to the Website and Communications Committee for newsletter, social media, and website.
 - e. Prepare and submit NIGP Request and Logistic form;
 - f. Coordinate NIGP class held at conferences with Program Committee to ensure compatibility with conference theme;
 - g. Work with NIGP to schedule seminars;
 - h. Assign an onsite coordinator to assist the instructor with class setup and to introduce instructors before each class;
 - i. Coordinate the seminar logistics including obtaining a training site, providing a sign in sheet, classroom equipment, NIGP training materials, meals or snacks, site visits at the beginning of class, and at the end of the class to facilitate evaluations;
 - j. Gather and submit required paperwork to NIGP, within 3 days of the class ending, maintain a copy of the NIGP sign in sheets for seminar attendees;
 - k. Maintain an expense report for each seminar, coordinate the income and expense payments with the Treasurer;
 - l. Submit income and expense projections for annual budget;
 - m. Provide a minimum of one newsletter article per year about NIGP professional development.

SECTION 22

PROFESSIONAL OUTREACH COMMITTEE

General Duties and Responsibilities

1. Develop relationships with professional organizations, community-based organizations, and public entities.
2. The committee shall:
 - a. Represent OPPA at government meetings;
 - b. Build relationships with colleges and universities;
 - c. Attend and provide information at career/employment fairs and the Reverse Vendor Trade Show;
 - d. Submit a calendar of events to the Website and Communications Committee;
 - e. Submit income and expense projections for annual budget;
 - f. Provide a minimum of one newsletter article per year about professional outreach.

SECTION 23

PROGRAM COMMITTEE

General Duties and Responsibilities

1. Coordinate and plan all OPPA workshops, conferences and special events, including Area 8 Regional Conferences.
2. The committee shall:
 - a. Secure educational facilities that are fiscally responsible, as conveniently located as possible, and provide maximum service and benefits to members, by applying and administering an RFP process for event sites;
 - b. Review contracts with the host site and provide status reports to the Board; agreements for venue shall be authorized/signed by the Program Committee Chair;
 - c. Provide courses containing relevant procurement related information and provides professional development opportunities;
 - d. Maintain a current list of topics requested by the membership from the annual survey;
 - e. Annually develop a calendar of events, advertise events, provide schedule to the Website Committee, the Communications Committee, the Newsletter Committee, Columbia Chapter, and NIGP;
 - f. Coordinate the training site logistics including providing agendas, an onsite coordinator, classroom set-up, classroom equipment, training materials, meals and/or snacks (if applicable), entertainment (if applicable), and certificates of participation, as needed;
 - g. Liaison with the speakers including collecting biographies, coordinating travel, lodging, and transportation, and providing thank you notes and speaker honorariums;
 - h. Provide electronic evaluations and collect responses, report results to the Board;
 - i. Maintain an expense report for each event, coordinate the income and expense payments with the Treasurer;
 - j. Collect and provide Treasurer with copies of independent contractors (speaker, photographer, and entertainment) contracts and W9s;
 - k. Submit income and expense projections for annual budget;
 - l. Provide a minimum of one newsletter article per year about OPPA training.

SECTION 24

SCHOLARSHIP COMMITTEE

General Duties and Responsibilities

1. Provide scholarships to members who have a desire to further their knowledge and expertise in public procurement through continuing education.
2. The committee shall:
 - a. Maintain and update the Scholarship Application and submit proposed revisions to the Board;
 - b. Promote scholarship opportunities to the membership via email and provide information to the Communication and Newsletter Committees for publication;
 - c. Accept scholarship applications, as submitted, and distribute to committee members for evaluation;
 - d. Evaluate applications using the criteria set forth in Scholarship Program Section of this Policy Handbook and provide award letters to applicants and their managers;
 - e. Maintain an expense report and coordinate the income and expense payments with the Treasurer;
 - f. Act as liaison to coordinate volunteer opportunities between the scholarship recipient and Committee Chairs to ensure scholarship recipient is fulfilling the obligations required to receive a scholarship;
 - g. Submit NIGP Forum scholarship requests to the Board for approval;
 - h. Submit income and expense projections for annual budget;
 - i. Provide a minimum of one newsletter article per year about the Scholarship Program.

SECTION 25

SPONSORSHIP COMMITTEE

General Duties and Responsibilities

1. Coordinate all OPPA sponsorship applications
2. The committee shall:
 - a. Provide information, advice and assistance to Chapter committees regarding sponsorships;
 - b. Ensure sponsor packages, sponsor application and committee activities align with Section 34 OPPA Sponsorship Policy;
 - c. Annually review sponsorship packages and make any necessary adjustments to the type of packages available, their cost, items included in each package and any other necessary changes;
 - d. Maintain open communication between all Chapter committees regarding any new sponsors to advertise sponsorship opportunities to;
 - e. Upon approval and payment, the Committee will acknowledge the sponsor, in writing, to confirm the Sponsorship Package selection, receipt of payment, and associated sponsorship activities;
 - f. All sponsors shall have a written agreement signed by both the Sponsorship Committee Chair and eligible sponsor;
 - g. Upload and maintain sponsorship information to Chapter Manager;
 - h. Coordinate payment with the Treasurer;
 - i. Coordinate with the Website Committee Chair to upload banner ads upon receipt of sponsor payments;
 - j. Have a presence at each conference or workshop where sponsors are attending and assist Program Committee to ensure sponsors' packages are being honored.

SECTION 26

WEBSITE COMMITTEE

General Duties and Responsibilities

1. Develop, manage, and maintain the content of the Chapter website.
2. The committee shall:
 - a. Market and strengthen the OPPA brand by maintaining a professional looking format that follows the branding guidelines;
 - b. Use NIGP provided images and information and work with other Committee members to advertise relevant procurement related information and upcoming professional development opportunities;
 - c. Post membership information, OPPA business documents and forms, the Handbook, the Strategic Plan, newsletters, the event calendar and event information, the membership directory, and other relevant, appropriate information, documents, and photographs;
 - d. Ensure functionality of event registration and money collection tools;
 - e. Ensure functionality of List Serve;
 - f. Maintain Board, Officer and Committee access to the website according to their roles;
 - g. Upon changes to the Board, Officer or Committee roles, update website, alias emails, and permissions;
 - h. Serve as the liaison to any website services for troubleshooting, upgrades, and receiving and disseminating new information;
 - i. Offer training and guidance to Committee Chairs and Members on set up and utilizing their individual committee web pages;
 - j. Troubleshoot Committee and member website issues;
 - k. Research and develop new web applications;
 - l. Provide a minimum of one newsletter article per year about the website.
 - m. Monitor the OPPA Chapter email address and forward emails to the appropriate Board or Committee Chairs;
 - n. Monitors and initiates domain name registration/renewal.
3. Chapter Manager Back-End Access
 - a. Full Back-End Access:
The Website Chair, OPPA President, Vice President, Treasurer, Secretary, and Immediate Past President will have full back-end access.
 - b. Partial Access:
 - Directors will have access to the same areas as the committees they oversee, enabling them to provide back-up to the Committee Chair as needed.
 - Committee Chairs will have access to event pages and other webpages specifically created for their committee or event.
 - c. Limited Access:
 - Committee Members will have back-end access on a case-by-case basis as approved by the Director that oversees their committee.

4. Permission Level Options

Full Site Access (Administrator) - This user will have full control over all areas of this web site.

- OR -

- a. **Backend Permissions** - Adds and / or edits backend permissions.
- b. **Committees / Volunteers** - Establish and manage committees, post documents, schedule meetings, and solicit volunteers
- c. **Contact Us Page Lists** - Adds and/or edits names, phone numbers and e-mail addresses of officers and board members
- d. **Documents and Files** - Post files and documents for display on the front end, backend or in both areas
- e. **E-Mail Administration** - E-Mails membership, board members and controls the auto e-mail functions associated with the web site
- f. **Employers** - Adds to and edits the list of employers for which members work. This list is required to add and renew memberships
- g. **Event Manager** - Enters and manages information for members and vendors regarding trade shows, reverse trade shows, multi-day events and events with a complex pricing structure
- h. **Helpful Web Links** - Adds and / or edits links to other sites of interest
- i. **Home Page Sponsor Logos** - Adds and edits sponsor logos on the home page; these logos appear in the footer area of the home page
- j. **Job Opportunities** - Adds and / or edits job opportunities that are posted to the web site and sent to members
- k. **Meeting Minutes** - Publishes and / or deletes copies of minutes from board and other meetings
- l. **Meetings** - Adds and / or edits meetings, seminars, etc. and displays them online
- m. **MemberConnect** - Adds and / or edit MemberConnect subscribers
- n. **Members** - Adds new members, edits or deletes existing members, links to payment information
- o. **Membership Levels** - Establishes and edits membership levels and pricing; adds and / or edits price adjustments and discounts
- p. **Newsletters** - Adds and / or deletes copies of organization newsletters
- q. **Payments** - Retrieves invoices and adjusts the pricing on previously submitted invoices
- r. **Photo Galleries** - Uploads event and other organization photos into individual galleries
- s. **Surveys** - Create and manage surveys, and analyze results
- t. **The OPPA Store** - Adds and / or edits items (publications, apparel, etc.) available for online sale to site users
- u. **Tool Box** - Update president's signature on certificates; update invoice mailing address
- v. **Web Site Content Administration** - Adds and edits content to the web site through pre-determined positions on the home page

5. Roles

a. Executive Board:

	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY	IMMEDIATE PAST PRESIDENT
Website Roles	Full Site Access	Full Site Access	Full Site Access	Full Site Access	Full Site Access

b. Directors and Committee Chairs:

	DIRECTOR	COMMITTEE	COMMITTEE	COMMITTEE	COMMITTEE
OPPA Role	Chapter Relations	Chapter Liaison	NIGP Liaison	Historian	Scholarship
Website Roles	Committees / Volunteers Document Library Documents and Files E-Mail Administration Helpful Web Links Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files E-Mail Administration Photo Galleries	Committees / Volunteers Document Library Documents and Files Photo Galleries	Committees / Volunteers Document Library Documents and Files Photo Galleries	Committees / Volunteers Document Library Documents and Files Email Administration Photo Galleries
OPPA Role	Communications	Newsletter	Website	Legislative	
Website Roles	Full Site Access	Committees / Volunteers Document Library Documents and Files Newsletters Photo Galleries	Full Site Access	Committees / Volunteers Document Library Documents and Files Photo Galleries	
OPPA Role	Education	Program	Professional Development		
Website Roles	Committees / Volunteers Document Library Documents and Files E-Mail Administration Event Manager Helpful Web Links Meetings Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files Email Administration Event Manager Meetings Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files Email Administration Photo Galleries Surveys		
OPPA Role	Marketing	Community Involvement	Merchandise	Sponsorship	RVTS
Website Roles	Committees / Volunteers Document Library Documents and Files E-Mail Administration Events Helpful Web Links Homepage Sponsor Logos Photo Galleries Surveys The OPPA Store	Committees / Volunteers Document Library Documents and Files Email Administration Photo Galleries	Committees / Volunteers Document Library Documents and Files Email Administration The OPPA Store Photo Galleries	Committees / Volunteers Document Library Documents and Files Email Administration Homepage Sponsor Logos Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files Email Administration Events Photo Galleries

<u>OPPA Role</u>	Professional Outreach	Membership	Mentorship	Diversity	Professional Outreach
Website Roles	Committees / Volunteers Document Library Documents and Files E-Mail Administration Employers Events Helpful Web Links Meetings MemberConnect Members Membership Levels Payments Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files E-Mail Administration Employers Events Meetings MemberConnect Members Membership Levels Payments Photo Galleries	Committees / Volunteers Document Library Documents and Files Email Administration Photo Galleries Surveys	Committees / Volunteers Document Library Documents and Files Email Administration Photo Galleries	Committees / Volunteers Document Library Documents and Files Photo Galleries

SECTION 27

AUDIT TASKFORCE

General Duties and Responsibilities

1. Coordinate the annual review of the Chapter's financial records, including the annual RVTS compliance audit, between January - March.
2. The taskforce shall:
 - a. Collect documentation needed to perform the compliance audit from the Treasurer;
 - b. Review past calendar year Treasurer's records of Chapter income and expenses and verify accuracy of records;
 - c. Prepare a compliance audit report, the report will give a statement of accounts based upon actual income and expenses;
 - d. Prior to the next regular membership meeting, present the audit report to the Board for approval prior to membership meeting;
 - e. President will confirm the Board has approved the annual audit report to the membership at the next regular membership meeting;
 - f. After an update has been provided to the membership, the audit report will be submitted to the Website Committee for archival and posting to the website.

SECTION 28

AWARDS TASKFORCE

General Duties and Responsibilities

1. Oversee the Chapter award nominations and selection of award recipients as per Section 31 and Section 32 of this Policy Handbook.
2. The taskforce shall:
 - a. Coordinate Awards timeline with the President;
 - b. Prepare and distribute Award Nominations News Release with the Award Nomination Forms to the Chapter membership in early January for Manager and Buyer of the year, and September for all other awards;
 - c. Distribute award nomination deadline reminders to the membership in January and September;
 - d. Collect nominations in February for Buyer and Manager of the Year, and August for all other awards;
 - e. Evaluate and score award nominations for Manager of the Year, Buyer of the Year, Volunteer of the Year, and Mentor of the Year;
 - f. Forward nominations for Harold F. Vaughan award to the Board for review and vote;
 - g. Present taskforce recommendations of Award winners to the Board at a regular Board Meeting;
 - h. Upon Board approval, communicate with Buyer and Manager of the Year awardees and provide information and process for submitting application to NIGP for national award consideration;
 - i. Coordinate selection of awards with the President, place order with vendor, proof awards for correctness (spelling, certifications);
 - j. Maintain an expense report and coordinate the vendor payment with the Treasurer;
 - k. Coordinate receipt and transportation of awards to Spring Conference and Fall Conference;
 - l. Coordinate presentation of awards and presenters with the President;
 - m. Coordinate with Professional Outreach Committee, Website Committee, and Newsletter Committee to issue press releases, including a photo and President's recommendation to NIGP and other venue or publications, post award winners in the Newsletter, social media, and on the Chapter website.

SECTION 29

BUDGET TASKFORCE

General Duties and Responsibilities

1. Prepare the draft budget for the upcoming fiscal year.
2. The chairperson shall:
 - a. Send an email to the membership at large requesting up to two volunteers to participate on the taskforce;
 - b. Schedule and convene taskforce meetings;
 - c. Request and coordinate the collection of Board and Chapter Committees' proposed expense and income projections for the upcoming fiscal year;
3. The taskforce shall:
 - a. Based on historical data and the anticipated Chapter income and expenses, review and evaluate budget requests;
 - b. Prepare and distribute a draft budget to the Board and committee chairpersons prior to a Board Meeting;
 - c. Present and discuss draft budget taskforce recommendations at a Board Meeting;
 - d. Based upon Board and Committee chair proposed revisions, prepare and distribute a second draft budget to the Board;
 - e. Create a final draft budget and submit to the Board for a vote to approve the proposed budget as presented;
 - f. Post the Board approved final draft budget to the website and distribute the draft budget electronically to the membership for review and input not less than fourteen calendar days prior to the annual Membership Meeting;
 - g. Assist President with the budget presentation at the annual Membership Meeting, generally held at Fall Conference.

SECTION 30

ELECTIONS TASKFORCE

General Duties and Responsibilities

1. Conduct the annual election of Officers in accordance with the procedures set forth in **ARTICLE V - NOMINATIONS AND ELECTIONS** of the Chapter Bylaws.
2. The taskforce chairperson shall:
 - a. Communicate with President regarding the nominations and election schedule in July;
 - b. Review and update Nomination form to reflect any Bylaw changes;
 - c. Electronically distribute Nomination News Release notifying members nominations will be accepted for open OPPA Board positions; Nominations will be open a minimum of two weeks;
 - d. Collect nominations and immediately notify nominees; send an OPPA Board Nomination Information Form with the notification. Nominees will have until two weeks, or until the end of the nomination period, the lesser of the two, to complete and return the form to the chairperson;
 - e. Notify candidates nominated for multiple Board positions; candidates must select and run for only one Board position;
 - f. Collect completed forms and post to the website;
 - g. Send Newsletter Chair nomination forms to prepare a Special Newsletter for Elections;
 - h. Set up the election using an electronic method and maintain confidentiality throughout the elections process;
 - i. Distribute instructions electronically to the membership on the voting procedure and access to the nominee information; the voting period shall be a minimum of two weeks;
 - j. Send a reminder to the membership one week prior to the closing of the election period;
 - k. Tally election results and forward to Board and Historian;
 - l. Close and delete the results from the electronic survey;
 - m. Contact all candidates with results;
 - n. Should a vacancy occur resulting from elections, see **ARTICLE VI - VACANCIES** in the Chapter Bylaws;
 - o. Electronically share the election results with the membership within five business days after the election closes. Election results shall include winning candidate's name and the total number of members who voted;
 - p. Detailed election results with candidates' names and number of votes candidates received are available upon request.

SECTION 31

CHAPTER AWARDS

Types of Awards

The association shall open nominations for the following professional purchasing awards on an annual basis.

Spring Conference:

- Buyer of the Year
- Manager of the Year

Fall Conference:

- Mentor of the Year
- Volunteer of the Year
- President's Award

Either Spring or Fall Conference:

- Harold F. Vaughan Service Award

Manager and Buyer of the Year Awards

These are annual awards presented to OPPA members who have demonstrated outstanding professionalism and contributed significantly to the advancement of the public procurement profession and professional development during the past two calendar years.

For the purposes of this award, the definition of Manager is limited to those public procurement professionals who have supervisory and/or management responsibilities in their organization.

For the purposes of this award, the definition of Buyer is limited to those professional public buyers who have little or no supervisory or management responsibilities in their organization.

NIGP Manager and Buyer of the Year award criteria shall serve as a guideline for the OPPA award criteria.

Nomination form should be updated annually to align with NIGP eligibility requirements and volunteerism with NIGP, OPPA and their agency. Nominees must be a current member of OPPA and NIGP.

Nominations

Candidates for these awards will be selected from nominations submitted by OPPA members or a Public Entity management professional.

The nomination period shall be held within the first two calendar months of each year. The Awards Taskforce will notify the membership of the nomination period electronically and a general posting on

the OPPA Website. The notification will include, at a minimum, the procedures and deadlines for submitting nominations and access to the award nomination forms. The membership shall have, at a minimum, two (2) weeks to submit nominations. Nominations will be submitted on award nomination forms; multiple nominations are allowed.

The Awards Taskforce Chair will contact Manager and Buyer of the Year award nominees and request they complete the OPPA Manager of the Year or OPPA Buyer of the Year scoring form and submit supporting documentation. The nominee may request assistance with the completion of these forms from the taskforce.

Selection

The Awards Taskforce will evaluate and score each scoring form returned by a nominee. The scoring shall be based on the scored criteria outlined in the scoring form.

A nominee must receive a minimum of fifteen (15) points in the ‘CONTRIBUTIONS TO OPPA’ section and a minimum of fifteen (15) points in the “CONTRIBUTIONS TO THE ENTITY NOMINEE SERVES” section to be eligible to receive the award.

Only one (1) nominee may be selected for each award. In the event of a tie score, the tie shall be resolved by giving precedence in the following order:

1. Points earned in “CONTRIBUTIONS TO OPPA”
2. Points earned in “CONTRIBUTIONS TO THE ENTITY NOMINEE SERVES”
3. Points earned in “CONTRIBUTIONS TO NIGP/PROFESSION”

The awardees’ names will be provided to the President prior to the March Board Meeting. The President will present the awards at the annual Spring Conference. If the President is an awardee, the Vice President, or their Designee, will make that presentation. The award shall be engraved with the awardees’ name and their entity’s name and shall be consistent in quality and appearance to past awards.

National Award Eligibility

Awardees may choose to compete nationally for the NIGP Buyer or Manager of the Year Award. If so, past award winners and/or current Board members will be available to assist awardees with the preparation and submission of the NIGP Submission Form.

The awardees’ NIGP Submission Form will be complete, professional in appearance, and submitted in the then current format prescribed by NIGP. The submission shall include a Letter of Support from the Board on OPPA letterhead. The awardee will be the only OPPA member who receives a Letter of Support from the Board in that award category.

Attendance at the NIGP Annual Forum and Products Exposition

If an awardee exhibits a willingness to compete for the national award and submits a completed NIGP Forum Submission Form to NIGP, financial reimbursement toward attendance up to \$2,000.00 shall be provided to the awardee to assist with registration, transportation, and hotel expenses.

Allowable reimbursable expenses are limited to those identified in **POLICY HANDBOOK - SECTION 40 - OTHER OPPA PROVISION AND GUIDELINES** of this Handbook under “reimbursements allowed for the President’s and Vice President’s attendance at the annual NIGP Forum”. Appropriate documentation shall be provided to the Treasurer to claim the reimbursement.

Local and National Recognition

Awardees will be recognized in the following manner:

- a. The President will submit awardees names, in writing, to NIGP;
- b. The Website Committee will post the awardees’ names and photos, if available, to the OPPA Website;
- c. The Newsletter Committee will announce the awardees’ names in the OPPA newsletter;
- d. The Awards Taskforce may issue a press release to any other venue or publication.

President’s Award

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

Mentor of the Year

This award recognizes an individual, who has been a mentor, formally or informally, to an OPPA member. *(Participation in OPPA’s Mentorship Program is not a requirement, and eligibility for award is not contingent upon recipient having met ALL the criteria listed below.)* This award shall be presented to an OPPA member, who has demonstrated a commitment to OPPA, the development and success of another member’s career, and the public procurement profession. The awardee shall be honored at the Annual Fall Conference, with the name of the awardee being undisclosed until that time. This individual shall be someone who:

- a. Has generously and selflessly passed on his/her learned experience and knowledge; continuously promotes a sense of camaraderie within the profession;
- b. Promotes team spirit within the individual’s agency, and facilitates positive communications;
- c. Has demonstrated both the art and science of public purchasing within the public procurement arena;
- d. Has shown the member how to navigate the politics within the member’s agency;
- e. Has inspired the member to achieve professional goals and provides valuable assistance to the member in achieving those goals;
- f. Is the go-to person for answers to especially vexing or perplexing problems;
- g. Is someone who the member attributes to having gotten him/her started in public purchasing.

Volunteer of the Year Award

This award recognizes an OPPA Member who has given their time in support of OPPA and the public procurement profession. The awardee shall be honored at the annual Fall Conference, with the name of the awardee being undisclosed until that time.

This award shall be presented to an OPPA member whose:

- a. Contributions provided a needed service to OPPA;
- b. Involvement with the organization exceeds expectations;
- c. Initiative was instrumental in the development of programs, ideas, or methods to solve problems and/or enhance OPPA's strategic goals and objectives;
- d. Character has made a positive difference to the membership;
- e. Activity or service resulted in positive changes for the Chapter.

Questions

Any questions regarding the awards can be directed to the OPPA Awards Taskforce Chair or a member of the OPPA Board of Directors.

SECTION 32

HAROLD F. VAUGHAN SERVICE AWARD



1/10/1925 – 6/13/2007

Description

The Oregon Public Purchasing Association (OPPA) established the Harold F. Vaughan Service Award in 1998. The purpose of this award is to acknowledge and recognize professional purchasers who have provided exemplary service to OPPA over the course of their career.

This award was named after Harold F. Vaughan, CPPO, C.P.M., retired Purchasing Director from the City of Portland. Vaughan was a lifetime member of both NIGP Chapters in Oregon and a long-time member of NIGP. Vaughan played a critical role in advocating public purchasing, helped raise the level of professionalism in public purchasing in Oregon, and was a recipient of NIGP's Distinguished Service Award.

Harold Frank Vaughan of Gladstone, Oregon, died June 13, 2007. He was born January 10, 1925, in Freeport, Illinois, as the second child to Joseph Grahame Vaughan and Edna Christen Vaughan. He graduated from Freeport High School as president of the class of 1942.

After his freshman year at Beloit College (Beloit, Wisconsin), he was drafted into military service in the U.S. Navy, where he was assigned to the Seabees and served in the American, European, and Pacific theatres. After receiving an honorable discharge, he returned to Beloit College where he earned a Bachelor of Arts in Liberal Arts in 1949.

Vaughan went to work for the Micro Switch Division of Minneapolis Honeywell and later Newell Manufacturing Company, both of Freeport. In 1974, he was assigned by Newell to serve as Vice President and General Manager of its Dorfile Manufacturing Company subsidiary, based in Milwaukie, Oregon. After leaving Newell in 1976, he served as Purchasing Manager for the City of Portland. He retired from the City in 1988.

Vaughan was national director of the National Institute of Government Purchasing (NIGP). He established the Columbia Chapter in the Pacific Northwest, was its first president, and was a charter member and past president of the Oregon Public Purchasing Association chapter. In 1999 he was awarded NIGP's Distinguished Service Award. The Oregon Public Purchasing Association honored Vaughan by naming its Distinguished Service Award the "Harold F Vaughan Distinguished Service Award."

Eligibility

A nominee must be a current or past member of OPPA, and not a current Board member. The person must be nominated by a peer and have extensive public purchasing experience. They need not be retired from public purchasing to be eligible for this award. This is an award for outstanding long-term service in purchasing and is intended to be an acknowledgement for individuals with distinguished careers in government procurement.

Nomination Process

Nominations are to be made in writing and submitted to the Chapters' Awards Taskforce. The nomination must be made by a peer and clearly demonstrate the accomplishments of the person, consistent with the following criteria. Nominations must be submitted during the Chapter Awards nomination period annually.

Nominations shall be submitted on the OPPA award form and should include, but not be limited to: a brief narrative, history of known achievements, awards, and highlights of the nominees' career. The nomination needs to clearly demonstrate the caliber and worthiness of the nominee.

Criteria

Nominees shall be professional purchasers who have contributed to OPPA and demonstrated outstanding professionalism in procurement. Nominees should be long term career public purchasing professionals.

Nominees shall have actively participated in chapter events and trainings and have brought credibility and excellence to public purchasing. They shall have actively promoted OPPA and NIGP through their professionalism and support of professional development.

They shall have maintained high ethical standards in accordance with the NIGP Code of Ethics.

In short, the individual shall have made significant contributions to the profession over the course of many years.

Award Selection

The OPPA Board of Directors shall consider all nominations that are submitted. The Board shall review nominations and decide on awardee by super-majority vote of at least 66% at a Board meeting prior to the Annual Spring Conference.

The award, if made, will be held in confidence and presented to the recipient at the Annual Fall Conference. Those nominees that are considered, but not selected, will also remain in confidence. Individuals may receive this award one time only, but they may be nominated more than once.

Questions

Any questions regarding the Harold F. Vaughan Service Award can be directed to the OPPA Awards Chair or a member of the OPPA Board of Directors.

SECTION 33

SCHOLARSHIP PROGRAM

INTRODUCTION

The OPPA Scholarship Program provides scholarships to members, who have a desire to further their knowledge and expertise in public procurement through continuing education, are in good standing, and have made contributions to OPPA through serving on various committees to helping with workshops/events and promoting the value of membership in OPPA to public purchasers in the state.

1. SCHOLARSHIP PROGRAM

The Program provides scholarships for the following types of events:

- Attendance to the OPPA annual Spring Conference
- Attendance to the OPPA annual Fall Conference
- Attendance to an OPPA workshop
- Attendance to an NIGP sponsored workshop (TBD).
-

Attendance to the NIGP National Forum*

**Note: If applying for a scholarship for attendance to the NIGP National Forum (Forum), OPPA will pay for up to 75% of the registration fee. In addition, the OPPA Board reserves the right to consider reimbursing up to 100% of registration, transportation, and lodging expenses of its scholarship recipient(s).*

Reimbursement will be based on GSA per diem schedules or other OPPA Board approved transportation and lodging expenses. Meals shall not be reimbursed. OPPA shall continue to support attendance to the NIGP National Forum as budget permits. When budget allows OPPA to reimburse its Forum scholarship recipient(s) for transportation and lodging expenses, the Scholarship Chair will announce this opportunity via electronic means advising the members of the Board's decision to pay for these additional expenses for that Forum year.

The types of workshops listed above are not all inclusive. This is a sample listing of the types of procurement related workshops OPPA considers for awarding scholarships.

Special Requests of funds for events not listed above to be paid from the Scholarship Committee should be reasonable and procurement related. This type of request will be reviewed by the Committee and brought to the Board for approval. Awards for this type of event are capped at \$500.00.

OPPA will pay up to 75% of the registration and lodging cost to attend workshops/conferences and may include transportation reimbursement. OPPA will pay up to 75% of the registration cost for NIGP course scholarships. Lodging and transportation costs are not reimbursed. If a request is made and funds available and Board approved, transportation and lodging costs may be allowed based on need.

OPPA will reimburse at conference lodging rates at the current GSA mileage per diem rates. Meals shall not be reimbursed. Any OPPA scholarship recipient who does not use scholarship funds awarded

for its intended purpose shall be required to repay OPPA, within 45 days, the amount awarded. OPPA scholarship recipient shall provide a final reconciliation expense report with receipts within 45 days of the conclusion of the workshop/conference/event.

When applying for a scholarship, you must be a member in good standing. Scholarship requests must be for procurement related training or events. You may apply for any of the scholarships in this program but cannot receive more than one scholarship within a 12-month period from the last date of the training or event for which the scholarship was awarded unless approved by the Board.

Selections will be based on the justification and merits of each application and in accordance with the criteria established below. Scholarships will be awarded throughout the year. Successful scholarship applicant(s) shall be notified in writing or electronic means of their selection as a scholarship recipient.

OPPA Board members and scholarship committee members are ineligible for scholarships in this program during their term in office.

The scholarship program will be promoted through the OPPA Newsletter, workshops, Chapter Manager Email alerts, and the OPPA website.

2. SCHOLARSHIP COMMITTEE

A scholarship committee, consisting of three OPPA Board members, will be established and appointed by the President of OPPA.

The selection of scholarship recipients will be determined by the Scholarship Committee.

3. SCHOLARSHIP COMMITTEE GUIDELINES

Applications for scholarships shall be submitted to the Chair of the Scholarship Committee who will review applications received and ensure they are complete.

The Scholarship Chair will work with the Scholarship Committee to determine if any potential conflict of interest exists. No Committee member will rule on an application for which a conflict of interest exists.

Members of the Scholarship Committee may not sign scholarship applications as Managers and will recuse themselves from discussion or voting on the applications of individuals who they recognize to be their subordinates.

Upon selection of scholarship recipient(s), the Scholarship Chair shall notify the President of OPPA of the results and the scholarship recipient(s). The Scholarship Chair will prepare notification letters and send them by mail or electronic means to the successful applicants. Notice will be provided to the Newsletter Chairperson for publication in the OPPA Newsletter.

4. SCHOLARSHIP SELECTION CRITERIA

The committee will review all scholarship requests and award points as outlined on the scholarship application. OPPA members applying for a scholarship should complete the entire application to be awarded a scholarship. Scholarships will be based on the following criteria:

1. OPPA Membership - The requestor will select between less than 5 years or more than 5 years.
2. Certifications – Does the requestor have any of the following certifications? OPBC, OPAC, CPM, CPPB, CPPO, or None. Any other procurement related certifications?
3. What you would like to accomplish by attending the class – Requestor will have an option to select one of the specified reasons or list their own.
 - a. Contributions to the Procurement Profession- to be submitted by all applicants. The request should contain information that shows contributions the individual has made to the procurement profession. Examples of these contributions are, but not limited to:
 - i. Attendance at OPPA Board Meetings
 - ii. Attendance at OPPA or NIGP Workshops/Conferences
 - iii. Serving on a task force, or committee related to public procurement
 - iv. Writing articles for OPPA, Columbia Chapter or NIGP
 - v. Serving as a speaker at a purchasing related function
 - vi. Other procurement related contributions (list)
4. Contributions to your Entity as a primary or secondary resource – requestor will select all that apply or list under “Other contribution”
5. Requestor will be asked about their involvement in OPPA. Requestor will be asked to select one or more tasks that they will commit to participating in within 6 months if they receive the Scholarship.
6. Requestor will have the opportunity to provide more information that they would like the Scholarship committee to consider while reviewing their application.
7. Financial Need Statement (Pass/Fail Item) - The request shall provide a statement of the need for financial assistance. The Scholarship application has 3 different statements. The requestor must select the answer that best fits their situation or provide their own statement under “Other”.
8. The Scholarship Committee reserves the right to consider the size of the agency employing the applicant and the number of scholarships awarded to a respective agency in recent months.
9. **In addition to the above criteria, the annual NIGP Forum scholarship(s) will require all applicants to provide a one-page response to the following question, “What would you like to accomplish by attending NIGP Forum and how would you incorporate and convey what you have learned into your procurement profession and OPPA?”

Supporting documentation for the criteria above should accompany any scholarship request.

NOTE: The Scholarship Committee's decision will be made based on the above referenced criteria.

e. PAYMENT PROCESS

Receipts for lodging and registration shall be submitted to the Scholarship Committee Chair along with a detailed description of miles driven in a personal vehicle (e.g. a print out from Google maps or MapQuest), if applicable, and a reimbursement request. The Scholarship Chair will review the documents for completeness and forward a payment request to the Treasurer for payment. If a reimbursement request or portion of a request is not approved, an explanation will be provided to the requestor. The OPPA Scholarship Program does not reimburse meal expenses.

Reimbursement requests are due to the Scholarship Chair no later than thirty (30) days from the last day of the event for which a scholarship has been received. If the scholarship recipient fails to submit a reimbursement request within thirty (30) days, the scholarship may be considered forfeited.

6. REPORTING

The Scholarship Chair shall report to the OPPA Board, at monthly Board meetings, all committee activity.

7. APPLICATION PROCESS

All applications for scholarships, other than the attendance at NIGP sponsored event(s), must be received by the Scholarship Chair at least 30 days in advance of the scheduled event for an OPPA workshop or conference, at least 60 days in advance of an NIGP training seminar, and at least 150 days in advance of NIGP Forum or by deadline determined by the Scholarship Committee. Scholarship deadlines shall be determined by the Scholarship Chair.

The Scholarship Chair will convene the Scholarship Committee to review and evaluate applications received. Scholarship recipients will be announced as soon as practicable after selection. The announcement will identify the scholarship type(s) and the recipient(s).

When applying, the applicant must identify the specific title of the event for which they are requesting a scholarship.

SECTION 34

SPONSORSHIP POLICY

PURPOSE

This sponsorship policy establishes consistent guidelines for sponsorship activities conducted by the Chapter. This policy shall:

- a. Encourage solicitation of sponsorship opportunities that generate revenue (financial or in-kind) in support of programs, events or services;
- b. Empower Chapter committees to market sponsorship opportunities to provide funds for programs, events or services they might not otherwise be able to provide to the Chapter; and
- c. Ensure that sponsorship activities support the Chapter's vision, mission, values, needs and goals.

POLICY STATEMENT

The Chapter shall participate in a sponsorship program to provide funding from vendors or other sources that gives valuable support to important Chapter programs, events and services. In doing so, the Chapter must take a careful, guided approach to ensure its actions are consistent and appropriate to the Chapter's vision, mission and values.

The Chapter shall pay event registration for one member of the Sponsorship Committee to attend conferences and workshops where sponsors are present.

Restrictions on sponsorships: In general, the following industries and products are not eligible for sponsorships with the Chapter:

- a. Companies, subsidiaries and associations with products or services that are prohibited by governing laws and policies;
- b. Companies, subsidiaries and associations whose business is derived from the sale or manufacture of alcoholic beverages, tobacco products and/or sexual/adult-oriented products (except medical related); and
- c. Religious or political associations.

This Policy shall not apply to:

- a. Any bequests or donations to the Chapter; or
- b. Chapter support of external projects where the Chapter provides funds to an outside organization.

Payments:

All sponsorship payments are paid in advance. Online registration and payment must be received by OPPA within 30 days of application approval.

Refunds:

In the event a sponsor needs to cancel its Sponsorship Package the following schedule shall apply:

- a. 60 days prior to the first event date: full refund minus any proration for website advertising and any funds committed or expended.
- b. 30 days prior to the first event date: ½ refund minus any proration for website advertising and any funds committed or expended.
- c. No refund after 30 days

Cancellation requests from a sponsor must be submitted to the Chapter Sponsorship Committee Chair in writing.

DEFINITIONS

Bequest: A gift or contribution of cash, goods or services given voluntarily and expressed in writing through a will.

Donation: A gift or contribution of cash, goods or services given voluntarily toward an event, project, program or corporate asset where no reciprocal commercial benefit is given or expected. If reciprocal commercial benefits are given or a business relationship exists with a corporate donor, the contribution is a Sponsorship and the principles of this policy apply.

In-Kind: A Sponsorship received in the form of goods and/or services rather than cash.

Sponsor: A company or individual who provides the Chapter, or a Chapter committee a Sponsorship and who enters into an arrangement with the Chapter with the intent of promoting itself and/or its products or services.

Sponsorships: A business relationship in which two entities exchange things of value, including a public display of support. This value can be financial, in-kind or benefits related to visibility/exposures. It should not be confused with Bequests, Donations, or the sale of advertising. Sponsorships include funds, products or services provided by a company or individual to the Chapter, in consideration of the opportunity for the company or individual to promote its name, product or service in conjunction with a Chapter program, event or activity.

Sponsorships Are Not Partnerships: There may be a tendency to loosely refer to the Chapter's relationship with a sponsor as a partnership. However, in a legal sense this is not accurate. The common legal definition of a partnership is a contract between two or more persons or entities to invest money, property, or other resources into a venture in which the parties are co-owners and share profits and losses. The Chapter's relationship with its sponsors does not amount to or create a partnership.

Sponsorship Package: The package selected by the Sponsor from Exhibit A of the Sponsorship Application.

D/M/W/SDV/ESB Certification: Any Sponsor that has been certified by the Oregon Certification Office of Business Inclusion and Diversity as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Service Disabled Veteran Enterprise (SDVE), or Emerging Small Business may request the discounted Sponsorship Package rate. The firm

must have an active certification at the time of payment and maintain its active status through the term of the Sponsorship Package.

ROLES AND RESPONSIBILITIES

Sponsorship Committee:

Shall consist of a minimum of four people, three of which will be the Chapter Vice President, the Director of Education, and the Director of Marketing. The chairperson shall be appointed by the President.

Committees Seeking Sponsorships:

- a. Develop strategic plans for new sponsorships;
- b. Develop Sponsorship changes and submit to the Board for approval and execution.

SPONSORSHIP APPLICATION

Each sponsor shall complete an online Sponsorship Application and agreement. The Sponsorship Application is a non-static form and sponsorship rates and terms may be updated as needed and approved by the Board.

SPONSORSHIP ALLOCATION

Sponsorship allocation is based upon OPPA's annual budget and Reverse Vendor Trade Show.

SECTION 35

OPPA TRAINING EVENT SCHEDULE AND FEES

One-day workshops are usually scheduled for January and September, with a one-and-a-half-day conference in May and November. Conferences and workshops are usually scheduled from 8:00 a.m. to 4:00 p.m., but times may change to accommodate topics, and may be scheduled in alternative months to those listed above at the discretion of the Board should scheduling conflicts arise.

Topics

Topics are tailored to the day-to-day needs and concerns of public purchasing professionals. A sample of related topics would be as follows:

- Legislation Affecting Public Purchasing
- Benchmarking and Performance Measures
- Sustainability
- Recycling
- Surplus Property Disposal
- Material Management
- Writing Effective Specifications
- Contract Management
- Use of Current Technologies
- Sourcing Products
- Bid and Proposals Methods
- Other Pertinent Topics

Suggestions for topics are always welcome.

Workshop and Conference Costs

The registration fees are kept low and affordable; the fee includes lunch/snacks (if applicable) and all handouts and training materials. Costs may only be changed by vote of the OPPA Board.

One-day workshop costs are :

Members	\$ 100
*Non-Members	\$ 125

One and a half day, Spring and Fall Conference costs are:

Members	\$ 200
*Non-Members	\$ 250

Registration fees shall be waived for all Officers, Directors, Community Involvement Chair, Membership Committee Chair(s), Program Committee Chair, and Sponsorship Committee Chair to attend all workshops and conferences.

Special Workshops

Besides the normally scheduled workshop, occasionally special workshops will be sponsored by the organization, upon approval by the Board.

SECTION 36

MEMBERCONNECT PROTOCOL

What is MemberConnect?

Our *MemberConnect* service is a List Serve that automatically forwards email from you to members who have subscribed to the service. Replies are also distributed to subscribers; it's a great way to share ideas and learn how other purchasing professionals deal with challenging situations.

OPPA MEMBER PARTICIPATION

Subscription and participation in MemberConnect is limited to OPPA members only.

The opinions and information posted on MemberConnect are those of the originator. OPPA and its member institutions accept no responsibility for these messages. None of the opinions expressed by the membership should be considered as legal advice or counsel.

OPPA disclaims all warranties regarding information posted on this site, whether posted by OPPA or any third party. This disclaimer includes all implied warranties of merchantability and fitness. In no event shall OPPA be liable for any special, indirect, or consequential damages, or any damages whatsoever resulting from loss of use, data or profits, arising out of, or in connection with, the use or performance of any information posted on this site.

OPPA board members and/or officers undertake no editorial control of postings or actively monitor the site for inappropriate postings. If an inappropriate posting is brought to OPPA's attention, OPPA may take appropriate action, which may include removal from MemberConnect.

POSTING RULES

Do not post any defamatory, abusive, profane, threatening, offensive or illegal materials. Individuals posting to OPPA MemberConnect should familiarize themselves with developing legal opinion regarding slander and libel.

Extreme behavior or continuance of regular disturbances will result in a formal complaint to the user's Internet Service Provider with a request for a cancellation of the user's account.

Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants OPPA and users of this list the non-exclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Do not use MemberConnect for the marketing of any product or service without first obtaining OPPA board approval. OPPA's board of directors will review special requests on a case-by-case basis (including training opportunities) to determine the benefit to the membership. The board will use the following criteria when reviewing requests:

- Is the organization a non-profit entity?
- Does the organization promote public purchasing?
- Will the majority of the membership benefit?

OPPA reserves the right to terminate the access of any user who does not abide by these guidelines.

MemberConnect ETIQUETTE

- a. Do not attack or criticize individuals, agencies or firms - be polite and professional.
- b. Remember the person behind the computer. A computer doesn't have feelings, but the person on the other end of your message does
- c. Please do not use all CAPITAL LETTERS when composing messages. It is considered SHOUTING
- d. Include a subject header that accurately reflects the message content
- e. Be considerate of spelling limitations; it's the information and thoughts that are important
- f. Respect your colleague's time and bandwidth - don't send "thank you" and "me too" responses to the whole group
- g. To reply to a specific individual, type that individual's e-mail address in the "to" field. When you "reply" to an OPPA Link message, your message is delivered to the entire list. Summarize and post responses to surveys, or post information to all subscribers ONLY if you feel it is appropriate
- h. Be clear in your message to reduce the risk of misinterpretation
- i. Avoid using foul language; it has no place online
- j. Don't send anything you wouldn't want repeated. Although e-mail may be deleted, it is still retained on servers and backups. It could come back to haunt you
- k. Be ethical. Don't say or do anything you wouldn't in the workplace
- l. Share the wealth. Discussion groups exist to benefit their users. If you've got good information, have just completed a successful project or learned of a great resource, share with your purchasing colleagues.

Subscribing and Unsubscribing to MemberConnect

Subscribing and Unsubscribing is a simple process. OPPA Members would need to log in to their member profiles, choose the MemberConnect link from the OPPA home page, enter their email address in the appropriate field and choose to subscribe or unsubscribe depending on the action needed. The member will receive email notification shortly thereafter confirming their subscription and ability to send emails through MemberConnect or an email confirmation that they have successfully unsubscribed.

Members that have not renewed by February 15 of each year will be inactive and removed from the MemberConnect listserv.

Sending Emails

Once you have subscribed to MemberConnect, in order to send a message to other subscribers, email MemberConnect@list.oppaweb.org and the system will automatically distribute your message.

SECTION 37

SOCIAL MEDIA CHANNELS AND USAGE STANDARDS PROTOCOL

Purpose

As the use and availability of social media continues to grow the Oregon Public Purchasing Association (OPPA) will augment traditional communications methods with the use of Social Media Channels to enhance communication, collaboration, and information exchange to further the OPPA's missions and goals. These guidelines establish the social media use policies, protocols and procedures intended to mitigate associated risks from use of this media where possible. OPPA

Applicability

This policy applies to all OPPA committees, members and partners performing business on behalf of the OPPA.

Definitions

1. A *Social Media Channel* is a site used by the OPPA's Communications chair or designee, to promote OPPA events, classes, announcements and members.
2. An *OPPA Associated Site* is one that is managed and maintained by the OPPA. Ownership is with the OPPA and not with individuals in the organization.
3. A *Third-Party Site* is one that is managed and maintained by organizations or persons who do not represent the OPPA in an official capacity. Ownership is with the third-party person or organization and not with the OPPA.

Inappropriate content for social media sites is defined as content that promotes or condones behavior that violates OPPA policies or local, state or federal law. Content with questionable language or material might not be appropriate in order to maintain the professional image of the OPPA. See the [NIGP Code of Ethics](#).

4. A *Social Media Coordinator* for social media sites shall include the Vice President, Communications Director and the Communications Committee Chair or designee.

Responsibility

The OPPA Communications Chair, or their designee, is responsible for facilitating the OPPA's Social Media Policy in compliance with established Board rules and policies. This includes responsibility to audit the use of OPPA sites, channels, and networks.

Policy

1. OPPA use of social media shall conform to the policies, protocols and procedures contained, or referenced, within this document.
2. OPPA's decision to utilize social media has been approved by the Board. If any new social media channels like to be used, the Committee Chair shall seek Board approval prior to use.
3. The Communications Chair, or their designee will be responsible for determining who is authorized to use social media on behalf of the OPPA, and for designating appropriate access levels.

4. OPPA Committees shall only utilize OPPA board approved social media channels for hosting official OPPA social media sites.
5. OPPA social media sites shall be created and maintained in accordance with OPPA usage standards and include the OPPA branded logo.
6. The same standards, principles and guidelines that apply to OPPA members posted in member connect area of Chapter Manager in the performance of their OPPA duties apply to OPPA social media technology use.
7. OPPA social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, OPPA at risk.

Procedures

Policy 1. OPPA Social Media Channels shall:

1. Comply with all applicable federal, state, and county laws, regulations and policies including, but not be limited to, copyright, First Amendment, privacy laws, and Social Media usage policies.
2. Establish and utilize social media in accordance with the OPPA's approved Social Media Channels and Usage Standards.

Policy 2. OPPA's Decision to Utilize Social Media

The OPPA's decision to embrace social media shall be a risk-based business decision approved by the Board that considers the OPPA's mission and goals, audience, legal risks, technical capabilities and potential benefits.

Policy 3. Access to Social Media Networks

Access to authoring Social Media Channels from within OPPA's infrastructure is limited to individuals performing official OPPA business and to others designated granted access.

1. The Communications Chair shall make a diligent effort to provide authorized users access to Social Media Channels.
2. OPPA hosted websites shall not contain automatic feeds to uncensored social media site content. Prior to approving content for display on OPPA websites or Social Media Channels, the Committee Chairs shall have monitoring protocols in place to ensure content and links are appropriate and free from harmful attacks.
3. The OPPA Board shall review the Social Media Policy and controls at a minimum of once a year.

Policy 4. Authorized Use

The OPPA Social Media Chair and the Communications Director are responsible for determining who is authorized to use any social media channel on behalf of OPPA, for designating appropriate access levels and approving such access.

1. Social media access shall be limited only to those with appropriate approval and a clear business purpose to use the medium.
2. Appropriate access levels include identifying what sites, or type of sites, the individual is approved to use, as well as defining capability: publish, edit, comment or view only shall be reviewed as needed, but not less than once annually.

Policy 5. Approved Social Media Networks

Committees shall only utilize OPPA approved Social Media Channels for hosting official Committee social media sites.

1. Social Media Channels under consideration will be reviewed and approved by the Board.
2. For each approved Social Media Channel/site, usage standards will be developed to optimize use of the site in correlation with the OPPA's overall mission.
3. Social Media Channel on the approved list shall be reviewed annually for changes to terms of use agreements and/or new/expired offerings.

Policy 6. Official OPPA Media Sites

OPPA Social Media Channels shall be created and maintained in accordance with the OPPA's social network usage standards and with identifiable characteristics of an official OPPA site.

1. OPPA Social Media Channels shall be created using an official OPPA email account, and official logo.
2. Sites shall contain visible elements that identify them as an official OPPA sites. Among other items, this includes displaying OPPA logos, brands, contact information, and a link to OPPA website.

Policy 7. Social Media Content

Committee Chairs are responsible for establishing content to be sent to the Social Media Chair or designee to post to Social Media Channels.

1. For all OPPA Social Media Channels, Communications Chair are responsible for the content posting and upkeep of Social Media Channels.
2. All Social Media Channels shall have a link back to the OPPA Website.
3. Information and comments shared through Social Media Channels shall fully comply with the OPPA's Communications Policies and Procedures and shall not disclose confidential or proprietary information.
4. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes, but is not limited to, quotes, images, documents, links, etc.
5. Electronic information posted to OPPA social media may be considered a record.
6. The Communication Chair or designee is responsible to approve postings.
7. Sites that allow public comment shall inform visitors of the intended purpose of the site and provide a clear statement of the discussion topic introduced for public comment so that the public is aware of the limited nature of the discussion and that inappropriate posts are subject to removal, including but not limited to the following types of postings regardless of format (text, video, images, links, documents, etc.):
 - a. Comments not topically related;
 - b. Profane language or content;
 - c. Content that promotes, fosters or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation;

- d. Sexual content or links to sexual content;
- e. Solicitations of commerce, unless topically appropriate;
- f. Conduct or encouragement of illegal activity;
- g. Information that may tend to compromise the safety or security of the public or public systems;
- h. Content that violates a legal ownership interest of any other party.

Policy 8. User Behavior

The same standards, principles and guidelines that apply to OPPA Members in the performance of their assigned duties apply to OPPA social media technology use.

1. Authorized Social Media Channel Administrators participating in personal social networking discussions related to OPPA business matters shall indicate that viewpoints are personal and may not reflect OPPA opinion.

Policy 9. Site Monitoring

OPPA Social Media Channels shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the OPPA at risk.

1. Social Media Channel coordinators shall review site activity and content regularly for exploitation or misuse.
2. OPPA Chairs utilizing Social Media Channels shall be responsible for monitoring member use of social media and social networking websites.
3. Social Media Channels that allow the public to post comments, links or material directly onto their social media sites shall have an established process to verify that postings meet the rules established under Policy 7 above. Posts deemed technically harmful or inappropriate shall be removed by the Channel Administrator.

SECTION 38

FINANCIAL POLICY

I. Financial Reporting

- a) Sponsorship Committee should be budgeted separate from Program Committee in order to track Sponsorship funds received annually for Program Committee's use and for financial reporting.
- b) A Qualified Sponsorship Payment (QSP) is any payment made to OPPA by an individual or company without an arrangement or expectation that the payer will receive a benefit in return. OPPA may provide minor benefits in connection with a QSP, which may include acknowledgement of the sponsorship through use of the donor's name or logo, or goods or services of an insubstantial value.
- c) Sponsorship income received in one year can be carried over for use in the next budget year. If you estimate to use it than it should be budgeted for the next year for Sponsorship expense or it can be allocated to another committee's budget needs.
- d) Supplier Trade Show activities such as Reverse Vendor Trade Shows (RVTS) require incorporation of an educational program for OPPA members for the event income to be considered tax exempt.
 - 1. The recommended practice is to have each Vendor provide documentation of the educational information given to OPPA members.
- e) Sponsorship payments are tax exempt if the sponsor does not expect any return benefit other than a total "benefit" (fair value derived by the Sponsor) not to exceed 2% of the sponsorship payment during the calendar year (tax year), OR Recognition.
- f) Recognition is: the use or acknowledgement of sponsors' name/logo/product line on OPPA website or on conference agenda or within the conference attendee packet or a link to sponsors' website from OPPA website.
 - 1. The recommended practice is to keep images of all materials that include the Sponsors' names or logos with the contract for the required retention period.
 - 2. Advertising is NOT permissible.
 - 3. Endorsements of the Sponsors' goods or services cannot be in the acknowledgment.
 - 4. Use or acknowledgment may include a list of the Sponsor's locations, contact numbers, or website; a logo or established slogan; and value-neutral descriptions, displays, or depictions of products or services.
 - 5. Content of the use or acknowledgment should be controlled by OPPA and not by the Sponsor making the payment.
- g) Sponsorship contracts should only include a statement regarding the benefits received if it sets forth a limited benefit the Sponsor will receive.

h) OPPA may conduct bingo, raffles and Monte Carlo events without a license issued by the Oregon Department of Justice if the following is met:

1. Bingo games with a handle of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year.
2. Raffles with a cumulative handle of no more than \$10,000 per calendar year.
3. Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year.

Recommended practice is all money received for a charity event should NOT be commingled into the OPPA bank account. Checks or cash received by OPPA should be written to the charity and not held or deposited by OPPA. Credit card payments should not be accepted by OPPA for the charitable event.

II. Internal Controls and Best Practices

- a) All payments to OPPA should be made by electronic payment (ACH or credit card), check or cash, and must be deposited timely - recommended practice is within seven (7) days.
- b) All payments to Vendors must be paid by check (paper/electronic) and issued timely - recommended practice is within 30 days of invoice receipt. Payments should NOT be made in cash.
- c) Payments should clear within 30 days or payment receipt should be researched and confirmed. Payments made to Vendors should clear by the end of the calendar/budget year to avoid carryover into the next budget year.
- d) All Payment Requests, reimbursements, refunds, account transfers, including RVTS, require a Payment Request/Transfer form signed by the Committee Chair of the budget to be charged. Two signatures are required for transactions over \$1,000.
- e) All Payment Requests require documentation for the charge, such as: an invoice, sales receipt, contract, statement, order paid by credit card from a Vendor's website, scholarship award letter and scholarship allowable expense statement, and raffle drawing award certificate or voucher.
- f) Mileage reimbursement and meal reimbursement shall be aligned with www.gsa.gov requirements unless further restricted by OPPA guidelines.
- g) Prudent spending shall be exercised by the Board and Committee Chairs. Meals may be provided at Board Meetings and Transition Meetings and should be budgeted.
- h) Committee Chairs and Directors should oversee and review their committee monthly budget transactions.
- i) Independent Contractors shall provide a Form W-9 and provided to OPPA when the contract is signed.

- j) Independent Contractors (individual – sole proprietors, LLC, LP) paid by OPPA \$600 or more in a tax year require a 1099 from OPPA or penalties for failure to issue can be made by the IRS. See IRS guidelines for issue date.
- k) Bank reconciliations shall be completed monthly for all OPPA bank accounts and distributed and reported on monthly at a Board Meeting. Details should include prior month balance, current balance, and outstanding checks.
- l) All credit card personal account information received for payments made to OPPA must be secure and not accessible to any member using the OPPA website. Credit card information shall always be protected.
- m) A segregation of duties and annual compliance audit of financial records shall be followed to reduce the availability and opportunity to commit fraud.
- n) There shall be two members overseeing bank transactions to minimize fraud. One authorized Board member to write the checks and another Board member to reconcile the account. If that situation is unavailable, then monthly reporting must be provided, reviewed, and approved by the Board.
- o) Changes to financial reports, committee budgets, or budget transfers must be brought to the Board for Board approval by vote.
- p) Requests for start-up cash for golf or other conference events should be submitted with a Payment Request form to the Treasurer at least seven days prior to the event.
- q) Compliance audits must be conducted annually for all bank accounts, OPPA and RVTS Treasurers' financial records. The RVTS audit should be conducted by Columbia Chapter.
- r) OPPA should file taxes annually by May 15. The reporting form is based on the amount of money OPPA received during the tax reporting year. OPPA may contract with a CPA to prepare the tax reporting forms, i.e. 990EZ each calendar year. OPPA is a 501(c)(3) and files a group tax exemption with NIGP annually each May and files with the State of Oregon.

SECTION 39

RECORDS RETENTION SCHEDULE

POLICY

It is the policy of the Oregon Public Purchasing Association to avoid undue accumulation of records and/or documents, and to safeguard sensitive data that is under the care and control of the organization.

PURPOSE

Business records, especially voluminous and bulky ones, should be destroyed or disposed of as soon as they outlive their usefulness in accordance with the schedule and provisions outlined below.

DOCUMENT CARE, CONTROL, DISPOSITION, AND DESTRUCTION

- a) Documents that do not contain personally identifiable information or other confidential information do not require special use, care, control, and/or disposition or destruction measures.
- b) Documents that do contain personally identifiable information require specific use, care, control, retention, and destruction measures. Personally Identifiable Information (PII) includes, but is not limited to: addresses, phone numbers, bank and credit card information, social security numbers, alternate ID numbers, member ID numbers, passwords, etcetera. Names alone are not PII; however, if they are associated with any other information (data), such as listed above, they should be considered PII. (Examples of documents that may include personally identifiable information are registration forms, workshop registration lists, phone messages, credit card slips, e-mails, membership rosters, web reports, etc.)
 - 1. The nature of the medium (e.g., electronic or tangible), does not lessen OPPA, its officers', committee members' or chairs' responsibility to safeguard data that is considered to be personally identifiable information.
 - 2. Tangible documents that contain PII or other confidential information should be shredded (crosscut), incinerated, or pulped. Electronic data should be expunged/cleared and/or reliably erased. Computer laptop users shall take responsibility for the security of the information stored on their laptops. PII must be controlled in a manner that ensures PII is not accidentally released or made accessible to those who do not have a right or need to know.
 - 3. OPPA shall require contractors and/or their subcontractors to provide the same or better assurances with the safeguarding of PII that OPPA requires of its own officers, committee chairs, and/or committee members. Where regulations may prescribe more restrictive PII protections than those of OPPA, the more restrictive shall prevail.

FILES PLAN

A functional, decentralized files plan is designated for all OPPA. Files generated within a committee or by an officer are the responsibility of the individual creating the file. Responsibility includes proper identification, safeguard, control, and maintenance. Safekeeping, disposition, and/or destruction of the file after it becomes inactive are the responsibility of the current officer and/or committee chair. All files

are the official property of OPPA and will not be destroyed or disposed of except as provided by these instructions.

Prior to the destruction or disposal of documents, the chapter Historian shall be given the opportunity to review the information and determine the appropriate status of the record(s).

FILE IDENTIFICATION AND MAINTENANCE

For ease of reference, search, retrieval, and/or subsequent disposition or destruction, all files should be properly identified at time of creation. Filing systems should be so simple that anyone can readily identify and use them.

RECORDS RETENTION SCHEDULE

The following pages list the major departments and/or functional files and their retention schedules. Not all records are identified. Items to be held for less than one year are not listed. Some items listed in this schedule may not currently apply to OPPA, but might be applicable in the future and are, therefore, expressly included in this schedule.

Recommendations for additions/deletions or modifications should be submitted to the President or **Chapter** Historian for further consideration.

Administration

	<u>Years of Retention</u>
Correspondence, general work papers,	3, or Retain as Needed
BOD Minutes & Governance History	Permanent
Committee Minutes	3
Annual Reports	Permanent
Publications	5
Memorandums	1
Education Bulletins	1
Bulletin Board Items	1
Association Programs (except awards)	1
Flyers	1
Policy Manuals	5
Association Memos (except awards)	5
Newsletter	10
Awards, Programs & History	Permanent
News Releases	5
Volunteer Programs	5

Accounting and Fiscal

	<u>Years of Retention</u>
Accounts Payable Invoices	6
Accounts Payable Register (Month end)	7
Accounts Payable Ledgers/Schedule (after audit)	7
Accounts Payable Ledgers/Schedule (after payment)	7
Sales and Accounts Receivable Invoices	3
Sales Register (Month End)	7
General Journal and Support	7
General Ledger	7
Charts of Accounts	Permanent

Journals	Permanent
Accounts Receivable, Open Item (Month End)	3
Cash Receipts and Sales Edits	1
Invoice & Cash Deposits Registers (Month End)	7
Cash Receipts Register (Month End)	7
Cash Disbursements	7
Cash Books	Permanent
Cancelled Checks	7
Credit Card Receipts	7
Bank Deposit Slips	2
Bank Statements and Reconciliation	7
Dividend Records	Permanent
Expense Reports	7
Balance Sheets (Monthly Trial)	5
Budgets	5
Financial Statements, Certified	Permanent

Accounting and Fiscal

Financial Statements, Interim	<u>Years of Retention</u> 5
CPA Annual Audit	Permanent
Internal Audit Reports	5

Corporate

Charter, Constitution	<u>Years of Retention</u> Permanent
Bylaws	Permanent
History	Permanent
Incorporation Papers	Permanent
Licenses, State	Permanent
Tax Returns	Permanent
Rules and Regulations	Permanent
General Membership Meeting Minutes	Permanent
Capital Records Fixed Assets	Permanent

Legal

Claims and Litigation	<u>Years of Retention</u> Permanent
Legal Opinions	Until Superseded
Correspondence	5
Deeds, Mortgages & Bills of Sale	Permanent

Membership

Records	<u>Years of Retention</u> 5
Dues Receipts	3
Dues Batch Transfer	5
Applications	3
Firm, Inactive	3

Insurance

Property and Liability	<u>Years of Retention</u> 3 After Expired
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Records (accident reports, claims, policies)

Permanent

Procurement

Years of Retention

Contracts (after completion/expiration)

Permanent

Purchase Orders (attached to invoice)

5

Requisitions

2

Printing

Years of Retention

Production Records

1

Negatives, Photo Masters

1

SECTION 40

OTHER OPPA PROVISIONS AND GUIDELINES

FORUM ATTENDANCE: The OPPA encourages the current President and Vice President to attend the NIGP Forum. Reimbursable expenses allowed for the President's and Vice President's attendance at the annual NIGP Forum. (Appropriate documentation shall be provided to the Treasurer to claim the reimbursement.)

- a) Airfare and Airport Parking
- b) Forum Hotel Lodging Expenses
- c) Round trip transportation expenses to and from Airport and Forum Hotel
- d) Meals at current Per Diem Rate (Rate is same rate provided by GSA rate) for any meals that are NOT already included with the Forum registration.
- e) Forum registration fees
- f) Mileage to and from the airport at Per Diem Rate (Rate is same rate by GSA rate).

REIMBURSABLE EXPENSES FOR SPEAKERS: OPPA promotes and encourages speakers to provide their expertise, knowledge and services to OPPA membership. By providing these services reimbursable expenses are allowed for speakers' attendance at the workshops and conferences. (Appropriate documentation shall be provided to the Treasurer to claim the reimbursement.)

- a) Airfare and Airport Parking, if applicable.
- b) Hotel Lodging Expenses, at hosted hotel.
- c) Round trip transportation expenses to and from Airport to hosted Hotel, if applicable.
- d) Meals at current Per Diem Rate (Rate is same rate provided by GSA rate) for any meals that are NOT already included with registration.
- e) Workshop or Conference registration fees
- f) Mileage to and from the airport at Per Diem Rate (Rate is same rate provided by GSA rate).

SECTION 41

VOTING PROCESS

The OPPA Bylaws indicate the voting process must follow Roberts Rules of Order. Electronic voting is not defined within Roberts Rules of Order. Electronic voting shall be conducted when needed and the practice should be used sparingly for immediate need to pass an action that cannot wait till the next Board meeting. The process is defined in the following order:

1. Begin with the action being sent to the President, who sends out a recommendation to the Board to consider and request a motion.
2. Board member states the motion in an email response.
3. President confirms the motion and requests the motion be seconded by a Board member.
4. Another Board member seconds the motion.
5. President calls for a vote by the Board, restates the motion and second, and identifies who made the motion and the second, and provides voting options for a response of, Aye, Nay, or abstain.
6. Board members vote by email. If the vote response is favorable after receiving a majority, six votes, the motion is passed.
7. Motion and vote shall be included in that month's Secretary's Report following the month's Board Meeting minutes.

SECTION 42

NIGP CODE OF ETHICS

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

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, which might influence or appear to influence purchasing decisions.

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

Resists encroachment on control of personnel in order to preserve integrity as a professional manager.

Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no 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.

Links

[Guidelines to the NIGP Code of Ethics](#)

[Principals and Practices of Public Procurement](#)

APPENDIX A

HISTORY OF OFFICERS, BOARD MEMBERS, COMMITTEE CHAIRPERSONS, & OPPA ANNUAL AWARDEES

June 2017/December 2018

President	Diane Murzynski, CPPO, CPPB	City of Albany
Vice President	Eric Wicks, CPPB	Tualatin Valley Fire and Rescue
Treasurer	Camber Schlag, CPPB	Marion County
Secretary	Stephanie Lehman, CPPO, CPPB	Oregon Dept. of Transportation
1-Year Board Director	Larry Pelatt, CPPO, CPPB	City of Portland
1-Year Board Director	Melody Waight, CPPB, CDT	Oregon Fish and Wildlife
2-Year Board Director	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
3-Year Board Director	Donnell Fowler, CPPB, OPBC	Oregon Dept. of Transportation
3-Year Board Director	Bobbi Matthews, CPPO, CPPB	Port of Portland
Immediate Past President	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Chapter Liaison	Lee Fleming, CPPB	Multnomah County
Communications	Matt Shoemaker	Oregon Dept. of Corrections
Community Involvement	Julia Alpernas, CPPB, OPBC	Oregon Dept. of Education
Diversity	Debbie Janke, CPPB, OPBC, OCAC	Department of Education
	Stephen Nelson	Lane County
Historian	Kate Shaw, CPPB	Lottery
Legislative	Brian Smith, CPPO	Multnomah County
Membership	Connie Lelack, CPPO, CPPB	Oregon Dept. of Transportation
	Gwen Chapman, CPPO	City of Bend
Mentorship	Tara Maffeo, CPPB, OPBC	Oregon Dept. of Transportation
Merchandise	Elaine Baker, CPPO	City of Hillsboro
	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
Newsletter	P. Kevin Walther, CPPB	Chemeketa Community College
	Adam Bergerson	Dept of Public Safety, Standards
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Past Presidents Advisory	Donnell Fowler, CPPB	Oregon Dept. of Transportation
	Linda Lichty, CPPB	Retired
	Christine Moody, CPPO, CPPB	Port of Portland
	Kate Shaw, CPPB	Lottery
Professional Development	Jennifer Huston	City of Medford
Professional Outreach	Adam Helvey, OPMA	Oregon Dept. of Admin Services
Program	Christine Moody, CPPO, CPPB	Port of Portland
RVTS	Julie Denton, CPPB	City of Vancouver
Scholarship	Jacob Clotfelter, CPPB	Marion County
Sponsorship	Jennifer Jolley, CPPB, OPBC	Oregon Dept. of Admin Services
Website	Bryanne Grafton Conrad	Multnomah County

Website	Cate Antisdel, CPPO	City of Portland
Buyer of the Year	Erika Lopez, CPPB	City of Hillsboro
Manager of the Year	Donnell Fowler, CPPB, OPBC	Oregon Dept. of Transportation
President's Award	Eric Wicks, CPPB	Tualatin Valley Fire and Rescue
Volunteer of the Year	Connie Lelack, CPPO, CPPB	Oregon Dept. of Transportation
Mentor of the Year	Melody Waight, CPPB, CDT, OPBC	Oregon Dept. of Fish and Wildlife
Harold F. Vaughan Award	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State
Compliance Audit Taskforce	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Awards Taskforce	Melody Waight, CPPB, CDT	Oregon Dept. of Fish and Wildlife
Budget Taskforce	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Elections Taskforce	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Tomorrow's Teachers	Barbara Gibson, CPPO	Retired
Styles Guide Taskforce	Elaine Baker, CPPO	City of Hillsboro

2016/17

President	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Vice President	Diane Murzynski, CPPO, CPPB	City of Albany
Treasurer	Eric Wicks, CPPB	Tualatin Valley Fire and Rescue
Secretary	Camber Schlag, CPPB	Marion County
1-Year Board Director	Gretchen Harold, CPPB	Port of Portland
1-Year Board Director	Jennifer Jolley, CPPB, OPBC	Oregon Dept. of Admin Services
2-Year Board Director	Larry Pelatt, CPPB, CPPO	City of Portland
2-Year Board Director	Melody Waight, CPPB, CDT	Oregon Fish and Wildlife
3-Year Board Director	Kim Hankins, CPPO, CPPB	Oregon Dept. of Admin Services
	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
Immediate Past President	Christine Moody, CPPO, CPPB	City of Portland
Chapter Liaison	Craig Johnsen, CPPO, CPPB	Port of Portland
Community Involvement	Dori Palmer, CPPB	City of Eugene
Diversity	Debbie Janke, CPPB, OPBC, OCAC	Department of Education
Historian	Vacant	
Legislative	Brian Smith, CPPO	Multnomah County
Membership	Connie Lelack, CPPO, CPPB	Oregon State Treasury
	Stephanie Lehman, CPPO, CPPB	Oregon Dept. of Transportation
Mentorship	Sarah Roth, CPPO, CPPB, OPBC	Oregon Secretary of State
Merchandise	Elaine Baker, CPPO	City of Hillsboro
Newsletter	Adam Bergerson, CPPB	Dept of Public Safety, Standards
	Toby Giddings, CPPO, CPPB, OPBC	Oregon Dept. of Admin Services
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Professional Development	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
Professional Outreach	Adam Helvey, OPMA	Oregon Dept. of Admin Services
Program	Kim Hankins, CPPO, CPPB, OPBC	Oregon Dept. of Admin Services
	Rachel Smith	Oregon Dept. of Admin Services
	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
RVTS	Julie Denton, CPPB	City of Vancouver
Scholarship	Erika Lopez	City of Hillsboro
Sponsorship	Jennifer Jolley, CPPB, OPBC	Oregon Dept. of Admin Services
Website	Tom Riel, CPPO	Business Oregon

Buyer of the Year	Cate Antisdel, CPPO	City of Portland
Manager of the Year	Shirley Smith, CPPB, OSPC, OPBC	Oregon Dept. of Admin Services
President's Award	Kevin Yin, CPPO, CPPB	Trimet
Volunteer of the Year	Diane Murzynski, CPPO, CPPB	City of Albany
Mentor of the Year	Kaliska King, CPPB, OPBC	Oregon Dept. of Admin Services
Harold F. Vaughan Award	Will Young	University of Oregon
Compliance Audit Taskforce	Donnell Fowler, CPPB, OPBC	Oregon Dept. of Transportation
Awards Taskforce	Christine Moody, CPPO, CPPB	City of Portland
Budget Taskforce	Melody Waight, CPPB, CDT	Oregon Fish and Wildlife
Elections Taskforce	Gail L. Carter, CPPB, OPMA	Oregon Dept. of Admin Services
Tomorrow's Teachers	Christine Moody, CPPO, CPPB	City of Portland
	Barbara Gibson, CPPO	City of Portland

2015/16

President	Christine Moody, CPPO, CPPB	City of Portland
Vice President	Gail L. Carter, CPPB, OPBC	Oregon Dept. of Admin Svc
Treasurer	Diane Murzynski, CPPO, CPPB, OPBC	City of Albany
Secretary	Eric Wicks, CPPB	Tualatin Valley Fire/Rescue
1-Year Board Director	Susanna Ramus	Oregon Youth Authority
2-Year Board Director	Gretchen Harold, CPPB	Port of Portland
2-Year Board Director	Jennifer Jolly, CPPB, OPBC	Oregon Dept of Revenue
3-Year Board Director	Melody Waight, CPPB, CDT	Oregon Lottery
3-Year Board Director	Larry Pelatt, CPPO, CPPB	City of Portland
Immediate Past President	Linda Lichty, CPPB	Oregon Secretary of State
Membership	Connie Lelack, CPPO, CPPB	Oregon State Treasury
Mentorship	Sarah Roth, CPPO, CPPB	Oregon Secretary of State
Diversity	Debbie Janke, CPPB	OR Dept of Education
Professional Outreach	Adam Helvey	Oregon Dept of Admin Services
Newsletter	Toby Giddings, CPPB	Oregon Dept of Admin Svcs
Website	Tom Riel, CPPO	Business Oregon
Legislative	Brian Smith, CPPO	Multnomah County
Program	Kim Hankins, CPPB, OPBC	Oregon Dept of Admin Svcs
Pro-D	Kaliska King, CPPB, OPBC	Oregon Dept of Admin Services
Community Involvement	Dori Palmer, CPPB	City of Eugene
Branding	Greg James, CPPB	Springfield Public Schools
Merchandise	Elaine Baker, CPPO	City of Hillsboro
Chapter Liaison	Rob Rickard, CPPO, OPBC	Retired
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Historian	Kevin Yin, CPPO, CPPB	City of Vancouver
Scholarship	Erika Lopez	City of Hillsboro
Buyer of the Year	Gail Carter, CPPB, OPBC	Oregon Dept of Admin Svc
Manager of the Year	Melody Waight, CPPB, CDT	Oregon Lottery
President's Award	Linda Lichty, CPPB	Oregon Secretary of State
Volunteer of the Year	Kim Hankins, CPPB, OPBC	Dept of Admin Svcs
Mentor of the Year	Barbara Gibson, CPPO	City of Portland
Harold F. Vaughan Award	Gerald Jelusich, CPPB	Multnomah County
Compliance Audit Taskforce	Linda Lichty, CPPB	Oregon Secretary of State
Awards Taskforce	Linda Lichty, CPPB	Oregon Secretary of State

Budget Taskforce	Linda Lichty, CPPB	Oregon Secretary of State
Elections Taskforce	Linda Lichty, CPPB	Oregon Secretary of State
2014/15		
President	Linda Lichty, CPPB	Oregon Secretary of State
Vice President	Christine Moody, CPPO, CPPB	City of Portland
Treasurer	Gail L. Carter, CPPB, OPBC	Oregon Dept of Admin Svc
Secretary	Diane Murzynski, CPPB, OPBC	City of Albany
1-Year Board Director	Rob Rickard, CPPO, OPBC	Retired
1-Year Board Director	Camber Schlag, CPPB	Marion County
2-Year Board Director	Eric Wicks, CPPB	Tualatin Valley Fire/Rescue
3-Year Board Director	Jennifer Jolley, CPPB, OPBC	Oregon Dept of Revenue
3-Year Board Director	Gretchen Harold, CPPB	Port of Portland
Immediate Past President	Katie Shaw, CPPB	Oregon State Lottery
Membership	Connie Lelack, CPPO, CPPB	Oregon State Treasury
Mentorship	Sarah Roth, CPPO, CPPB	Oregon Secretary of State
Diversity	Debbie Janke, CPPB	OR Dept of Education
Professional Outreach	Brian Smith, CPPO	Multnomah County
Newsletter	Toby Giddings, CPPB	Oregon Dept of Admin Svcs
Website	Susanna Ramus	Oregon Youth Authority
Legislative	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State Ofc.
Program	Kim Hankins, CPPB, OPBC	Oregon Dept of Admin Svcs
Pro-D	Kaliska King, CPPB, OPBC	Oregon Dept of Admin Services
Community Involvement	Donnell Fowler, CPPB	Oregon Dept of Transportation
Branding	Greg James, CPPB	Springfield Public Schools
Merchandise	Elaine Baker, CPPO	City of Hillsboro
Chapter Liaison	Rob Rickard, CPPO, OPBC	Retired
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Historian	Kevin Yin, CPPO, CPPB	City of Vancouver
Scholarship	Diane Murzynski, CPPB, OPBC	City of Albany
Buyer of the Year	Eric Wicks, CPPB	Tualatin Valley Fire & Rescue
Manager of the Year	Kathleen Brenes-Morua, CPPO	City of Portland
President's Award	Christine Moody, CPPO	City of Portland
Volunteer of the Year	Gerald Jelusich, CPPB	Multnomah County
Mentor of the Year	Barbara Hall, CPPB	Oregon State Lottery
Harold F. Vaughan Award	N/A	
Compliance Audit Taskforce	Katie Shaw, CPPB	Oregon State Lottery
Awards Taskforce	Katie Shaw, CPPB	Oregon State Lottery
Budget Taskforce	Katie Shaw, CPPB	Oregon State Lottery
Elections Taskforce	Katie Shaw, CPPB	Oregon State Lottery
2013/14		
President	Katie Shaw, CPPB (replaced Tim Hay)	Oregon State Lottery
Vice President	Linda Lichty, CPPB	Oregon Secretary of State
Treasurer	Christine Moody, CPPO, CPPB	City of Portland
Secretary	Gail L. Carter, CPPB, OPBC	Oregon Dept of Admin Svc

1-Year Board Director	James Moering, CPPB, JD (replaced P. Kevin Walther)	City of Portland
1-Year Board Director	Diane Wood, CPPB, OPBC	City of Albany
2-Year Board Director	Camber Schlag, CPPB, OPBC (replaced Rob Rickard)	Marion County
2-Year Board Director	Barry Zimmerman, CPPB	Multnomah County
3-Year Board Director	Eric Wicks, CPPB	Tualatin Valley Fire/Rescue
Immediate Past President	Rob Rickard, CPPO, OPBC (replaced Katie Shaw)	Retired
Membership Co- Chairs	Stephanie Lehman, CPPO, CPPB Oregon Dept of Revenue	
Mentorship	Sandra Kalin, OPBC	Oregon Dept. of Admin Services
Diversity	Sarah Roth, CPPO, CPPB	Oregon Secretary of State Ofc.
Professional Outreach	Barbara Hall, CPPB	Oregon Lottery
Newsletter	Brian Smith, CPPO	Multnomah County
Website	Toby Giddings, CPPB	Oregon Dept of Admin Svcs
Legislative	Gretchen Harold, CPPB	Port of Portland
Program	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State Ofc.
	Barry Zimmerman, CPPB	Multnomah County
	Kim Hankins, CPPB, OPBC	Oregon Dept of Admin Svcs
Pro-D	Margie Becker	Oregon Parks & Recreation
Community Involvement	Donnell Fowler, CPPB	Oregon Dept of Transportation
Branding	Greg James, CPPB	Springfield Public Schools
Merchandise	Marci Shelton	City of Portland
Chapter Liaison	Eric Wicks, CPPB	Tualatin Valley Fire & Rescue
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Historian	Kevin Yin, CPPO, CPPB	City of Vancouver
Scholarship	Diane Wood, CPPB, OPBC	City of Albany
Buyer of the Year	Jennifer Jolley, CPPB, OPBC	Oregon Dept of Revenue
Manager of the Year	Stephanie Lehman, CPPO, CPPB Oregon Dept of Revenue	
President's Award	Linda Lichty, CPPB	Oregon Secretary of State
Volunteer of the Year	Gretchen Harold, CPPB	Port of Portland
Mentor of the Year	Jana Hart	Oregon Dept of Admin Svcs
Harold F. Vaughan Award	Keri Stocks, CPPB	Oregon Dept of Corrections
Compliance Audit Taskforce	Rob Rickard, CPPO, OPBC	Retired
Awards Taskforce	Rob Rickard, CPPO, OPBC	Retired
Budget Taskforce	Rob Rickard, CPPO, OPBC	Retired
Elections Taskforce	Rob Rickard, CPPO, OPBC	Retired
2012/13		
President	Katie Shaw, CPPB	Oregon Lottery
Vice President	Tim Hay, CPPB, CGTP, OPAC, OPBC	Oregon Dept of Admin Svcs
Treasurer	Linda Lichty, CPPB	Oregon Secretary of State
Secretary	Christine Moody, CPPO	City of Portland
1-Year Board Director	Kathleen George, CPPB	Oregon Lottery
2-Year Board Director	P. Kevin Walther, CPPB	Chemeketa Comm College
2-Year Board Director	Diane Wood, CPPB, OPBC	City of Albany
3-Year Board Director	Rob Rickard, CPPO, OPBC	Retired

3-Year Board Director	Barry Zimmerman, CPPB	Multnomah County
Immediate Past President	Kim Dunston, CPPB	Oregon Dept of Revenue
Membership Co- Chairs	Stephanie Lehman, CPPB, OPBC	Oregon Dept of Revenue
	Sandra Kalin, OPBC	Oregon Dept. of Admin Services
Mentorship	Sarah Roth, CPPB	Oregon Secretary of State Ofc.
Diversity	Barbara Hall, CPPB	Oregon Lottery
Professional Outreach	Brian Smith, CPPO	Multnomah County
Newsletter	Toby Giddings, CPPB	Oregon Dept of Admin Svcs
Website	Gretchen Harold, CPPB	Port of Portland
Legislative	Jeff Morgan, CPPO, CPPB	Oregon Secretary of State Ofc.
Program	Shirley Smith, CPPB	Oregon Dept of Admin Svcs
Pro-D	Gail L. Carter, CPPB	Oregon Dept. of Admin Serv.
Community Involvement	Donnell Fowler, CPPB	Oregon Dept of Transportation
Branding	Greg James, CPPB	Springfield Public Schools
Merchandise	Eric Wicks, CPPB	Tualatin Valley Fire & Rescue
Chapter Liaison	Rob Rickard, CPPO, OPBC	Retired
NIGP Liaison	Rob Rickard, CPPO, OPBC	Retired
Historian	Kevin Yin, CPPO, CPPB	City of Vancouver
Scholarship	Katie Shaw, CPPB	Oregon Lottery
Buyer of the Year	Katie Shaw, CPPB	Oregon Lottery
Manager of the Year	Sarah Roth	Oregon Secretary of State
President's Award	Tim Hay, CPPB, CGTP, OPAC, OPBC	Oregon Dept of Admin Svcs
Volunteer of the Year	Tim Hay, CPPB, CGTP, OPAC, OPBC	Oregon Dept of Admin Svcs
Volunteer of the Year	P. Kevin Walther, CPPB	Chemeketa Comm College
Mentor of the Year	Stephanie Lehman, CPPB, OPBC	Oregon Dept of Revenue
Harold F. Vaughan Award	N/A	
Compliance Audit Taskforce	Kim Dunston, CPPB	Oregon Dept of Revenue
Awards Taskforce	Kim Dunston, CPPB	Oregon Dept of Revenue
Budget Taskforce	Kim Dunston, CPPB	Oregon Dept of Revenue
Elections Taskforce	Kim Dunston, CPPB	Oregon Dept of Revenue
2-Year Board Director	Craig Johnsen, CPPB	Port of Portland
3-Year Board Director	Eileen Miller, C.P.M.	Chemeketa Comm College
Immediate Past President	Bobbi Matthews	Port of Portland
Audit Chair	Donnell Fowler, CPPB	Dept of Transportation
Awards Chair	Greg James, CPPB	Springfield Public Schools
Communication Chair	Eileen Miller, C.P.M.	Chemeketa Comm College
Membership Chair	Kevin Walther, CPPB, OPBC	Dept. of Transportation
Nominating Chair	Bobbi Matthews CPPO, CPPB	Port of Portland
Program Chair	Nancy Ahlbin	DAS - State Procurement
Professional Development	Melissa Canfield, CPPB	DAS - State Procurement
Scholarship	Craig Johnsen, CPPB	Port of Portland
Buyer of the Year	Kevin Walther, CPPB, OPBC	Dept. of Transportation
Manager of the Year	Jeff Morgan, CPPO, CPPB	Oregon Sec. State Ofc.
President's Award	Craig Johnsen, CPPB	Port of Portland
Harold F. Vaughan Award	Jan Harding	Retired

APPENDIX B
HONORARY LIFETIME MEMBERS

Honorary Lifetime Members

Rob Rickard, Retired
Debbie Janke, Retired
Barbara Gibson, Retired

Secretary of State
Oregon Department of Education
City of Portland

APPENDIX C
INTERCHAPTER AGREEMENT
NIGP INTER-CHAPTER AGREEMENT
BETWEEN
COLUMBIA CHAPTER OF NIGP
AND
OREGON PUBLIC PURCHASING ASSOCIATION

THIS IS an inter-chapter agreement (ICA) by and between the Columbia Chapter of NIGP (Columbia Chapter), and the Oregon Public Purchasing Association (OPPA), entered into this _____ day of _____, 2008 to provide for the collaborative partnership of efforts and events by both chapters for the benefit of each respective chapter members.

Recitals

WHEREAS, Columbia Chapter and OPPA are affiliate chapters in good standing of the National Institute of Governmental Purchasing, Inc. (NIGP).

WHEREAS, Columbia Chapter and OPPA wish to collaborate where possible to accomplish common educational, charitable, and professional purposes; and

WHEREAS, Columbia Chapter and OPPA wish to assist and support each chapter's educational programs and professional networking and outreach opportunities; and

NOW THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Columbia Chapter and OPPA,

IT IS AGREED:

1. Columbia Chapter and OPPA will use their best efforts to cooperate in the provision of the Services and Events, as described in Agreement Exhibits.
2. This Agreement shall be effective on the date above written and shall continue in effect until terminated pursuant to item 3.
3. Either Columbia Chapter or OPPPA may terminate this Agreement upon 30 days' notice in writing to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Inter-chapter Agreement to be executed by their duly authorized representatives.

Columbia Chapter, NIGP

Oregon Public Purchasing Association

Chapter President

Chapter President

Date

Date

**NIGP INTER-CHAPTER AGREEMENT
BETWEEN
COLUMBIA CHAPTER OF NIGP
AND
OREGON PUBLIC PURCHASING ASSOCIATION**

EXHIBIT A

NIGP EDUCATION SEMINAR COLLABORATION

The Columbia Chapter and OPPA will publicize all jointly sponsored and scheduled NIGP education seminars to its respective members in an effort to promote the public procurement profession in a collaborative manner.

Seminars will be listed, published and promoted by each chapter, and each event will be stated as either “Columbia Chapter and OPPA present...” or “OPPA and Columbia Chapter present...”

NIGP education seminars publicized with Columbia Chapter named first indicate that Columbia Chapter will organize and facilitate the seminar and all revenues and expenses will be borne by Columbia Chapter.

NIGP seminars publicized with OPPA named first indicate that OPPA will organize and facilitate the seminar and all revenues and expenses will be borne by OPPA.

Columbia Chapter, NIGP

Oregon Public Purchasing Association

Chapter President

Chapter President

Date

Date



Exhibit B



INTER-CHAPTER AGREEMENT FOR JOINT CHAPTER EDUCATIONAL EVENT COLLABORATION

The Columbia Chapter of NIGP (Columbia Chapter) and the Oregon Public Purchasing Association (OPPA) hereby agree to the following:

1. Beginning in 2011 OPPA shall be responsible for hosting the Joint Chapter Educational Event (Event) during each odd numbered year
2. Beginning in 2012 Columbia Chapter shall be responsible for hosting the Event during each even numbered year
3. The Chapter hosting the Event shall be responsible for the following:
 - a. Developing Event theme
 - b. Securing Event presenters
 - c. Securing an Event location for Chapter members that is:
 - i. Centrally located (within a 30 mile radius of Portland and Salem)
 - ii. Easily accessible (from I-5 corridor and/or public transportation)
 - iii. Convenient
 - d. Developing registration forms
 - e. Developing announcements in written form and electronic form promoting the Event
 - i. Written announcements shall begin with the following statement: "Columbia Chapter of NIGP and Oregon Public Purchasing Association present..."
 - ii. There shall be a hyperlink posted to each Chapter website for electronic announcements
 - f. Collecting registration fees
 - g. Developing and collecting post-Event surveys
 - i. Survey results shall be provided to Chapter Presidents
 - h. Issuing Certificates of Attendance to attendees documenting contact hours towards UPPCC certification/recertification
 - i. Provide attendees' list to membership chair for both organizations
 - i. Preparing final Event Financial Accounting Statements
 - i. The Event Financial Accounting Statements shall be provided to Chapter Presidents
4. Chapter designees shall meet annually to develop and agree upon a budget for Event no later than September 30.

5. Chapter designees shall meet annually to discuss the Event theme and topics prior to November 30.

6. For each Event held the Chapters shall equally divide the following:

- i. Event expenses
- ii. Event receipts

Columbia Chapter

OPPA

President

President

Date

Date