



**Tampa Bay Area Chapter
of NIGP
Tampa, FL**

**Executive Board
Operations Manual**

Revised December 2012

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PART 1
THE EXECUTIVE BOARD

I. General

The governing body of the Tampa Bay Area Chapter of the National Institute of Governmental Purchasing, Inc. (Chapter) is the Executive Board (Board). The Chapter's success depends upon the leadership and execution of duties by the Board. Those individuals who accept a position as a result of election or appointment to serve on the Executive Board (Board Member), must be committed to creating a culture and environment by which the Chapter can thrive and sustain into the future and must seek to direct the business of the Chapter in an expedient, fiduciary and transparent manner.

The Board will conduct the business in a manner whereby the decisions of the Board considers the perspectives of each Board Member and will nurture, refine and implement those concepts the Board collectively considers to have the greatest probability for success. The Board's overriding modus operandi will be to foster innovation, encourage creativity, and deliver services that meet the requisites of the Chapter and its membership.

Board Members will utilize the principals, policies, and information from the following as a framework for its operations:

1. History of the Chapter and NIGP.
2. Chapter Constitution and Bylaws.
3. Chapter Policies and Procedures.
4. Approved Budget for the current year.
5. Copy of previous year's annual financial report.
6. Organization structure, including officers, committees, and other appointments.
7. The Chapter's Mission Statement.

Matters which do not require a vote of the membership are the responsibility of the Board. As stated in Article 5, Section 6 of the Bylaws, the Board may hold meetings at such times and places as it deems proper; approve memberships; appoint committees on particular subjects from the members of the Chapter or from members of the Board; audit bills and disburse the funds of the Chapter; print and circulate documents, publish articles; carry on correspondence and communication with other organizations and public entities interested in negotiations and cooperative buying of commodities or services; devise and carry into execution such other measures to promote the Mission and objectives of the Chapter and to best protect the interest and welfare of the members.

The Board will foster a culture that encourages and readily accepts input from the members on matters of interest and importance to the Chapter and its membership. Non-Board members may attend Board

meetings, make reports to the Board, and make presentations to the Board on various topics of interest or concern. However, only Board Members may vote on Board matters. As it deems appropriate, the Board may survey the membership for its feedback for consideration on items that will have a significant impact on the members and/or the financial resources of the Chapter prior to making a determination on the matter.

II. Duties of the Board Members

The Board consists of the President, Immediate Past President, Vice President, Secretary, Treasurer and four elected Standing Committee Chairs. The duties of the Board include:

1. Recommend to the Chapter policy issues that have an impact on Chapter activities and relations with other organizations.
2. Develop the overall strategies and goals of the Chapter and establish short and long term objectives consistent with the Mission.
3. Assess and authorize the expenditure and investment of Chapter funds.
4. Guardianship of Chapter funds to ensure an accurate accounting of all transactions.
5. Review and approval of reports and records of the Chapter.
6. Approve committee appointments and assign tasks as applicable.
7. Approve the publications of all correspondence, including email transmissions, for circulation to the membership, the NIGP, the press, vendors or the general public.
8. Determine standards and eligibility for membership.
9. Establish membership fees for the Chapter.
10. Determine disciplinary action for infractions.
11. Periodic review, assessment and revision of Chapter By-laws, Policies, Procedures and other guiding documents to ensure accuracy, relevancy and applicability.
12. Ensuring openness and transparency of operation to the Chapter members.

III. Board Membership

The Board is comprised of five Officers, the President, Vice President, Treasurer, Secretary and Immediate Past President and four Standing Committee Chairs who are the Chairs of the Membership, Communications, Professional Development and Programs Committees.

Officers are elected by the membership to the Secretary position then transition each year through a progression to Treasurer, then to Vice President, President and finally to the position of Immediate Past President. The four Standing Committee Chairs are elected by the membership, two each year and each serve a two-year term.

IV. Board Meetings

The President conducts Board Meetings utilizing the parliamentary procedures as set forth in *Robert's Rules of Order* by Brig. General Henry Martyn Robert (<http://www.robertsrules.org/rror--00.htm>) except as provided otherwise by the Bylaws of the Chapter.

A typical Board Meeting agenda includes:

1. Call to order.
2. Roll call.
3. Reading and acceptance of previous minutes.
4. Report of the Treasurer.
5. Approval of Disbursements.
6. Remarks by the President.

7. Reading of communications.
8. Committee reports.
9. Unfinished business.
10. New business.
11. Adjournment.

Typical Board Minutes include:

1. Attendance, time, and date of meeting.
2. Whether the meeting was regular or called meeting.
3. Record of reports made and filed.
4. Record of motions made, carried or lost.
5. List of items referred to committees or deferred.
6. List of any presidential appointments.

PART 2

DUTIES OF THE BOARD

V. Officers

The executive officers of the Chapter are the President, Past President, Vice President, Treasurer and Secretary. Qualifications for Officers include Chapter membership for at least one year, applicable specialized skills, ability to work independently, reliability, commitment and willingness to devote personal time to the responsibilities, leadership and communication skills, relevant past experience, interest in serving the membership, and an understanding of the long-term commitment.

A. President

The duties of the President include:

1. Serve on the Board.
2. Carry out the strategic plans and policies as established by the Board.
3. Provide leadership to the Board.
4. Informally evaluates the effectiveness of the Board as a collective unit, the Board members, and Committee Chairs.
5. Coordinate the implementation of the Chapter's programs and policies.
6. Preside at regular meetings of the Chapter.
7. Preside at Board meetings.
8. Appoint a nominating committee for Chapter elections.
9. Generally directs all activities, programs, and committees of the Chapter.
10. Appoint standing committees and special committees.
11. Make committee chair assignments.
12. Sign all membership and attendance certificates and awards.

B. Vice President

The duties of the Vice President include:

1. Serve on the Board.
2. Preside at meetings in the absence of the President.
3. Assist the President in performing any of the assigned duties of the President.
4. Serve as ex officio of all Chapter committees, overseeing and monitoring progress in accordance with the Board directives, committee assignments, objectives and work schedule.
5. Oversee the Chapter's volunteer recognition and awards program.
6. Sign all membership and attendance certificates and awards.
7. Oversee the record keeping, approval, distribution, and redemption of scholarships for the Chapter's Scholarship Program.

8. Oversee the Chapter Manager of the Year and Buyer of the Year selection and award process and assist awardees in submission of their applications to NIGP for consideration.
9. Perform other duties as assigned by the President.

C. Treasurer

The duties of the Treasurer include:

1. Serve on the Board.
2. Prepare the annual budget for approval by the Executive Board.
3. Prepare the monthly financial report of financial transactions, revenues, expenditures, investments, and fund balances.
4. Make investment recommendations to the Board.
5. Maintain the historical record keeping of the financial reports of the Chapter by posting on the Chapter's website.
6. File all tax documents and reports required by the IRS to include an annual IRS Income Tax Return and annual 1099 Report and issuance of 1099 tax documents.
7. Collection and deposit to the Chapter's banking account all revenues from membership dues and Chapter events.
8. Retrieval and distribution of mail from Chapter Post Office Box.
9. Maintain the Chapter's PayPal account.
10. Draft and distribute checks for all disbursements approved by the Board.
11. Submit all financial records to the Board for audit within 45 days after the fiscal year end.
12. Perform other duties as assigned by the President.

D. Secretary

The duties of the Secretary include:

1. Serve on the Board.
2. Prepare the agenda for regular meetings, Board meetings, and special meetings in collaboration with the other Board Members.
3. Prepare the minutes of each Board meeting and distribute a copy to each Board Member for review prior to the next Board meeting.
4. Maintain the historical record keeping of minutes of regular meetings of the Chapter and Board by posting on the Chapter's website.
5. Distribution of all Chapter correspondence.
6. Collect reports of each month's activities from all committee Chairs .
7. Perform other duties as assigned by the President.

E. Immediate Past President

The duties of the Immediate Past President include;

1. Serve on the Executive Board
2. Chair the Nominating Committee for the incoming Board Members.
3. Serve as an advisor/mentor to the President.
4. Maintain the historical recordkeeping of Chapter meetings and events (e.g., photos, media articles, videos, prizes/awards, attendees).
5. Preside over the induction/installation ceremony of Executive Board Members
6. Oversee the Officers' transition to the next successive position and ensure each has a copy of the Chapter Policies, Procedures, Operations Manual, and other guiding documents applicable to the responsibilities of the position.
7. Prepare and submit the "Chapter of the Year" application to NIGP.
8. Perform other duties assigned by the President.

F. Standing Committee Chairs

The duties of the Standing Committee Chairs include:

1. Serve on the Board.
2. Chair the respective committee.
3. As necessary appoint a co-chair to assist with tasks and responsibilities.
4. Conduct surveys of the membership to determine the types of activities, training, or services applicable to their committee assignment that are preferred and then establish programs accordingly.
5. Market and advertise the committee's programs to the membership.
6. Maintain the historical record of committee activities and provide copies to the Past President for recordkeeping.
7. Oversee the logistics of the committee's operations.
8. Ensure the co-chair is trained and knowledgeable in the duties of the position.
9. Provide a reporting of committee activities to the Board at its regular meetings.

PART 3 COMMITTEES

VI. Overview

The Chapter's strength is reliant on the level of membership involvement in its programs and activities. It is therefore incumbent upon the Board to create a structure by which members can get involved through participation on committees and actively recruit members to volunteer.

The Chapter has two types of committees – standing and special. Standing committees exist for a two-year term (January–December) and special committees function for the life of a project as determined by the Board. Both types of committees organize and direct the talents and energies of the Chapter to complete activities necessary to accomplish their respective assignments. Committees are responsible to the Board, and the Board, through its annual election, is responsible to the membership. Committees must submit recommendations for approval to the Board or as determined by the Board, submit to the membership for input for consideration.

VII. Committee Chairs

The key to a successful committee, even with committed committee members and solid objectives, is the Chair. The smooth management and creative achievements of a committee are in direct relation to the chair's ability to lead and direct the committee's functions. An effective committee needs a chair who will accept responsibility while encouraging others to offer thoughts and recommendations on the committee's activities.

In general, the chair's responsibilities and duties are as follows. The Chair consults with the key members of the committee in planning the committee's agenda within the framework of the committee's responsibilities. The entire program of committee work responsibilities should be thoroughly reviewed so that individual committee assignments can be made effectively. Chair is responsible for calling and facilitating planning meetings on a regular basis during the planning stages for an event to ensure that all tasks are completed in a timely manner.

Chair consults with the committee members to develop an agenda and directs the committee's work. Chair facilitates committee meetings, maintains the group's focus, encourages and channels discussions, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions, seeks out decisions, and maintains the committee records and information. Chair ensures that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of committee work and expenditure receipts are maintained. Chair is responsible for drafting and submitting correspondences

regarding events (e.g., e-blasts) to the Secretary for dissemination to membership. In addition, Chair remains constantly informed regarding the progress of individual committee members' assignments.

Chair is responsible for obtaining pre-approval from the Board for all event expenditures. Any expenditure not previously approved will be considered a donation to the Chapter from the individual making the purchase.

Chair must motivate Chapter members toward active participation and involvement in committee activities. With overall objectives in mind, Chair must channel the interests and talents of individual committee members into productive efforts and ensure the necessary follow-up action.

VIII. Committee Member Responsibilities

The role committee members play is an important one. The success of the committee depends on the contributions made by each of its members. In general, their responsibilities and duties are outlined below:

- A. Attend all meetings.
- B. Review the agenda and accompanying materials *prior* to meetings and be prepared to discuss and contribute ideas.
- C. Carry out the tasks assigned by the committee chair.

IX. Committee Size

Ideally, a member should only serve on one standing committee or one special committee each year, however, as deemed necessary by the Board, members may be appointed to more than one, but may only serve as chair of one per year. Ultimately, the size of any committee should be determined by the requirements of the assigned activity. A committee comprised of two to seven persons is generally considered desirable. When more than seven members are required, the committee should be divided among subcommittees.

X. Committee Selection

Qualifications for standing committee and special committee members include Chapter membership, skills applicable to the project, ability to work independently, reliability, commitment and willingness to devote personal time to the responsibilities, leadership and communication skills, and interest in the assigned activity.

XI. Preparation for Committees

Before a committee begins work, the Vice President, should communicate with the committee to:

- A. Define expectations.
- B. Provide appropriate training and organizational information.

- C. Set schedules and milestones for accomplishment of tasks.

XII. Standing Committees

The Chapter has four standing committees as mandated by the NIGP Bylaws, Article IX. The standing committees are: (1) Professional Development; (2) Membership; (3) Communications; and (4) Programs.

A. Professional Development Committee

1. Chairperson: Elected by Chapter membership. Serves on the Board.
2. Size: The committee should have two members, consisting of a chairperson and a vice chairperson
3. Responsibilities:
 - a. Plan and organize education and training seminars coordinated with NIGP and other professional organizations and universities.
 - b. Promote professionalism within the Chapter and the public purchasing profession.
 - c. Encourage members to obtain professional certification (CPPB and CPPO).
 - d. Prepare written monthly reports and present to the Board at its regularly scheduled meetings on accomplishments, scheduled business activities, and requests for funds and supplies.
 - e. At the conclusion of the Board meeting, submit the written monthly report to the Communications Chair for inclusion in the next Chapter Newsletter and a copy to the Secretary for inclusion in the Board meeting minutes.

B. Membership Committee

1. Chairperson: Elected by the Chapter members. Serves on the Board.
2. Size: The committee should have two members, consisting of the chairperson and a vice chairperson.
3. Responsibilities:
 - a. Conduct Chapter assessments to determine strengths and weaknesses.
 - b. Maintain a directory of active and inactive memberships and contact information.
 - c. Plan and execute a year round program to attract and recruit new members, and working with the Communications Chair to market the benefits of membership.
 - d. Conduct a strong program of member education, involvement and retention.
 - e. Responsible for maintaining and making available a membership directory of paid members.
 - f. Send out annual membership renewal notices.
 - g. Responsible for membership applicant screening to ensure membership requisites are met.
 - h. Responsible for sending out delinquent notices as necessary.

- i. Prepare written monthly reports and present to the Board at its regularly scheduled meetings on accomplishments, scheduled business activities, and requests for funds and supplies.
- j. At the conclusion of the Board meeting, submit the written monthly report to the Communications Chair for inclusion in the next Chapter Newsletter and a copy to the Secretary for inclusion in the Board meeting minutes.

C. Communications Committee

1. Chairperson: Elected by the Chapter membership. Serves on the Board.
2. Size: The committee should have two members, consisting of a chairperson and a vice chairperson.
3. Responsibilities:
 - a. Collect articles and information, edit and publish the Chapter's newsletter and distribute to the Chapter membership.
 - b. Publish internal correspondence to the membership via the Website.
 - c. Promote the Chapter's program activities and events in the media.
 - d. Maintain and enhance the Chapter Website.
 - e. Prepare written monthly reports and present to the Board at its regularly scheduled meetings on accomplishments, scheduled business activities, and requests for funds and supplies.
 - f. At the conclusion of the Board meeting, include the report in the next Chapter Newsletter and submit a copy to the Secretary for inclusion in the Board meeting minutes.

D. Program Committee

1. Chairperson: Elected by the Chapter membership. Serves on the Board.
2. Size: The committee should have two members, consisting of a chairperson and a vice chairperson.
3. Responsibilities:
 - a. Prepare a schedule of events and programs for Chapter meetings.
 - b. Arrange guest speaker visits, facilities and catering at Chapter Meetings.
 - c. Promote Chapter meeting attendance.
 - d. Prepare written monthly reports and present to the Board at its regularly scheduled meetings on accomplishments, scheduled business activities, and requests for funds and supplies.
 - e. At the conclusion of the Board meeting, submit the written monthly report to the Communications Chair for inclusion in the next Chapter Newsletter and a copy to the Secretary for inclusion in the Board meeting minutes.

XIII. Special Committees

The Chapter regularly requires the services of special (project) committees as determined by the Board. A special committee may handle assignments unrelated to any other committees or may be a subcommittee working within a standing committee.

A special committee may investigate and plan until the time of a project and then arrange for subcommittees and additional help from the Chapter's membership. Obviously, most special committees' memberships are appointed for short-term activities.

Special committees are created for, but are not limited to, fundraisers such as Golf Tournaments, Reverse Trade Shows, and regular Trade Shows or for activities such as a review of Chapter By-Laws or Policies and Procedures. The chair of any such committee shall advise the Vice President at all times on its activities and make progress and final reports as required by the President.

XIV. Conducting Committee Meetings

In preparation for and in conduct meetings, the chair should:

A. Before the meeting:

1. Select a meeting place, centrally located, and time that is conducive to deliberation or arrange for a teleconference or on-line meeting as is applicable to conducting business.
2. E-mail meeting announcements and agendas one week in advance so members have time to review and prepare.

B. Conduct the meeting:

1. Start the meeting on time.
2. Define the committee's objectives. Every member must know the long term objective of the assigned activity, the length of the project, and the goals of the specific meeting.
3. Encourage every member to contribute.
4. Maintain a positive approach. Examine each suggestion with respect.
5. Do not rush. It takes time to consider all worthwhile alternatives.
6. Guide the group to agreement on the solution with the highest probability for success.
7. Set a schedule for accomplishing the project to include interim deliverables or milestones.
8. Make a reasonable division of responsibilities. The conduct of a project will likely require more manpower than the planning. Subcommittees and, on occasion, the entire Chapter may be involved in a project.
9. Record the minutes of the meeting.

C. After the meeting:

1. Report the progress to the Board.
2. Monitor and report progress to the membership using the newsletter, e-blast
3. For all fund-raising events, develop informational advertisements, press releases, and event listings with the Communications Chair to inform the community and suppliers through the appropriate media channels.

D. Conclude committee activity:

1. Compile committee records and deliver to the Vice President.
2. Collect and organize all material for use by future committee chairs.
3. Maintain a record of all volunteer hours, if applicable verify all scholarship points to be awarded, and report to the Vice President.
4. For all fund-raising events involving photography, select 10-20 best shots from the event and provide to Communications Chair for web posting.

XV. Committee Reports:

Periodic written reports contribute greatly to the effectiveness of the committee and Chapter. Reports inform the Board of committee progress and seek approval of specific requests including funding for expenditures. The Chair will prepare monthly reports during their assignment and present to the Board at its regularly scheduled meetings. Committee reports should state accomplishments and plans rather than detailed discussion. If finances are involved, include a report on requests for funds and any previously approved expenditures. A more detailed written report must be submitted to the Board when the assignment is completed.