



Officer Bootcamp

*March 4,
2017*



Position Duties

Board of Directors, Committees and Task Forces

2017 Meeting Schedule

ByLaws

Program Documents and Policies

Strategic Plan

2015 - 2020

2017 Approved Budget

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NIGP Chapter Resources

CENTRAL FLORIDA CHAPTER OF NIGP

2017 BOARD OF DIRECTORS: POSITION DUTIES

PRESIDENT'S DUTIES

- Oversees the day-to-day operations of the Chapter and the Board of Directors.
- Executes the Chapter's Strategic Plan.
- Develops and assigns Officer & Chairman Duties annually in accordance with the By-laws.
- Establishes the annual organizational structure in accordance with the Chapter's strategic plan and appoints committee chairs and co-chairs for all current committees.
- Develops and monitors the Chapter budget.
- Prepares agendas for all chapter related meetings.
- Files the Chapter's Annual Report with the Florida Department of State Division of Corporations.
- Prepare and submit New Chapter Officer Data Form for NIGP
- Maintains regular communication with the membership via email, newsletter and official meetings.
- Sets Chapter Meeting dates and locations.
- Appoints Awards Committees to go over the nominations for Buyer and Manager of the Year Chapter Awards.
- Performs all duties in accordance with the Chapter Bylaws.
- Oversee by-Laws amendments on an as needed basis.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive President and provide orientation to new board members for 12 Months.
- Transmit all documents to successive President.
- Serve as Presidential Advisor (BOD Member) upon request of successive President. Duties as assigned.

VICE PRESIDENT'S DUTIES

- Assist the President and acts in his/her stead when they are unavailable to make meetings.
- Coordinate all speakers for each regular Chapter Meeting.
- Verify all applications for scholarships and forward a check request to the Treasurer for payment/reimbursement.
- Coordinates all payments for the professional development committee.
- Coordinates all registrations and travel payments.
- Maintains scholarship log and uploads updates monthly to the Chapter website.
- Prepare annual State of the Chapter Address for presentation at final annual Chapter meeting.
- Creates certificates to be handed out in March of each year for member attendance, committee participation and special recognition.
- Orders plaques, awards and certificates for Chapter use.
- Prepares submittal for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Vice-President.
- Transmit all documents to successive Vice-President.

2017 BOARD OF DIRECTORS: POSITION DUTIES

[Continued...]

SECRETARY'S DUTIES

- Records minutes from each meeting
- Uploads agendas, minutes, documentation and newsletters to the chapter website.
- Maintains Chapter Documents on the Website Back-End (Visible & Non-Visible)
- Create newsletter on a bi-monthly basis and submit to Board of Directors before dissemination.
- Prepare and submit Chapter information to NIGP for inclusion on the national website.
- Collects annual acknowledgement forms from all Officers and Committee Chairs.
- Solicits bi-monthly updates & newsletter contributions from all Committee Chairman.
- Assists president with tracking committee progress on a bi-monthly basis.
- Maintains an accurate log of Member Participation.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Secretary.
- Transmit all documents to successive Secretary.

TREASURER'S DUTIES

- Recommends the banking facility and location to the Board of Directors, arranges for signature cards, and when approved, deposits money into investments for future use.
- Manages the finances of the Chapter to include depositing money, writing checks, balancing the general ledger and providing financial and other statements to the Chapter and to the National NIGP office.
- Coordinates all IRS filings with the Chapter's Contracted CPA Firm.
- Ensures two-part approval process, ratifies single approvals through a second Board Member.
- Works with the Finance and Audit committee who verifies and audits the Chapter books.
- Provide Monthly Reconciled Bank Statements & Budget v. Actuals Reports to Chapter President.
- Maintains the membership file and updates the website as necessary with new or changed information. Notifies the Welcoming committee of all new members.
- Provides the sign-in sheet at each meeting, performs all registration activities at each meeting.
- Updates meeting attendance to Chapter Website within 5 days of each event.
- Track meeting attendance.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:

- Attend New Officer Orientation Meeting
- Mentor successive Treasurer.
- Closes bookkeeping for Chapter Year
- Transmit all documents to successive Treasurer

COMMITTEES & TASK FORCES: POSITION DUTIES

ADVOCACY COMMITTEES & TASK FORCES

TABATHA FREEDMAN, CHAIR

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at increasing the visibility of the procurement profession in the business community, educational community or political community.

Legislative Updates (Taskforce)

Juliette Misconi & Bobbye Marsala, Co-Chair

Monitors and reports legislative updates to the membership.

Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership. Presents this update at a Chapter meeting and publishes it in the newsletter.

Partnership Development Committee

Joanne Flick, Chair

Forges partnership(s) with a non-traditional partners (i.e. Other Professional Associations, Municipal Associations, Non-Profit organizations, etc.).

Required Outcome/Deliverable(s): Executes a collaborative and mutually beneficial event, promotion or shared initiative producing a member benefit, community benefit or professional benefit.

Community Services Committee

Teresa Smith & Susan Blair, Co-Chairs

Committee Members: Kathy Bozeman

Ensures that the Chapter maintains a supportive relationship with philanthropic non-profit organizations in the Central Florida area through volunteerism and charitable contributions.

Required Outcome/Deliverable(s): Hosts a minimum of one community service event for Chapter Volunteers. Provides a recommendation of charitable contributions at the Chapter's Final Annual Meeting.

Sustainability (Taskforce)

Fatima Calkins, Chair

Monitors and reports on sustainable procurement advancements and updates.

Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership and publishes this update in the newsletter.

PROFESSIONAL DEVELOPMENT COMMITTEES & TASK FORCES

LISA KESECKER, CHAIR

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at increasing membership's access to educational content. Performs an annual member needs analysis toward determining the Chapter's educational requirements and demographic data. Conducts surveys, as needed, to determine educational interests of the membership.

Programming Committee

Mike Thornton, Chair

Coordinates all speaking engagements and develops seminar programming.

Required Outcome/Deliverable(s): Provides meeting content suitable for each event's audience ensuring that content is educational and non-commercial.

Class Coordinator (Committee) Lisa Kesecker & Damaris Nazario, Co-Chairs

Schedules all NIGP classes as requested by membership. Arranges for a location and supports the site coordinator. Serves as liaison between site coordinator, NIGP and instructor.

Required Outcome/Deliverable(s): Maintains state-wide training matrix; keeps current listing of all Florida NIGP Chapter ProDs; modifies matrix as updates are received; emails updated matrix to all Florida Chapter/FAPPO ProDs each Friday and updates Chapter website with revision. Updates Chapter seminar listings on the website to keep current. Informs membership of seminar offerings at each Chapter meeting. Contributes to each newsletter.

Recertification Counselor (Taskforce) Tabatha Freedman, Chair

Serves as a resource for members completing recertification requirements. Provides a preliminary review of individual recertification applications and assists members in mapping a plan to re-certify.

Required Outcome/Deliverable(s): Maintains "Certification Corner" publication in the newsletter. Provides counseling services as needed by individual members; tracks member usage of this program.

Study Groups (Committee) Fatima Calkins, Chair

Endeavors to develop a CPPB & CPPO study group for each test cycle (May & October)

Required Outcome/Deliverable(s): Markets the study group program during each test cycle. Introduces interested parties, facilitates study materials and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

AWARDS COMMITTEES & TASK FORCES Mike Thornton, CHAIR

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Executes at least one new program annually aimed at aligning member needs with recognition opportunities and awards.

Participation Scholarships Committee Jessica Graham & Mike Thornton, Co-Chairs

Updates and maintain scholarship application as needed. Receive scholarship applications from members; verify and award points. Coordinate point value with Vice President. Process all scholarship redemption requests in coordination with Treasurer. Inform membership where to find the policy, procedures and forms for scholarships. Answer e-mails throughout the year that relate to scholarships. Provide bi-monthly input to Secretary for Newsletter.

Required Outcome/Deliverable(s): Processes all scholarship redemptions to treasurer within one (1) week of submission. Processes all deferments within one (1) week of stated deadline. Processes all scholarship applications within three (3) weeks of stated deadline.

Young Prof. Scholarships Committee Vacant, Chair

Increase awareness among college students about a career in Public Procurement by promoting the Nancy Woodger Young Professional Student Scholarship Program. Develops and maintains a current list of College/University Contacts and High-School Counselors in the region.

Required Outcome/Deliverable(s): Identifies the amount of student members upon assuming position duties and produces an increase. Executes a campaign to encourage scholarship applicants for the Nancy Woodger

Young Professional Student Scholarship Program through local school boards, colleges and universities. Maintains an updated list of contacts for local schools and educational institutions in the region.

Forum Scholarships Committee **Diane Wetherington, Chair**

Encourages member attendance at NIGP’s Annual Forum. This chairman must resign this post if any applicant is a member of the Chairman’s agency.

Required Outcome/Deliverable(s): Executes a competitive scholarship for one (1) forum first-timer and (1) Emerging Professional (Newcomer to Public Procurement – 3 years or less). Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Service Awards (BOY & MOY) Taskforce **David Billingsley, Chair**

Evaluates applicants for the Buyer of the Year and Manager of the Year and makes recommendation to the Board of Directors. This chairman must resign this post if any applicant is a member of the Chairman’s agency.

Required Outcome/Deliverable(s): Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Certificates Task Force **Melisa Rivera, Chair**

Provides the membership with participation certificates on an annual basis. Re-issues certificates as needed by members.

Required Outcome/Deliverable(s): Posts annual participation certificates on the Chapter’s Website before the March Membership Meeting.

MEMBER SERVICES COMMITTEES **DIANE WETHERINGTON, CHAIR**

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

*Required Outcome/Deliverable(s):
Executes at least one new program annually aimed at aligning member needs with member benefits.*

Program Management **Lisa Kesecker & Kristi Rodriguez, Co-Chairs**

Committee Members: Taneya Simpson

Ensures that all programs and initiatives have up-to-date formalization documents and continue to meet the needs of the membership. Draft program formalization documents for the approval of the Board of Directors.

Required Outcome/Deliverable(s): Attends a minimum of one (1) Board of Director’s meeting or teleconference to take inventory of the Chapter’s current programs. Ensures all program documentation is up-to-date.

Welcome Committee **Dorothy Gordon & Juanita Barden, Co-Chairs**

Committee Members: Carol Hewitt

Identifies new members at each Chapter Membership Meeting. Provides a short orientation of member benefits.

Required Outcome/Deliverable(s): Coordinates new member outreach via the registration table at all chapter meetings and events. Provides a Chapter Pin to all new members. Coordinates coverage with a volunteer when unable to perform duties.

Member Retention Committee**Ashley Hanna & Angela Brakebill, Co-Chairs**

Committee Members: Mursal Mzee

Promotes continued membership with the chapter. Works with the Program Management Committee to regularly deploy member benefit bulletins (email & newsletter) to the membership highlighting the chapter's offerings. Identifies non-renewals and promotes re-engagement with the Chapter.

Required Outcome/Deliverable(s): Provides outreach for non-renewing members. Executes an initiative, member benefit or campaign aimed at upholding the value of membership and retaining members. Survey's the membership to gauge member satisfaction and presents recommendations to the Board of Directors.

Marketing & Public Relations**Damaris Nazario & Alina Hernandez, Co-Chairs**

Issues press releases for all awards and accomplishments. Develops promotional advertisements to promote chapter events, awards and accomplishments. Updates the Chapter's marketing plan as needed.

Required Outcome/Deliverable(s): Maintains an updated list of Press Release Contacts in accordance with the Chapter's Marketing Plan. Executes at least one campaign aimed at increasing the visibility of the Chapter.

Sister Chapter Committee**Diane Wetherington, Chair**

Provides guidance and support to the Hawaii/Alaska chapter.

Required Outcome/Deliverable(s): Executes a collaborative and mutually beneficial initiative aimed at supporting the leadership and membership of the Mid Florida Chapter of NIGP.

MEMBER OUTREACH & MENTORING COMMITTEES**FATIMA CALKINS, CHAIR**

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Establishes new relationships aimed at expanding membership in support of subordinate task forces and sub-committees.

Member Mentoring Committee**Vacant, Chairman**

Administration of the Mentorship Program. Coordinates matches with prospective mentors and mentees. Maintain communication with mentors to ensure they are doing mentor duties. Maintain communication with mentees to ensure they are receiving the assistance needed.

Required Outcome/Deliverable(s): Markets the mentoring program at least twice annually. Matches interested parties, facilitates introductions and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

Internship/ Externship Committee**Fatima Calkins & Gwen McKinney, Co-Chairs**

Increase awareness among college students about a career in Public Procurement by promoting the Internship/Externship Program.

Required Outcome/Deliverable(s): Executes at least one campaign annually to encourage scholarship applicants for the internship/externship program through local school boards, colleges and universities.

Membership/ Recruitment Committee**Vacant, Chair**

Promotes memberships with the chapter with new agencies and new members. Identifies NIGP members who are not Chapter Members for Outreach (list is available in January— see Board of Directors).

Required Outcome/Deliverable(s): Executes a campaign aimed at recruiting non-members. Obtains a list of leads in January and provides a report at the December Chapter Meeting identifying the achieved increase in membership.

TECHNOLOGY COMMITTEE

CARRIE WOODELL, CHAIR

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Maximizes the use of technology in support of committees and operations.

Webmaster Committee

Carrie Woodell, Freddie Suarez, Co-Chairs

Maintains up-to-date content on the cfcnigp.org website. Liaison to website host and web developer.

Required Outcome/Deliverable(s): Identifies outdated content on a bi-monthly basis. Attends Chapter Manager Conference or sends a delegate (expenses are paid by the Chapter).

Social Media Committee

Carrie Woodell, Chair

Committee Members: Suzanne Lopez, Lisa Wolfkill

Maintains an up-to-date presence on social media in accordance with the Chapter Social Media Policy.

Required Outcome/Deliverable(s): Updates content on at least a bi-monthly basis. Promotes Chapter events and announcements.

File Management/Historian Committee

Rolando Melo, Chair

Annually takes inventory of files and documents in accordance with the Chapters retention policy. Serves as the custodian of all permanent records and other official documents of the Chapter. Identify, safeguard, dispose and/or destruct documents per Chapter's Records Retention policy. Advise officers and/or committee chairs of proper disposal or destruction procedure for documents; review these documents as necessary prior to disposal or destruction. Digitally scans documents into the Chapter dropbox account. Delegates file access to committee chairs to share and maintain files in the Chapter's dropbox. Ensures that the Chapter's digital files maintain good order and organization.

Required Outcome/Deliverable(s): Reduces the chapters physical file footprint by archiving, destroying and scanning and organizing digital files. Maintains orderly account of official records.

Research & Development Taskforce

Anthony Maldonado & Megan Pearson, Chairs

Upon appointment, obtains direction from the Board of Directors for a specific area of operations requiring improvement. Identifies technology, hardware & software suitable advancing Chapter Operations.

Required Outcome/Deliverable(s): Provides a report of feasible options to the Board of Directors by the May Chapter Meeting for consideration in the budget process. Specific to 2016, this Task force is to identify a means to deploy meeting content to the membership who is unable to attend meetings in-person.

Photography Committee

Jill Alvarez & Lisa Wolfkill, Co-Chairs

Coordinates all photography and maintains the Chapter Photo Archive (dropbox) and Photo Gallery.

Required Outcome/Deliverable(s): Provides photography at all chapter meetings and events. Ensures that all photos are uploaded to dropbox and posted to the Chapter Photo Gallery. Coordinates coverage with a volunteer when unable to perform duties.

OPERATING COMMITTEES & TASK FORCES**DIANE WETHERINGTON, CHAIR**

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Ensures that all operating committees are regularly communicating and on-task.

Budget / Fiscal Management Committee**Diane Wetherington & Tabatha Freedman, Co-Chairs**

Presents the budget in accordance with the Chapter By-Laws. Routinely review budget v. actuals reports to maintain adequate fiscal oversight of the Chapter.

Required Outcome/Deliverable(s): Presents the Proposed Budget, Actual Budget and regularly monitors expenditures.

Newsletter Committee**Lisa Kesecker, Chair**

Committee: Tabatha Freedman

Issues a bi-monthly newsletter including updates from officers, committee chairs, promotions, campaigns, opportunities and other items as directed by the Board of Directors.

Required Outcome/Deliverable(s): Six (6) annual newsletters issued at least two-weeks before each Chapter Event/Meeting.

Chapter Mentoring Committee (Social Media [SM] & Scholarship [S])**(SM) Zulay Millan & Carrie Woodell, Co-Chairs (S) Diane Wetherington & Susan Blair, Co-Chairs**

Promotes the non-competitive relationship between chapters. Provide education, support and routine follow-up assisting chapters to set and reach measurable and achievable goals.

Required Outcome/Deliverable(s): Outreach to Chapter Leaders nationwide via NIGP's Nsite and documented follow-up with interested associations. Mentors shall assess and prescribe plans for advancing Chapter interests.

Chapter of the Year Committee**Diane Wetherington & Tabatha Freedman, Co-Chairs**

Committee Members: Lisa Kesecker, Carrie Woodell, Denise Schneider, Cheryl Olson, Fatima Calkins, Zulay Millan, Mike Thorton

Takes inventory of the Chapter's programs and accomplishments to determine if the Chapter is competing for the Chapter of the Year Award (COY). Develops annual S.M.A.R.T. goals for the Chapter to maintain status as an award winning Chapter. Coordinates the annual COY submittal.

Required Outcome/Deliverable(s): COY Submittal or Comprehensive plan for competing in future years.

Governance Committee**Carrie Woodell, Chair**

Provides guidance with governance and brings forward Chapter by-law revisions.

Required Outcome/Deliverable(s): Executes duties as-needed.

Nominating Task Force**Roger Cooper, Juanita Barden, Cheryl Olson, Co-Chairs**

Identify and interview potential Board position candidates. Select a slate of Officer nominations with recommendations for each position. Present slate of officer nominees to the membership.

Required Outcome/Deliverable(s): Markets Board of Director's Opportunities. Interviews nominees and presents a slate of candidates to the membership. Holds elections and installs officers in accordance with the Chapter By-laws.

Parliamentarian Task Force**Cheryl Olson, Chair**

Advises the President and other officers, committees and members on matters of parliamentary procedure. Assist with procedures during meetings. Robert's Rules of Order is the authority used in this role. Supervises nominating and elections.

Required Outcome/Deliverable(s): Shall at a minimum attend Chapter Meetings for the election of Officers and the installation of Officers. Coordinates coverage with a volunteer when unable to perform duties.

Audit Task Force**Ray Hooper, Chair**

Shall report directly to the Chapter membership a written assessment of Chapter books. This assessment shall include, but not be limited to, verification of income and expenditures (checks & receipts). Internal Audit is performed once per fiscal year.

Required Outcome/Deliverable(s): Provides an annual written assessment (internal audit).

Presidential Advisors**Denise Schneider & Carrie Woodell, Zulay Millan, Co-Chairs**

Appointed by the President and Limited to Past Presidents. Provide perspective and orientation to the incoming Board of Directors.

Required Outcome/Deliverable(s): Facilitates an Officer Orientation upon installation of Officers.

Strategic Planning Task Force**Luis Aviles, Chair**

Coordinate complete overhaul of Strategic Plan every 5 calendar years. On off years, revisit the Strategic plan for minor updates and changes. Next scheduled complete overhaul is due in the fall of 2016 to take effect in the 2017 calendar year.

Required Outcome/Deliverable(s): Provides a comprehensive strategic plan update every 5 years (Due in 2020). Provides annual follow-up of current strategic plan action items.

EVENT MANAGEMENT**LISA KESECKER, CHAIR**

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Ensures that all events are thoughtfully executed and staffed with volunteers.

Catering**Will Henzmann, Chair**

Committee Members: Arima Santana & Doug Woods

Coordinates all food service for Chapter Events.

Required Outcome/Deliverable(s): Coordinates food service at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties. Provides a menu for the newsletter.

Family Day**Tabatha Freedman, Chair**

Coordinates the Chapter's Annual Procurement Month Family Day event.

Required Outcome/Deliverable(s): Executes Family Day during Procurement Month (March).

Audio-Visual Committee**Angela Thomas, Chair**

Committee: Vlad Opreanu

Coordinates all audio-visual requirements in support of Chapter events and meetings.

Required Outcome/Deliverable(s): Provides audio-visual coordination at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties.

FUNDRAISING COMMITTEE

DIANE WETHERINGTON, CHAIR

Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):

Ensures that all events are thoughtfully marketed, executed and staffed with volunteers.

Speed Buying

Diane Wetherington, Chair

Committee: Zulay Millan

Coordinates the Chapter's Annual Speed Buying Event

Required Outcome/Deliverable(s): Executes Speed Buying

Reverse Trade Show

Mike Thornton & Diane Wetherington, Co-Chairs

Coordinates the Chapter's Annual Reverse Trade Show, appoints sub-chairman for all committees required to execute the event and

Required Outcome/Deliverable(s): Executes the Reverse Trade Show



2017 Chapter Meeting Dates

January 20	Membership Meeting
March 24	Spring Workshop
May 5	Membership Meeting/Speed Buying
July 21	Membership Meeting
September 23	Election meeting + Fall Workshop
December 9	Holiday Membership Meeting

Select 2017 Other Chapter and NIGP Event Dates

2/23-23/17	NIGP Leadership Development Symposium
03/12/17	Family Day
08/27-30/17	NIGP FORUM
11/1/17	Reverse Trade Show
12/2/17 or 12/9/17	VIP, MENTEE, MENTOR APPRECIATION DINNER

By-Laws

Central Florida Chapter of NIGP



Approved September 25, 2015

Revised and Approved July 15, 2016

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ARTICLE I –VISION, MISSION, CORE VALUES

VISION

To be the leading Chapter of NIGP: The Institute for Public Procurement by promoting the development of public procurement professionals throughout Central Florida.

MISSION

Provide our chapter members with opportunities for professional development and the exchange of best practices.

CORE VALUES

The Central Florida Chapter of NIGP shall adhere to the following core values:

1. Ethics
2. Integrity
3. Professionalism
4. Diversity
5. Education and Professional Growth
6. Service to Stakeholders

ARTICLE II- MEMBERSHIP

1. FULL. Membership is based on payment of individual dues to the local Chapter and carries with it the right to vote. Membership in this Chapter shall be open to Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions of Florida, and non-profit agencies providing a service to the general public. Such members must also be full time employees for an agency where the majority of their time is spent in procurement or materials management. Full Members shall be eligible for scholarship points.
2. ASSOCIATE. Membership is based on payment of individual dues to the local Chapter. Members shall not be entitled to vote or hold office. Membership shall be open to Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions of Florida, and non-profit agencies providing a service to the general public. Members shall be full time employees for an agency where at least thirty percent (30%) of their time is spent on procurement related activities such as scope development, procurement administrative support, purchase expediting, project management or contract administration. Associate Members shall be eligible for scholarship points.
3. HONORARY. Honorary membership may be conferred upon individuals who have made distinguished contributions to the procurement profession or this Chapter by unanimous vote of the members present. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the honorary member to provide a current chapter registration form. Honorary Members shall be ineligible for scholarship points.
4. RETIRED. Retired Membership may be conferred upon members of this Chapter upon their retirement from active professional employment after receipt of a written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the Retired member to

provide a current chapter registration form. Retired Members shall be ineligible for scholarship points.

5. **STUDENT.** Procurement, contract administration, materials management, public administration, business administration and logistics college students at graduate or undergraduate level shall be eligible, as well as local high school students. Student members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. Student Members shall be eligible for scholarship points.

It is the responsibility of the Student member to provide a current chapter registration form.

6. **ACADEMIC.** Academic Membership is limited to professors and researchers employed by a higher-education institution. Academic members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues and event registration fees. It is the responsibility of the Academic member to provide a current chapter registration form. Academic Members shall be ineligible for scholarship points.
7. **TRANSITIONAL MEMBERSHIP.** Limited to 12 months. Eligibility is restricted to those previously employed in the procurement profession who are currently unemployed but are actively seeking employment. Membership fees will be waived until employment is secured in government procurement or a non-profit organization. These members will not be eligible to vote or hold office. Transitional members may earn scholarship points for up to 12 months, but are ineligible to redeem such points until resuming membership qualifying employment and paid membership to active status. Transitional Member accrued scholarships shall return to the general fund upon expiration of Transitional Membership.

It is the responsibility of the member to provide a Transitional Member Registration form to the Board of Directors for a vote at the next regularly scheduled Board Meeting.

8. Membership is granted the discretion of the Board of Directors. The Board of Directors has the right to revoke membership status at any time. If the membership status of a paid member is revoked by the Board of Directors, any membership dues for the current calendar year will be refunded. A member whose status has been revoked has the right to appeal to the Chapter for reinstatement of their membership status.

ARTICLE III - OFFICERS AND BOARD OF DIRECTORS

1. **BOARD OF DIRECTORS** The governing body of this Chapter will be a Board of Directors consisting of the Presidential Advisory Committee members, the President, Vice President, Secretary and Treasurer. Members of the Board of Directors are required to attend Chapter meetings, chapter events and the Board of Director's meetings unless otherwise excused by the President, Board members unable to attend any meeting must notify the President not less than 24 hours prior to the meeting.
2. **PRESIDENT.** The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter and the Board of Directors, perform all duties incident to the Office of President, and shall adopt all other duties as described in NIGP: The Institute for Public Procurement By-Laws. The President shall perform all duties as from time to time may be assigned by the vote of the membership or the Board of Directors. The President shall maintain an accurate record of officer duties and committee duties and shall furnish a copy of these duties to all newly appointed/elected officers and chairman for acknowledgement. All policy documents outlining officer and chairman duties shall be accessible by the membership.

3. VICE PRESIDENT. The Vice President shall perform such duties as assigned by the President. The Vice President shall preside in the absence of the President and continue therein should the presidency be vacated, whereupon the office will be filled in accordance with the provision of the By-Laws.
4. SECRETARY. The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and its Boards. Minutes shall include, but not be limited to, the purpose of each meeting, list of those members present, description of issues addressed and decisions or directions made. The minutes shall be distributed on or before the next scheduled meeting. The Secretary shall publish a bi-monthly newsletter for distribution to the membership.
5. TREASURER. The Treasurer shall be responsible for the funds of the Chapter. A complete record of receipts and disbursements at each meeting shall be maintained to render a true and accurate report relative to the affairs of this office. The Treasurer shall collect and pay all applicable membership dues and maintain a current membership roster. Treasurer may maintain and pay all costs for a Post Office Box for the use of the Board of Directors. It is the responsibility of the Treasurer to pay all insurance premiums, storage, and other related fees of the Chapter, as applicable. The Treasurer shall distribute a financial report at each regularly scheduled meeting.

ARTICLE IV- NOMINATIONS AND ELECTIONS

1. A Nominating Task Force will be appointed by the Board of Directors consisting of 3-5 active members of the Chapter. Nominating Task Force members will interview potential Board position candidates to ascertain their interest and qualifications. The Nominating Task Force will meet and create a slate of officer nominations for each Board position. The Nominating Task Force Chairman will announce the officer nomination slate to the general membership at the fifth regular Chapter meeting of the year. Following the presentation of the officer nomination slate, the floor shall be opened to the general membership for further nominations. The Nominating Task Force Chairman will close nominations and candidates will be given an opportunity to speak to the membership. The Nominating Task Force Chairman will call for a vote on each Board position per approved voting procedures. The new officers shall be installed at the January meeting and shall conduct the remainder of the first scheduled meeting of the year.
2. Any office vacated will be filled for the remainder of the current term by a appointment of the Board of Directors, to be voted on by the membership at the next meeting. The Board of Directors shall have the authority to appoint from the membership an alternate Officer or Director to the position for the unexpired term, or until such time as a special election is held.
3. The Board of Directors may remove any officer from office by a majority vote upon examination and due proof of the truth of a written complaint of misconduct, incapacity, or neglect of duty, made by any director, provided that at least one (1) week's previous written notice of the proposed action has occurred. The opportunity to appear before the Board of Directors shall have been given to the accused and to each director prior to action by the Board of Directors.
4. Upon the resignation of an Officer, the Board of Directors shall have the authority to appoint from the membership an alternate Officer or Director to the position for the unexpired term, or until such time as a special election is held.

5. The term of office of all Officers shall commence at the January meeting.
6. The term of office of all Officers shall be for a period of two years.
7. Maximum term of office by any individual in any one (1) office is two (2) terms upon elections.
8. No member shall be considered for office unless he or she has been an active member in good standing for at least one year preceding the election.
9. At a minimum, the three (3) highest ranked Chapter officers are required to hold either an Agency or Individual Membership in NIGP, per Section 1, Article XIV of NIGP: The Institute for Public Procurement By-Laws. To comply with this requirement, the Central Florida Chapter may, by Chapter vote, pay for individual membership to NIGP for officers serving on the Board of Directors whose Agency will not pay for membership.
10. No two members of the same organization may serve as officers at the same time.

ARTICLE V- FUNDS

1. DUES. Membership Dues are payable on an individual basis. The amount is recommended by the Board of Directors and, if changed, set by vote of the members annually at a regularly scheduled meeting. Dues are paid by calendar year and are due by December 31 for the following year. Dues are per member and not transferable to another person. If a member leaves his/her agency and is employed by another agency, membership shall go with him/her. Dues will not be pro-rated.
2. FUNDS. Funds will be held in a bank account maintained by the Treasurer. Expenditures require approval of the Board of Directors. Disbursements will be by check bearing signatures by two of the following officers: President, Vice President, Secretary or Treasurer. These signatures will be registered with the bank.
3. P-CARDS. Chapter issued purchasing cards (P-Cards) may be issued and used for approved Chapter expenditures. The President shall approve the issuance of P-cards as required to effectively manage the Chapter and committee operations. P-Card charges will be reviewed and signed by two of the following Officers: President, Vice President, Secretary and Treasurer, at the end of each billing cycle.

EXPENDITURES:

- A. The Chapter shall pay all reasonable costs, to include registration, and hotel expenses, for the Chapter President to attend the NIGP Annual Forum each year contingent upon availability of funds. Travel expenses must be approved at the beginning of the calendar year as a budgeted item.

Contingent upon the availability of Chapter funds, the Board of Directors may approve any another officer(s) to attend the NIGP Annual Forum to assist the Chapter President in representing the Chapter. All travel expenses shall be budgeted and approved in advance by unanimous vote by the Board of Directors. The Chapter will pay per diem and mileage rates based upon the most recent GSA Per Diem Rate Schedule for the forum host City, Schedules are accessible at <http://www.gsa.gov/portal/category/100120>.

In the event that either the Chapter President or the Officer's entity is able to pay any or all of the travel costs, which would have been paid by the Chapter, the agency shall then be responsible for those costs incurred by the individuals.

- B. A budget shall be designated for Sunshine and Awards and maintained by the Treasurer.

* The Sunshine Budget is reserved to provide assistance for active Chapter members or their immediate family members in the event of a hospitalization or death of the Chapter member or a member of their immediate family (spouse and/or children). The Board will make the decision to provide assistance and will report back to the Chapter on any funds dispersed. In the interest of member privacy, the Board may choose to keep the name(s) of the member or family confidential.

ARTICLE VI- SCHOLARSHIPS

To reward those members who actively participate in the Central Florida Chapter (CFC) of NIGP and who wish to further their educational goals, the Chapter shall provide a CFC-NIGP Scholarship Fund. The scholarship budget is contingent upon available funds each year and will be approved by the general membership on a yearly basis as part of the overall budget approval process. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.

- A. The Board of Directors, by majority vote, shall establish the value of scholarship points for various eligible activities during the chapter year. Activities eligible for award of points are: meeting attendance, service as an Officer of the chapter or other procurement related organizations, committee participation, education, conference attendance, event participation and certifications.
- B. Members will accumulate points on a yearly basis. Awarded scholarship dollars may be carried forward (deferred) and accumulated by the member for future use by submittal of a deferment request.
- C. Each member is entitled to scholarships, as specified by membership category, based on points earned.
- D. Scholarships may be used for any procurement related function (including travel costs), educational material or recertification. Functions may include classes, tests, conferences, seminars, educational materials, tradeshow, etc. Travel costs may include hotel, mileage, airfare, rental car, per diem, etc. Reimbursement for travel items such as mileage and per diem shall be determined by the current Federal rate schedule. This schedule is available at www.gsa.gov/portal/category/21287. Rates will be based on location of the event.
- E. All applications will be reviewed and points assigned based on participation in functions from the previous calendar year. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.
- F. Scholarship points are not transferable to another person.

- G. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.
- H. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.
- I. Payments on behalf of a scholarship recipient can be made to fund a member's attendance at a qualified event, certification or recertification. Documentation shall be submitted to the Vice President.
- J. Any difference in the amount of the scholarship versus the cost of the event shall be the responsibility of the scholarship recipient if the cost is greater. If the cost of the event is less than the scholarship amount, that amount will be returned to the CFC-NIGP Treasurer. Failure to reimburse will result in member being ineligible for future scholarships.
- K. Scholarship funds shall be returned to the Chapter promptly in the event the activity is canceled.

The Board of Directors, by majority vote, shall have the authority to establish additional scholarship programs contingent upon available funds each year and will be approved by the general membership on a yearly basis as part of the overall budget approval process. This shall include but not be limited to scholarships in memoriam, student scholarships and member recruitment initiatives.

ARTICLE VII-MEETINGS

The Board of Directors, by majority vote, shall establish the meeting dates and locations on an annual basis.

ARTICLE VIII – COMMITTEES AND TASK FORCES

1. Committees shall be designated by the Board of Directors and the Chairperson appointed by the President. The following committees shall be appointed:
 - A. Professional Development Committee - To allow for continuing professional education, this committee would schedule Seminars, Professional Certification Reviews and Testing, and the Bi-Monthly Guest Speakers.
 - B. Fund Raising Committee – To provide funds for educational seminars and meet the budgetary needs, this committee will organize fund raising events. The President will serve on this committee.
 - C. Fiscal Management Committee– Prepare annual budget and presented to the membership in December for the following calendar year. Prior to release of Chapter Books, the President shall convene an Audit Task Force. The Audit Task Force who report directly to the Chapter membership a written assessment of Chapter books.

This assessment shall include, but not be limited to, verification of income and expenditures (checks & receipts). Normally done one time per fiscal year.

- D. Other committees may be appointed by the President as needed.
2. Task Forces shall be designated by the Board of Directors and the Chairperson appointed by the President. The following Task Forces shall be appointed:
 - A. Certificates and Awards Task Force – In an effort to acknowledge those achievements by members of the chapter for outstanding accomplishments, committee membership, and educational advancement, Certificates of Appreciation and Awards shall be distributed. These will not only recognize members for their achievements, they will also be recognized by NIGP for certification and re-certification points. The Vice President or Secretary will serve as the Chair of this committee.
 - B. Audit Task Force Prior to release of the Chapter Books, the President shall convene an Audit Task Force to be led by one at large member and to include one or more additional at-large members for the purpose of performing a pre-release assessment of Chapter Books. The Audit Task Force will report directly to the Chapter membership a written assessment of the Chapter Books. This assessment shall include, but not be limited to, verification of income and expenditures (checks and receipts).
3. The Chairperson of each Committee and/or Task Force will report to the membership at the direction of the President.

ARTICLE IX – PROCEDURES

1. QUORUM. A Quorum for the Board of Directors will consist of a majority of those voting. A quorum for a regular meeting shall consist of a minimum of 15% of the voting membership. Quorum shall be verified by the Secretary prior to voting.
2. Robert's Rules of Order shall govern the affairs of the Chapter with a copy being present at regular meetings.

ARTICLE X – AMENDMENTS

1. Following the initial adoption of this Instrument, the By-Laws may be amended by two-thirds votes of those members present at the regular meeting.
2. Any proposed amendment must be submitted either in writing to the membership at a regular meeting or electronically by email at least two weeks prior to the next regularly scheduled meeting and shall be voted on at the next regular meeting.
3. All approved By-Laws amendments shall be submitted to NIGP: The Institute for Public Procurement.

ARTICLE XI – CODE OF ETHICS

The Chapter shall adopt as its Code of Ethics those of NIGP: The Institute for Public Procurement.

Annually all Officers and Committee Chairmen shall be required to submit to the Board Secretary an Acknowledgement of Duties and Conflict of Interest Disclosure Form.

PROGRAM DOCUMENTS & POLICIES

Central Florida Chapter of NIGP



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SECTION 1: GOVERNANCE

1. CONFLICT OF INTEREST & ACKNOWLEDGEMENT OF DUTIES

In accordance with the Chapter By-laws, annually all Officers and Committee Chairmen shall be required to submit to the Board Secretary an Acknowledgement of Duties and Conflict of Interest Disclosure Form. **See Exhibit 1 for the latest form.**

Adopted: September 23, 2016

2. CODE OF CONDUCT

The Central Florida Chapter of NIGP has adopted the NIGP Code of Ethics. This Code of Conduct expands on the Code of Ethics by providing specific statements of behavior which conflict with principles of professionalism. These are not objectives to be strived for, they are rules that no true professional will violate. The following standards shall be upheld by the Board of Directors and all volunteers representing the Central Florida Chapter of NIGP.

- Avoid hateful, offensive or inciting speech
- Avoid discourtesy or rudeness in executing duties.
- Avoid excessive drinking while representing the Chapter in a Social setting
- Avoid attire that is suggestive or containing text/symbols considered to be offensive
- Avoid inappropriate behavior or unsportsmanlike behavior during awards ceremonies
- Avoid unsportsmanlike behavior in competitive situations

Adopted: September 23, 2016

3. NIGP FORUM ATTENDANCE

When attending NIGP Forum as a Chapter Funded Representative the Board of Directors may require attendance at prescribed events and sessions to maximize the Chapter's interests, this directive shall come from the Chapter President.

Adopted: September 23, 2016

4. SISTER CHAPTER RELATIONSHIPS

As an affiliate of NIGP: The Institute for Public Procurement the Central Florida Chapter of NIGP may from time-to-time enter into affiliations to promote advancing the interests of the Public Procurement Profession. These relationships shall be memorialized with a "Sister Chapter Agreement". **See Exhibit 2 for all active Sister Chapter Agreements.**

Adopted: September 23, 2016

5. CHAPTER-2-CHAPTER MENTORING

The Central Florida Chapter of NIGP may from time-to-time enter into mentoring engagements to promote an innovation or best practice in Chapter Operations. These engagements shall be governed by a project charter and approved by the Board of Directors.

Adopted: September 23, 2016

SECTION 2: OPERATIONS

1. TRADEMARKS

There are multiple factors that determine when trademarks are necessary to protect Chapter interests, these include but are not limited to the protection of revenue sources, branding opportunities and the protection of intellectual property. [See Exhibit 3 for all active trademarks.](#)

Adopted: September 23, 2016

2. RECORD RETENTION POLICY & ONLINE FILE MANAGEMENT

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 simple that anyone can readily identify and use them. Except official chapter documents such as annual filings, minutes, and formal correspondence, files generated with 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 the Chapter and will not be destroyed or disposed of except as provided by this policy. 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. 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, etc. Names alone are not PII. However, if they are associated with any other information or data such as listed above, they should be considered PII. Documents that may contain personally identifiable information include but are not limited to: (1) Registration forms (2) Workshop registration lists (3) Telephone message and conversation records (4) Credit card slips (5) E-mails (6) Membership rosters (7) Web reports.

Tangible documents that contain PII or other confidential information should be shredded or incinerated. 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 the information. The nature of the medium (e.g. electronic or tangible), does not lessen the responsibility of the Chapter or its officers, committee members or chairs responsible to safeguard data that is considered to be personally identifiable information.

The Chapter shall require contractors and their subcontractors to provide the same or better assurances with the safeguarding of PII that the Chapter requires of its own officers, committee

chairs, and committee members. Where regulations may prescribe more restrictive PII protections than those of the Chapter, the more restrictive shall prevail.

Files Plan / Records Custodian

A functional, decentralized files plan is designated for all of CFC. 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 CFC and will not be destroyed or disposed of except as provided by these instructions.

The Chapter Historian shall retain and be the custodian of all permanent records and other official documents of the Chapter except that the President is the custodian of the framed Charter document.

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).

The Record Retention Schedule lists the major records 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 the Chapter, but could apply in the future.

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

Record Title of Description	Retention Period
<i>Banking</i>	
Accounts Payable Ledger / History Files	Permanent
Accounts Receivable Ledger	Six Years
Bank Deposits / Receipts	Seven Years
Bank Statements / Reconciliations	Seven Years
Billings	Three Years
Bills / Invoices from consultants, vendors	Six Years
Budget Projections / Files	Two Years
Cash Receipts	Seven Years
Checks Paid / Cancelled	Seven Years
Donations	Six Years
Financial Statements – Audited	Permanent
General Ledge Detail – Year End Closing	Seven Years
Revenue Posting	Two Years
Statement of Miscellaneous Income (Form 1099)	Eight Years
Tax Returns / IRS	Permanent
<i>Corporate</i>	
By-Laws	Permanent
Operations Manuals	Permanent

Record Title of Description	Retention Period
Incorporation Papers (registration with state as nonprofit organization)	Permanent
Tax Exemption	Permanent
Charter	Permanent
Operations / Policy Manual	Permanent until superseded
<i>Correspondence</i>	
Accounting	Five Years
Credit and Collections	Seven Years
Tax	Permanent
Meeting Minutes (Board)	Permanent
Meeting Minutes (Committee)	Three Years
<i>Insurance</i>	
Director's & Officers, Liability	Three Years after expiration
Records (accident reports, claims, policies)	Permanent
<i>Membership</i>	
Applications & Records	Five Years
Dues Receipts	Three Years
<i>Miscellaneous</i>	
Capital Assets	Three Years
Contracts – Vendors	Permanent
Application for Awards	Five Years
<i>Printing</i>	
Photos of Chapter Events	One Year
<i>Procurement</i>	
Contracts (after completions / expirations)	Permanent

Adopted: June 30, 2011

3. MARKETING AND PUBLIC RELATIONS PLAN

External modes of marketing:

Identify media contacts to market events:

MEDIA CONTACTS

Orlando Business Journal

Phone 407-649-8470

Fax 407-649-8469

E-mail Orlando@bizjournal.com

Published weekly-Friday. Deadline is noon Thursday, 8 days before the publication date.

Rates attached.

Orlando Sentinel
Business Reporters
Sara Clarke
Phone 407-420-5664
E-mail skclarke@orlandosentinel.com

Linda Florea
Phone 407-420-6063
E-mail lflorea@orlandosentinel.com

Business section on the website you can post Promotions or Appointments. Business events can be posted here also (proof of non-profit status must be included).

Notification of conventions can be e-mailed to businessnews@orlandosentinel.com

Identify topics to advertise:

- Newly Certified Individuals
- Election of Officers
- Notification of a well known speaker
- Purchasing month activities
- Conferences
- Reverse Trade Show

Internal modes of marketing:

NEW SLETTER

A Chapter Newsletter is published bi-monthly and e-mailed to members as well as being posted to the Chapter website, www.cfcnigp.org .

MEMBERSHIP

E-mail eligible agencies to extend an invitation to attend a Chapter meeting as a guest of the Chapter.

Send a questionnaire to current members to gauge expectations and reason for decrease in meeting attendance.

Send a questionnaire to former members inquiring why they have dropped membership and what Chapter benefits would renew interest in joining.

Board members meet with agency managers to resell the importance of Chapter membership and then have the managers seek additional agencies to join.

Adopted: September 16, 2011

4. SOCIAL MEDIA POLICY

Central Florida Chapter of NIGP Policy Governing Use of Social Media

OBJECTIVE: To provide the policy and procedures for developing applications and providing content on external Web applications and social media platforms in order to ensure consistency with our Chapter brand and content. This Policy also provides that such applications and platforms will be regulated to ensure the appropriateness of content.

AUTHORITY: This procedure is approved by the Board dated September 16, 2011.

DIRECTION: The Technology Committee (subject to direction by the Board)

FUNCTIONS

A. Definitions

- (1) "Web based social network services" are external Web sites or services. Most social network services provide a variety of ways for users to interact, such as e-mail and instant messaging services. Examples of current social network services are Facebook, Twitter, LinkedIn, GovLoop and Blogs.
- (2) "Content managers" are the individuals responsible for maintaining the information on a site.

B. Selection of Social Media Sites

- (1) Given that social network sites vary in content and use, the Technology Committee will review a site before a Chapter account is created, including:
 - i. Determining whether the site allows comments or posts to be turned off. It will be in the discretion of the Chapter whether a site or platform will be used in the event that the platform will not allow the Chapter to turn off the comments or posts feature. If the Chapter utilizes a site or platform that will not allow the comments or posts to be turned off, the Chapter reserves the right to implement the controls set out in subparagraph C
 - (2) hereinafter, and in all events, the Chapter disclaims responsibility and liability to the fullest extent allowed by the law for any inappropriate content or posting on any network site or platform.
 - ii. Ensuring the site provides adequate mechanisms, features and allows for the Technology Committee to control content.
 - iii. Reviewing the concept, audience, and marketing plan for the site.
- (2) The Technology Committee may establish the Central Florida Chapter of NIGP on social media accounts, even if the Chapter does not currently plan to use them. This will reserve the name and keep another person or organization from presenting themselves as the Central Florida Chapter of NIGP.

C. Use of Social Media Sites

- (1) Any social media site used on behalf of the Chapter must be approved by the Technology Committee.

- (2) If a social media site or any other web based platform used by the Chapter allows for comments to be posted by the public, the Technology Committee reserves the right to edit or remove content based on the criteria listed below. The Chapter also reserves the right to turn off the ability of third parties to post or comment, at its discretion. The Chapter's intent is to maintain a moderated online discussion directly relating to topics posted by the Chapter, with language that is deemed appropriate to read.
- (3) Social network sites shall be used to:
 - i. Promote the Chapter, including events and initiatives
 - ii. Promote NIGP, including events and initiatives
 - iii. Promote UPPCC certification
 - iv. Foster communication among procurement professionals
 - v. Recruit potential new members (including students)

Adopted: September 16, 2011

5. PUBLICATIONS

All Publications shall be approved by the Board of Directors. The Central Florida Chapter of NIGP and its officers and editors do not condone material that is potentially libelous, misleading, or defamatory; that plagiarizes the work of others; or that infringes on copyright. The Chapter Editor reserves the right to edit all material for length, spelling, grammar and space.

Adopted: September 23, 2016

6. SPEED BUYING

RESERVED.

7. REVERSE TRADE SHOW

RESERVED.

8. CHARITABLE CONTRIBUTIONS

At the final chapter meeting of each year, contingent upon budget availability, Chapter members may bring forward motions for Charitable Contributions.

Additionally, the Chapter will endeavor to hold fundraisers and outreach events in support of community charities and community service.

Adopted: September 23, 2016

SECTION 3: PROGRAMS

1. PARTICIPATION SCHOLARSHIP

To reward those members who actively participate in the Central Florida Chapter (CFC) of NIGP and who wish to further their educational goals, the Chapter shall provide a CFC-NIGP Scholarship Fund. The scholarship budget is contingent upon available funds each year and will

be approved by the general membership on a yearly basis as part of the overall budget approval process. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.

- A. The Board of Directors, by majority vote, shall establish the value of scholarship points for various eligible activities during the chapter year. Activities eligible for award of points are: meeting attendance, service as an Officer of the chapter or other procurement related organizations, committee participation, education, conference attendance, event participation and certifications.
- B. Members will accumulate points on a yearly basis. Awarded scholarship dollars may be carried forward (deferred) and accumulated by the member for future use by submittal of a deferment request.
- C. Each member is entitled to scholarships, as specified by membership category, based on points earned.
- D. Scholarships may be used for any procurement related function (including travel costs), educational material or recertification. Functions may include classes, tests, conferences, seminars, educational materials, tradeshow, etc. Travel costs may include hotel, mileage, airfare, rental car, per diem, etc. Reimbursement for travel items such as mileage and per diem shall be determined by the current Federal rate schedule. This schedule is available at www.gsa.gov/portal/category/21287. Rates will be based on location of the event.
- E. All applications will be reviewed and points assigned based on participation in functions from the previous calendar year. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.
- F. Scholarship points are not transferable to another person.
- G. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.
- H. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.
- I. Payments on behalf of a scholarship recipient can be made to fund a member's attendance at a qualified event, certification or recertification. Documentation shall be submitted to the Vice President.
- J. Any difference in the amount of the scholarship versus the cost of the event shall be the responsibility of the scholarship recipient if the cost is greater. If the cost of the event is less than the scholarship amount, that amount will be returned to the CFC-NIGP Treasurer. Failure to reimburse will result in member being ineligible for future scholarships.
- K. Scholarship funds shall be returned to the Chapter promptly in the event the activity is canceled.

- L. Each member is required to submit a Scholarship Application to the Scholarship Committee in accordance with the Scholarship Application procedures noted below.

Scholarship Application Procedures

Members shall submit a Scholarship Application to the Scholarship Committee by January 31, noting the procurement activities as outlined on the application. Members shall attach supporting documentation for all functions. Chapter meeting attendance and committee meeting attendance will be verified by the sign-in sheets for those meetings and do not need to be submitted by the member. All Scholarship Applications must be received by the deadline set by the Scholarship Committee, January 31.

If any points are earned in a given year, an application must be submitted by January 31st of the following year so points can be recorded ***even*** if a member plans to defer points. (Example: Points earned in calendar year 2010 are due January 31, 2011 even if the member isn't using the points until 2012).

- M. Each member is required to submit a Scholarship Redemption/Deferment Request to the Vice President in accordance with the Scholarship Redemption procedures noted below.

Scholarship Redemption Procedures

Members shall complete a Scholarship Redemption/Deferment Request and submit it to the Vice President in order to redeem scholarship funds. Supporting documentation must be attached and may include course curriculum, registration form, travel request from member's entity, etc.

Scholarship Deferment Procedures

Members shall complete a Scholarship Redemption/Deferment Request and submit it to the Vice President in order for Awarded scholarship dollars to be carried forward (deferred) and accumulated by the member for future use.

Adopted: September 25, 2015

2. MENTORING PROGRAM

RESERVED

3. EXTERNSHIP PROGRAM

RESERVED

4. INTERNSHIP PROGRAM

RESERVED

5. STUDENT SCHOLARSHIP PROGRAM

RESERVED

6. CHAPTER LIBRARY

RESERVED

7. GRATIS MEMBERSHIP FOR NEW CPPO/CPPB DESIGNEES

RESERVED

8. TOASTMASTERS PARTNERSHIP

Objective To encourage chapter members to improve their speaking skills so that they may share their knowledge and experience with other members by serving as the featured speaker during Chapter meetings, FAPPO conferences, and at other learning opportunities.

Procedures: Paid chapter members who join Toastmasters and pay annual dues will have those dues reimbursed upon presenting a minimum 30 minute speech at a Chapter Meeting.

Members will present a receipt evidencing dues payment when accepted as a Chapter Meeting Speaker. Treasurer will present a check for the full amount of Toastmasters dues upon completion of the presentation and in accordance with current chapter procedures.

Funds will be paid from the Speaker's Fund.

Adopted: August 11, 2016

9. DESIGN BUILD ASSOCIATION PARTNERSHIP

STRATEGIC PARTNERSHIP WITH DESIGN-BUILD INSTITUTE OF AMERICA FLORIDA REGION

Objective: To increase Chapter members' knowledge of alternate project delivery methods including Design-Build by sharing event, class, and conference advertising with the Florida Region of the Design-Build Institute of America (FL-DBIA), and to increase Chapter outreach to the vendor community

Procedure: FL-DBIA will post notices of upcoming CFC-NIGP Chapter events open to the public and to vendors such as the Reverse Trade Show, Speed Buying, and FAPPO Conferences on their website in order to encourage their membership to participate in those events

CFC-NIGP will post notices of upcoming FL-DBIA meetings, conferences and classes on its website.

Members are authorized to use scholarship funds for DBIA classes and conferences.

Members are awarded 25 scholarship points for attendance at FL-DBIA annual conferences.

Adopted: August 11, 2016

10. SUNSHINE FUND DISBURSEMENTS

The sunshine fund assists members facing personal hardships. The fund can also be used to purchase flowers, gift cards, etc., when the Chapter wants to acknowledge illness, death, birth, hospitalization etc.

Additionally, by majority vote of the Board of Directors a member's scholarship fund may be disbursed to the member as a sunshine fund disbursement if the Board, at its sole discretion, determines there to be a sufficient hardship.

Adopted: September 23, 2016

11. CLASS HOSTING BENEFITS

RESERVED.

12. THE KNOWLEDGE SHOP

RESERVED.

EXHIBIT 1
CONFLICT OF INTEREST &
ACKNOWLEDGEMENT OF DUTIES



OFFICER AND VOLUNTEER ACKNOWLEDGEMENT OF DUTIES

I have received a copy of the duties for the following position(s):

I have reviewed the duties and I understand all my responsibilities. I am able to perform the essential functions as outlined. If I have any questions about duties not specified on this description I will discuss them with the Central Florida Chapter of NIGP Board of Directors.

I further understand that my eligibility for scholarship points is based on my ability to perform the duties and responsibilities and my effort to meet the outcomes and deliverables outlined for my position.

I have discussed any questions I may have had about this job description prior to signing this form.

CONFLICT OF INTEREST DISCLOSURE

I hereby acknowledge that, as representative of CFC-NIGP, I occupy a position of trust and that I am expected to act in good faith and with loyalty to CFC-NIGP. I declare that if any private interest of mine, or of any individual or entity with whom I have a significant relationship, conflicts with my duties and responsibilities to CFC-NIGP, I shall voluntarily disclose that conflict in accordance with Exhibit A, Conflict of Interest policy, attached hereto. I certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having a private interest which is in conflict with any interest of CFC-NIGP, or with my obligations to CFC-NIGP

Officer/ Volunteer's Signature

Date

Officer/ Volunteer's Name (please print)

PLEASE SUBMIT FORM TO SECRETARY@CFCNIGP.ORG

EXHIBIT "A"

CONFLICT OF INTEREST DISCLOSURE POLICY

1.0 Purpose

The purpose of the conflict of interest policy is to protect the Central Florida Chapter of NIGP's (CFC-NIGP) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the CFC-NIGP. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2.1 Scope

This document applies to any CFC-NIGP volunteer, principal officer or member of a committee with governing board delegated powers who has direct or indirect financial interest such as:

- An ownership or investment interest in any entity with which CFC-NIGP has a transaction or arrangement,
- A compensation arrangement with CFC-NIGP or with any entity or individual with which CFC-NIGP has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CFC-NIGP is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the governing board or committee decides that a conflict of interest does exist.

3.0 Policy

This Policy of the CFC-NIGP shall ensure the following:

- 3.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

4.0 Responsibilities

4.1 The CFC-NIGP Board shall ensure compliance to this policy/procedure document

5.0 Procedures

5.1 Procedure for Addressing the Conflict of Interest.

5.1.1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

5.1.2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

5.1.3. After exercising due diligence, the governing board or committee shall determine whether the association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

5.1.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

5.2 Violations of Conflict of Interest Policy.

5.2.1 If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of

interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- 5.2.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

6.0 Document Approvals

- 6.1 Each director, principal officer and member of a committee with governing board delegated powers shall annually read the statement on their respective job description which affirms such person:
 - 6.1.1 Has received a copy of the conflicts of interest policy,
 - 6.1.2 Has read and understands the policy,
 - 6.1.3 Has agreed to comply with the policy, and
 - 6.1.4 Understands that CFC-NIGP is a non-profit organization and in order to maintain its tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

EXHIBIT 2
SISTER CHAPTER AGREEMENT

NIGP SISTER CHAPTER RELATIONSHIP BETWEEN
CENTRAL FLORIDA CHAPTER OF NIGP and
MID-FLORIDA CHAPTER OF NIGP

This agreement, entered into this date, Jan. 29th, 2010, by and between the Central Florida Chapter of NIGP (Central), and the Mid-Florida Chapter of NIGP (Mid-Florida), to provide for the collaborative partnership of educational, charitable, and special events by both chapters for the benefit of each respective chapter membership;

WHEREAS, Central and Mid-Florida are affiliate chapters in good standing of the National Institute of Governmental Purchasing (NIGP), and;

WHEREAS, Central and Mid-Florida wish to collaborate where possible to accomplish common educational, charitable, and professional goals, and;

WHEREAS, Central and Mid-Florida wish to assist and support each respective chapter's educational programs, professional networking, and outreach opportunities, forever to be known as a "Sister Chapter Relationship";

NOW, THEREFORE, the chapters hereby agree to support, promote, and encourage each respective chapter's educational, charitable, and professional efforts where possible and to foster the "Sister Chapter Relationship" established hereinafter. Additionally, the chapters agree to offer Honorary Membership to the office of Chapter President and to update each respective chapter's by-laws as necessary to support the "Sister Chapter Relationship".

IN WITNESS WHEREOF, the parties hereto have mutually agreed to the covenants set forth above.

Central Florida Chapter of NIGP

Mid-Florida Chapter of NIGP

Candice Woodruff
Chapter President

Christine Lewis
Chapter President

1-29-10
Date

1/25/10
Date

EXHIBIT 3
TRADEMARKS

United States of America

United States Patent and Trademark Office

Speed Buying

Reg. No. 4,805,752

Registered Sep. 1, 2015

Int. Cl.: 36

SERVICE MARK

SUPPLEMENTAL REGISTER

CENTRAL FLORIDA CHAPTER OF NIGP (FLORIDA CORPORATION)
14508 N. GREATER HILLS BOULEVARD
CLERMONT, FL 34711

FOR: CHARITABLE FUNDRAISING SERVICES, BY MEANS OF ORGANIZING AND CONDUCTING NETWORKING EVENTS FOR GOVERNMENT BUYERS FOR FUNDRAISING PURPOSES, IN CLASS 36 (U.S. CLS. 100, 101 AND 102).

FIRST USE 3-22-2013; IN COMMERCE 3-22-2013.

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT, STYLE, SIZE, OR COLOR.

SER. NO. 86-554,104, FILED P.R. 3-5-2015; AM. S.R. 7-8-2015.

SHAILA LEWIS, EXAMINING ATTORNEY



Michelle K. Lee

Director of the United States
Patent and Trademark Office

EXHIBIT 4

CENTRAL FLORIDA CHAPTER OF NIGP



Strategic Plan 2015 - 2020



OUTLINE



- **Background**
- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**
- **How do we track our progress?**

BACKGROUND



Board Discussions

- Initial Strategic Planning Session – July 11, 2015
- Team Members:
 - ❖ Zulay Millan
 - ❖ Diane Wetherington
 - ❖ Tabatha Freedman
 - ❖ Carrie Woodell
 - ❖ Denise Schneider (Leader)
 - ❖ Cheryl Olsen
 - ❖ Fatima Calkins
 - ❖ Lisa Kesecker
 - ❖ Damaris Nazario

OUTLINE



- Background

- ✓ **Where are we now?**

- **SWOT Analysis**

- *Strengths, Weaknesses, Opportunities, Threats*

- **Chapter Membership SOAR Analysis**

- *Strengths, Opportunities, Aspirations, Results*

- Where do we want to be?
- How do we get there?
- How do we track our progress?

SWOT Analysis - Strengths



- ❖ Membership Base
- ❖ Strong leadership Base
- ❖ Established By-Laws and Regular Review of By-Laws
- ❖ Written Committee Duties
- ❖ Willing Volunteers
- ❖ Diversity of Agencies
- ❖ Mentoring Program
- ❖ Educational Opportunities Provided
- ❖ Statewide Training Matrix
- ❖ Study Group for Certification
- ❖ Member's Purchasing Knowledge
- ❖ Knowledge Shop
- ❖ Internship/Externship Program
- ❖ Young Professional Outreach
- ❖ Student Scholarships
- ❖ Member Scholarships

SWOT Analysis - Strengths



- ❖ Regular Meetings
- ❖ Meeting Content (Ongoing Education)
- ❖ Geographic Proximity of Membership
- ❖ Newsletter
- ❖ Charity
- ❖ Speed Buying
- ❖ Reverse Trade Show
- ❖ Financial Stability
- ❖ Participation in NIGP
- ❖ Percentage of National Members
- ❖ Number of Professional Certifications
- ❖ Recertification Counselor
- ❖ Sustainability
- ❖ Chapter Website
- ❖ Social Media Use
- ❖ Innovative Thinking
- ❖ Can-Do Attitude

SWOT Analysis - Weaknesses



- ❖ Lack of Volunteers for Officer Positions
- ❖ One (1) Year Officer Term is Too Short
- ❖ Marketing Plan Refinement Necessary
- ❖ Weak Participation in Study Groups
- ❖ Lack of Student Members
- ❖ Key Committee Duty Updates Required
- ❖ Committees' Failure to Execute Responsibilities
- ❖ Reconciliation of Scholarship Points to Committee Responsibilities

SWOT Analysis - Opportunities



- ❖ Restructure Officer Terms
- ❖ Formalize Officer/Committee Manuals
- ❖ Recruiting and Training of Potential Officers
- ❖ Restructure Meeting Format
- ❖ Move Meeting/Workshop Location within Geographic Area
- ❖ Chapter Meeting via Teleconference or Webinar
- ❖ Create Chapter Benefit Flyer for Agency Leadership
- ❖ Grow Membership with Students
- ❖ Associate Member Outreach
- ❖ Additional Training Opportunities from Other Sources
- ❖ Sponsor Leadership Classes
- ❖ Partnering with Non-Traditional Groups
- ❖ Team with Other Organizations for Mutual Benefits

SWOT Analysis - Opportunities



- ❖ **Recruit and Inform Members Regarding National Opportunities**
- ❖ **Chapter NIGP Instructors**
- ❖ **Chapter Hosted Webinars**
- ❖ **Two Day Conference for UPPCC Certification Points**
- ❖ **Refine Marketing Plan**
- ❖ **Increase Reverse Trade Show Agency Participation**
- ❖ **Fundraising Opportunities**
- ❖ **Expand Social Media Utilization**
- ❖ **Update the Website**
- ❖ **Website Advertising**
- ❖ **Utilize Current Software Technology for Project Management Tracking**

SWOT Analysis - Threats



- ❖ Agency Budget Cuts
- ❖ Agency Support of Membership Participation
- ❖ Aging Out (Retirement) of Members
- ❖ Members Having to Choose Between Different Organizations
- ❖ Meeting Locations

SOAR Analysis - Strengths



- ❖ Fun group
- ❖ Exposure
- ❖ Charity
- ❖ Scholarship opportunities
- ❖ Well connected with national
- ❖ Geographic proximity
- ❖ Active group
- ❖ Intelligent procurement colleagues
- ❖ Diversity of agencies
- ❖ Engaged and committed leadership
- ❖ Longtime members

SOAR Analysis - Opportunities



- ❖ Engaging meetings
- ❖ Networking opportunities
- ❖ Meet new colleagues
- ❖ Meeting reorganization
- ❖ Career day (high school / freshman in college)
- ❖ Externships
- ❖ Job trade / job swap – different agencies
- ❖ Topics for seminars – CCNA, sales tax recovery, grants

SOAR Analysis - Aspirations



- ❖ Career advancement
- ❖ Chapter peer involvement
- ❖ Good information: current, out of the box
- ❖ Networking resources
- ❖ Professional resources
- ❖ Increased active members
- ❖ Engaged young professionals
- ❖ Certified membership

SOAR Analysis - Results



- ❖ Involvements with academia and students
- ❖ % increase in members annually
- ❖ Increased visibility for public procurement
- ❖ Knowledgeable and resourceful members
- ❖ Increased scholarships
- ❖ Increased certifications

OUTLINE



- Background
- Where are we now?
- ✓ **Where do we want to be?**
 - **Core Values**
 - **Vision Statement**
 - **Mission Statement**
 - **Priorities**
- How do we get there?
- How do we track our progress?

Core Values



CFC-NIGP Leadership shall adhere to the following core values:

- **Ethics**
- **Integrity**
- **Professionalism**
- **Diversity**
- **Education and Professional Growth**
- **Service to Stakeholders**



Vision



To be the leading Chapter of NIGP: The Institute for Public Procurement by promoting the development of public procurement professionals throughout Central Florida.



Mission Statement



Provide our Chapter members with opportunities for professional development and the exchange of best practices.



Chapter Priorities



- ▶ **Member Engagement**
- ▶ **Professional Development**
- ▶ **National Support & Participation**
- ▶ **Public Procurement Advocacy**
- ▶ **Financial Management**
- ▶ **Recruitment and Retention of Members**
- ▶ **Promotion of Sustainability**

OUTLINE



- Background
- Where are we now?
- Where do we want to be?

✓ How do we get there?

- ***Weaknesses and Opportunities Action Items***
- How do we track our progress?

Year 1 Weaknesses and Opportunities Action Items



- ▶ **Restructure Officer Terms**
- ▶ **Change by-laws to revise terms to 2 year terms with a max of 4 years per office**
- ▶ **Lack of volunteers for Officer Positions**
- ▶ **Treasurer position appointed by board and possible paid for \$500/year stipend and forum paid by chapter**
- ▶ **Create chapter benefit flyer for agency leadership**

Year 1

Weaknesses and Opportunities to Action Items



- ▶ **Increase Reverse Trade Show Agency Participation**
 - Email agencies.
 - Request agency management support.
 - Market to other NIGP agencies outside CFC area
 - Give away(s) to member participants
- ▶ **Expand Social Media utilization, i.e. Instagram and videos**
 - Continuous process improvements
- ▶ **Update the Website**
 - Continuous process improvements

Year 2

Weaknesses and Opportunities

Action Items



- ▶ Website Advertising
- ▶ Formalize Officer/Committee Manuals
- ▶ Key Committee duty updates required
 - Board to delegate to committee chairs
- ▶ Marketing Plan refinement necessary
 - Assign a chair.

Year 2

Weaknesses and Opportunities

Action Items



- ▶ **Committees' failure to execute responsibilities**
- ▶ **Committee to document responsibilities, programs, timelines, etc. quarterly**
 - **Provide forms to committee chairs**
- ▶ **Reconciliation of scholarship points to Committee responsibilities**
 - **Provide updated points application to members.**

Year 3

Weaknesses and Opportunities

Action Items



- ▶ Weak Participation in Study Groups
- ▶ Associate Member Outreach
- ▶ Additional Training Opportunities from other Sources
- ▶ Teaming with Other Organizations for mutual benefits
- ▶ Partnering with non-traditional groups
 - Establish Group Partnership Committee
- ▶ Recruiting and Training of Potential Officers
- ▶ Fundraising Opportunities

Year 4

Weaknesses and Opportunities

Action Items



- ▶ Utilize current software technology for project management tracking
- ▶ Lack of Student Members
- ▶ Move meeting/workshop location within geographic area
- ▶ Restructure Meeting format
- ▶ Grow Membership with Students
- ▶ Recruit and inform members regarding National opportunities

Year 5

Weaknesses and Opportunities

Action Items



- ▶ Chapter NIGP Instructors
- ▶ Sponsor Leadership Classes
- ▶ Chapter Hosted Webinars
- ▶ Chapter meeting via teleconference or webinar
- ▶ Two day conference for UPPCC certification points

OUTLINE



- Background
- Where are we now?
- Where do we want to be?
- How do we get there?

✓ How do we track our progress?

- *Action Plan*
- *Criteria for Action Plan*

Action Plan



- ▶ **Develop ideas to attain strategic outcomes for each Action Item**
 - ▶ *What things might we implement to reach our goals?*
- ▶ **Develop Performance Measures to assure progress and attainment of goals for each Priority**
 - ▶ Compare two or more workload indicators (ratios)
 - ▶ *Who, what, where, when, why, how?*
- ▶ **Develop a method and process to review, assess, and report the status of each measure**
- ▶ **PDSA: Plan, Do, Study, Act**

Criteria for Action Plans



- ▶ **Responsive**
 - ▶ reflects changes in operations and levels of performance
- ▶ **Valid**
 - Captures the information intended
- ▶ **Cost-effective**
 - Justifies the cost for collecting/retaining data and making changes
- ▶ **Relevant**
 - Directly relates to mission, goals and objectives
- ▶ **Comprehensive**
 - Incorporates significant aspects of operations.

**Central Florida Chapter NIGP
2017 Approved Budget**

	Total
	2017 Approved Budget
Income	
Fund Raising (Non-RTS)	0.00
Investments	30,000.00
Markup	0.00
Membership Dues Revenue	7,851.00
Program Income	
Class Rebate	3,500.00
Luncheon Revenue	3,500.00
Meeting/Seminar/Workshops	200.00
RTS Revenue	50,000.00
RTS Sponsorship	10,000.00
Speed Buying Revenue	3,000.00
Total Program Income	\$ 70,200.00
Uncategorized Income	129,687.00
Total Income	\$ 237,738.00
Gross Profit	\$ 237,738.00
Expenses	
Awards and Scholarships	
Awardee Forum Registrations	3,000.00
Awards & Certificates	400.00
Funded NIGP Course	6,500.00
N. Woodger YP Scholarship	2,000.00
Participation Scholarship	123,048.18
Total Awards and Scholarships	\$ 134,948.18
Community & Charity	
Charitable Contributions	5,000.00
Community Service	500.00
Speed Buying Expenses	2,000.00
Total Community & Charity	\$ 7,500.00
Legal & Professional Fees	
Accounting Fees	2,000.00
Business Registration Fees	400.00
Insurance	1,000.00
Legal Fees	200.00
Total Legal & Professional Fees	\$ 3,600.00
Meeting Expenses	
Chapter Meeting Expenses	5,000.00
Chapter Seminar Expenses	4,000.00
Speaker Fees	4,000.00
Summer Symposium	2,000.00

Winter Workshop		2,000.00
Total Meeting Expenses	\$	17,000.00
Operating Expenses		
Bank Charges		0.00
Office Expenses		1,500.00
Total Operating Expenses	\$	1,500.00
Reverse Trade Show		
RTS Directory		5,000.00
RTS Facility Rental		10,000.00
RTS Give-Aways		1,000.00
RTS Meals		9,500.00
RTS Miscellaneous		1,200.00
RTS Vendor Bags		1,500.00
Total Reverse Trade Show	\$	28,200.00
Technology Expenses		
Chapter Manager Conference		1,500.00
Hardware		1,000.00
Social Media		300.00
Software		500.00
Website Maintenance		3,500.00
Total Technology Expenses	\$	6,800.00
Travel		
Leadership Conference		1,000.00
Officer Forum Registration		3,000.00
Officer Forum Travel		6,000.00
SparX Conference		0.00
Total Travel	\$	10,000.00
Total Expenses	\$	209,548.18
Net Operating Income	\$	28,189.82
Other Expenses		
Miscellaneous		15,000.00
Reconciliation Discrepancies		500.00
Sunshine Fund		1,000.00
Total Other Expenses	\$	16,500.00
Net Other Income	-\$	16,500.00
Net Income	\$	11,689.82

EVENT	POSITION	TASK	DEADLINE	COMPLETED
January	Treasurer	Annual Chapter Reporting Forms		1/31/2017
	Scholarship committee	Scholarship Application deadline	1/31/2017	1/31/2017
	Secretary	Issue Newsletter		
	Vice President	Plan Programming		
	Treasurer	Bank Updates		
	President	Final Budget 2017	1/20/2017	
	President	Committee Appointments		
February	Treasurer	Insurance Policy Renewal		
	Treasurer	Plan Family Day		
	President	Buyer of the Year		
	President	Manager of the Year		
	Social Media	Website Updates		
	Treasurer	Chapter Audit Task Force	1/31/2017	
	Board	Board Meeting	1/20/2017	
	Chapter	Chapter Meeting	1/20/2017	
	Board	New Officer orientation	1/31/2017	
	Treasurer	Taxes IRS 990		
	Board/Committee	Begin COY Submission		
	Board	Teleconference		
	Board	Officer Shirts		
	Treasurer	Chapter Financial Forms		
	Vice President	Certificates and Awards		
March	Chapter	Spring conference		
	Secretary	Issue Newsletter		
	Vice President	Forum Group Registration		
April	Board	Teleconference		
May		Speed Buying		
June	Board	Assess Committee Progress		
	President	Teleconference		
		Outreach and Mentoring		
		Member Services		
		Pro D		
		Operating		
		Awards		
		Advocacy		
		Technology		
		Fundraising		
		Event Management		
July	Board	Board Meeting		
	chapter	Chapter meeting		
	Secretary	Issue Newsletter		

EVENT	POSITION	TASK	DEADLINE	COMPLETED
		Strategic Plan Checkpoint		
	President	RTS Committee Appointments		
August	Board	Teleconference		
		Forum		
September	Board	Board Meeting		
	chapter	Fall workshop		
	Secretary	Issue Newsletter		
October	Board	teleconference		
		Reverse Trade Show Early Bird Registrations Ends		
November		Reverse Trade Show		
	Board	Teleconference		
December	Board	Board Meeting		
		Chapter meeting		
		VIP dinner		
	Secretary	Issue Newsletter		
		Dessert Contest		
		New Offiver installation		
	Vice President	State of the Chapter Address		
		Charitable Contributions		
		Scholarship Redemption deadline		



Participant Code of Conduct

Purpose

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion.

This code of conduct outlines NIGP's expectations for all attendees and participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers. Cooperation is expected from everyone and NIGP will actively enforce this code throughout the event. Violations are taken seriously. Participants violating this code of conduct may be sanctioned or expelled at the discretion of the organizers.

Scope

We expect all participants, including attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests to abide by this code of conduct at all event venues and related social events.

Expected Behavior

Event participants are expected to communicate and present themselves in a professional and constructive manner, whether in person or virtually, handle dissent or disagreement with courtesy, dignity and an open mind, be respectful when providing feedback, and be open to alternate points of view. Refrain from demeaning, discriminatory or harassing behavior or speech. We expect all participants to abide by this code of conduct at all events, including ancillary events, and official and unofficial social gatherings.

Unacceptable Behavior

Harassment includes, but is not limited to, offensive verbal or written comments, and negative behavior, whether in real or virtual space, including those which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity. Harassment also includes display of sexual images in a public space, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of sessions or other events, inappropriate physical contact, and unwelcome physical contact or sexual attention.

Unacceptable behaviors include:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at all related events and in one-on-one communications carried out in the context of event venues may be shared with members of the public; please be respectful to all patrons of these locations.
- Boisterous, lewd or offensive behavior or language, including but not limited to sexually explicit language, profanity, obscene gestures, racial, religious, gender or ethnic slurs;

- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability;
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of sessions or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touch or groping);
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm;
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner;
- Possession of any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol; Please drink responsibly.
- Failure to obey the rules and regulations of the venue(s).

Exhibitor and sponsor booths, or similar activities are also subject to the code of conduct. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Reporting an Incident

The safety and security of our attendees is of our utmost priority. If you are the subject of unacceptable or inappropriate behavior, notice that someone else is being harassed, or have any other concerns, please notify a member of the staff immediately by calling us at 800-367-6447 or email us at events@nigp.org.

If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

Consequences of unacceptable behavior

Perceived harassment and/or unacceptable unwanted / uninvited behavior will not be tolerated by any NIGP event attendee, including member attendees, non-member attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests.

Anyone asked to stop any harassing behavior is expected to comply immediately.

If a participant, either in real or virtual space, engages in unacceptable behavior, the event organizers may take reasonable actions in the best interests of the Institute to protect the safety and security of its attendees, staff, volunteers or contractors; including the expulsion from the event and/or actions taken by appropriate local law enforcement officials.

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this code of conduct you should notify the NIGP Member Council Chair with a concise description of your grievance. The Member Council will review the grievance and issue a statement indicating the final decision on the matter. A listing of member council representative may be found on the website: www.nigp.org

CENTRAL FLORIDA CHAPTER OF NIGP

2017 CREDIT TO CHAPTER (DEPOSIT) AUTHORIZATION FORM

ACCOUNTING DISTRIBUTION OF CREDIT

<i>Operating Expenses</i>	<i>Amount</i>
Bank Charges
Investments Chapter CDs
Office Expenses
<i>Legal & Professional Fees</i>	<i>Amount</i>
Business Registration Fees
Insurance
Accounting Fees
Legal Fees
<i>Meeting Expenses</i>	<i>Amount</i>
Chapter Meeting Expenses
Chapter Seminar Expenses
Winter Workshop Expenses
Summer Symposium Expenses
Speaker Fees
<i>Community & Charity</i>	<i>Amount</i>
Speed Buying Event
Community Service
Charitable Contributions
<i>Travel Expenses</i>	<i>Amount</i>
Officer Forum Registration
Officer Forum Travel
Leadership Conference
Sparx Conference
<i>Awards & Scholarships</i>	<i>Amount</i>
Awards & Certificates
Awardee Forum Registrations
Forum Scholarships
Chapter Participation Scholarship
N. Woodger Schol. Young Prof.
Funded CPPB Prep
Deferred Scholarship Commitment
<i>Reverse Trade Show</i>	<i>Amount</i>
Facility Rental
Meals
Directory
Vendor Bags
Give Aways
Miscellaneous
<i>Technology Expenses</i>	<i>Amount</i>
Chapter Manager Conference
Website Maintenance
Website Redesign
Social Media
Hardware
Software
<i>Other Expenses</i>	<i>Amount</i>
Miscellaneous
Reconciliation Discrepancies
Sunshine Fund

CREDIT TRANSACTION DETAILS

--	--

RECEIVED FROM

DATE

--	--

TRANSACTION AMOUNT

DATE

CREDIT DETAIL AND PURPOSE

--

PAID BY

- Credit to Chapter P-Card/Debit Credit Card
- Check Presented to Chapter

APPROVALS (TWO REQUIRED)

	PRESIDENT
Diane Wetherington	
	VICE PRESIDENT
Michael Thorton	
	TREASURER
Tabatha Freedman	
	SECRETARY
Lisa Kesecker	

CENTRAL FLORIDA CHAPTER OF NIGP 2017 PAYMENT AUTHORIZATION FORM

ACCOUNTING DISTRIBUTION

<i>Operating Expenses</i>	<i>Amount</i>
Bank Charges
Investments Chapter CDs
Office Expenses
<i>Legal & Professional Fees</i>	<i>Amount</i>
Business Registration Fees
Insurance
Accounting Fees
Legal Fees
<i>Meeting Expenses</i>	<i>Amount</i>
Chapter Meeting Expenses
Chapter Seminar Expenses
Winter Workshop Expenses
Summer Symposium Expenses
Speaker Fees
<i>Community & Charity</i>	<i>Amount</i>
Speed Buying Event
Community Service
Charitable Contributions
<i>Travel Expenses</i>	<i>Amount</i>
Officer Forum Registration
Officer Forum Travel
Leadership Conference
Sparx Conference
<i>Awards & Scholarships</i>	<i>Amount</i>
Awards & Certificates
Awardee Forum Registrations
Forum Scholarships
Chapter Participation Scholarship
N. Woodger Schol. Young Prof.
Funded CPPB Prep
Deferred Scholarship Commitment
<i>Reverse Trade Show</i>	<i>Amount</i>
Facility Rental
Meals
Directory
Vendor Bags
Give Aways
Miscellaneous
<i>Technology Expenses</i>	<i>Amount</i>
Chapter Manager Conference
Website Maintenance
Website Redesign
Social Media
Hardware
Software
<i>Other Expenses</i>	<i>Amount</i>
Miscellaneous
Reconciliation Discrepancies
Sunshine Fund

TRANSACTION DETAILS

--	--

RECEIVED FROM

DATE

--	--

TRANSACTION AMOUNT

DATE

EXPENDITURE DETAIL AND PURPOSE

PAYABLE TO

Paid by P-Card/ Debit Card

Check Requested

Mailing Address for Check:

Check Number:

APPROVALS (TWO REQUIRED)

	PRESIDENT
--	-----------

Diane Wetherington

	VICE PRESIDENT
--	----------------

Michael Thorton

	TREASURER
--	-----------

Tabatha Freedman

	SECRETARY
--	-----------

Lisa Kesecker

CENTRAL FLORIDA CHAPTER OF NIGP 2017 REFUND FORM - FOR INCOME PROGRAMS

ACCOUNTING DISTRIBUTION

<i>Fund Raising</i>	<i>Amount</i>
Fund Raising (Non-RTS)	
<i>Membership</i>	<i>Amount</i>
Membership Dues	
<i>Program Income</i>	<i>Amount</i>
Class Rebate	
Luncheon Revenue	
RTS Revenue	
RTS Sponsorship	
Meeting/Seminar/Workshops	
Speed Buying Income	
<i>Other Income</i>	<i>Amount</i>
Miscellaneous	
Add description if Misc:	

CREDIT TRANSACTION DETAILS

RECEIVED FROM	DATE
TRANSACTION AMOUNT	DATE

REFUND DETAIL AND PURPOSE

Invoice Number

PAYABLE TO

Credit Card Refund Requested
 Check Refund Requested

APPROVALS (TWO REQUIRED)

<div style="border: 1px solid black; background-color: #cccccc; height: 20px; margin-bottom: 5px;"></div> Diane Wetherington	PRESIDENT
<div style="border: 1px solid black; background-color: #cccccc; height: 20px; margin-bottom: 5px;"></div> Michael Thorton	VICE PRESIDENT
<div style="border: 1px solid black; background-color: #cccccc; height: 20px; margin-bottom: 5px;"></div> Tabatha Freedman	TREASURER
<div style="border: 1px solid black; background-color: #cccccc; height: 20px; margin-bottom: 5px;"></div> Lisa Kesecker	SECRETARY



SCHOLARSHIP REDEMPTION/ DEFERMENT FORM

SUBMIT TO: VICEPRESIDENT@CFCNIGP.ORG

Member Name:			
Agency:			
Phone:		Email:	

Current Scholarship Amount	Amount to Redeem	Balance

PLEASE CHOOSE 'A' OR 'B' OF A COMBINATION OF BOTH BELOW:

A. I wish to use my scholarship for the following purpose:

Name of Event:	
Date(s) of Event:	
Make Check Payable to:	
Send Check to:	

B. I wish to defer the balance of my scholarship until the next chapter year.

Note: When deferring scholarship points, submit the completed form no later than December 15th of each year.

Member Signature:		Date:	
--------------------------	--	--------------	--



CFC-NIGP MENTORING PROGRAM – METEE/MENTOR AGREEMENT

As a Mentee/Mentor of the Central Florida Chapter of NIGP Mentoring Program, I understand my participation requires professional behaviors. I will be held to high ethical NIGP Code of Ethics. I understand that my actions reflect upon me, my fellow CFC-NIGP members and the CFC-NIGP.

The following principles are to ensure my professionalism during the CFC-NIGP Mentoring Program. I am expected to adhere to the NIGP Code of Ethics in all of my interactions (in person, in writing, by phone, or by email).

Please initial after you read and understand the following policies:

___ I've read the CFC-NIGP Mentoring Program provided by the Mentoring Committee carefully.

___ I will communicate and present myself in a professional manner in all interactions including in person, in writing, by phone, or by email.

___ I will make the initial contact and be proactive in updating my mentor in a professional manner.

___ I will be courteous and respectful to my Mentee/Mentor and to the other Mentees/Mentors.

___ I will respond to my Mentee/Mentor's calls and emails within 24 hours.

___ I will make a cancellation 2 business days prior to my scheduled appointment/ meeting, if a conflict arises and reschedule the meeting. In other words, I will ALWAYS honor my commitments with my Mentee/Mentor.

By signing this document I agree to adhere to the CFC-NIGP Mentoring Program guidelines and NIGPC Code of Ethic required conducting me with integrity in a professional manner.

Name: _____

Agency: _____

Date: _____



**NIGP SISTER CHAPTER RELATIONSHIP BETWEEN
CENTRAL FLORIDA CHAPTER OF NIGP and
ALASKA - HAWAII GOVERNMENTAL PROCUREMENT ASSOCIATION OF NIGP**

This agreement, entered into this date, 20th December, 2016, by and between the Central Florida Chapter of NIGP (Central), and the Alaska - Hawaii Governmental Procurement Association of NIGP (AHGPA), to provide for the collaborative partnership of educational, charitable, and special events by both chapters for the benefit of each respective chapter membership;

WHEREAS, Central and AHGPA are affiliate chapters in good standing of NIGP: The Institute for Public Procurement (NIGP), and;

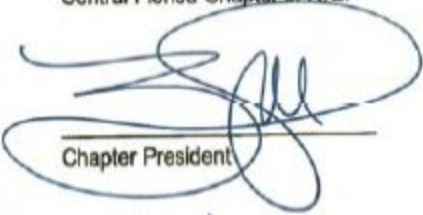
WHEREAS, Central and AHGPA wish to collaborate where possible to accomplish common educational, charitable, and professional goals, and;

WHEREAS, Central and AHGPA wish to assist and support each respective chapter's educational programs, professional networking, and outreach opportunities, forever to be known as a "Sister Chapter Relationship";

NOW, THEREFORE, the chapters hereby agree to support, promote, and encourage each respective chapter's educational, charitable, and professional efforts where possible and to foster the "Sister Chapter Relationship" established hereinafter. Additionally, the chapters agree to offer Honorary Membership to the office of the Chapter President and to update each respective chapter's bylaws as necessary to support the "Sister Chapter Relationship".

IN WITNESS WHEREOF, the parties hereto have mutually agreed to the covenants set forth above.

Central Florida Chapter of NIGP




Chapter President

12/20/16

Date

Alaska - Hawaii Governmental Procurement
Association of NIGP



Chapter President

12/19/16

Date

NIGP SISTER CHAPTER RELATIONSHIP BETWEEN
CENTRAL FLORIDA CHAPTER OF NIGP and
MID-FLORIDA CHAPTER OF NIGP

This agreement, entered into this date, Jan. 29th, 2010, by and between the Central Florida Chapter of NIGP (Central), and the Mid-Florida Chapter of NIGP (Mid-Florida), to provide for the collaborative partnership of educational, charitable, and special events by both chapters for the benefit of each respective chapter membership;

WHEREAS, Central and Mid-Florida are affiliate chapters in good standing of the National Institute of Governmental Purchasing (NIGP), and;

WHEREAS, Central and Mid-Florida wish to collaborate where possible to accomplish common educational, charitable, and professional goals, and;

WHEREAS, Central and Mid-Florida wish to assist and support each respective chapter's educational programs, professional networking, and outreach opportunities, forever to be known as a "Sister Chapter Relationship";

NOW, THEREFORE, the chapters hereby agree to support, promote, and encourage each respective chapter's educational, charitable, and professional efforts where possible and to foster the "Sister Chapter Relationship" established hereinafter. Additionally, the chapters agree to offer Honorary Membership to the office of Chapter President and to update each respective chapter's by-laws as necessary to support the "Sister Chapter Relationship".

IN WITNESS WHEREOF, the parties hereto have mutually agreed to the covenants set forth above.

Central Florida Chapter of NIGP

Mid-Florida Chapter of NIGP

Camie Woodley
Chapter President

Christine Lewis
Chapter President

1-29-10
Date

1/25/10
Date



Procurement.
It's everywhere.

NIGP Chapter Awards Program

Objective

To acknowledge the valuable contributions made by Chapters as they strive to support NIGP and its mission to develop, support, and promote the public procurement profession. The Chapter Awards Program recognizes Chapters who have developed programs that educate, provide professional support, and champion advocacy initiatives that benefit the membership, the profession, and constituents.

Why Participate?

Increased Institute recognition: Gain recognition, publicity and the marketing benefit of promoting the award. NIGP highlights the award winning chapters and its accomplishments in print, electronic and social media outlets. This in turn may help attract new members to your chapter.

Increased credibility: Build upon your reputation for excellence with potential members and other professionals, and provide your chapter with a valuable tool for self-promotion.

Increased volunteer recognition: Increase the visibility of volunteers who are instrumental in your chapter's achievements. An award is a terrific accomplishment that helps expand future active volunteer involvement.

Evaluate your achievements: Reflect and record the achievements of your past year and strategize on establishing new goals. Questions raised in planning for the entry help your chapter rethink programs and improve processes

Entry Requirements

- The Chapter Awards program is divided into five sections. Four sections are tied directly to the Excellence in programming awards, and the fifth section is required for Chapter of the Year consideration only. The maximum number of awards presented annually is eight; one given in each size category for Chapter of the Year and up to four Excellence awards.
- Chapter of the Year entries require documentation for all five sections. Chapters submitting for Chapter of the Year may also choose to apply for one Excellence award. If choosing to apply for an Excellence award, please indicate which category your Chapter would like to be considered.



- Chapters applying for an Excellence award only, may apply for up to two different categories. Please indicate which categories your submission is to be considered.
- For Chapters applying for multiple awards, a chapter can only be presented with one award.
- When applying for multiple awards, only one submission is required per Chapter. Narrative and documentation should be clearly identified by section and question sequentially. Chapters are encouraged to report measurable results to demonstrate success of programs and initiatives.
- Each section is worth 30 points with each question worth 6 points. The bonus questions are worth up to 10 additional points and must contain new programs or initiatives that were implemented in the award calendar year.
- A copy of the entry form must be included. All narrative and supporting documentation must follow in the appropriate order and be submitted in either MS Word or PDF format and contain one continuous file (i.e. no attachments or separate files for embedded documents).
- There is a 150-page limit per entry submission when applying for Chapter of the Year. If you are applying for one of the Excellence Awards there is a 30 page limit per category. (Does not include entry form or embedded documents).
- All entry items must include a detailed narrative explaining the Chapter's activities. Multiple examples can be presented, however, please include no more than three (3) associated documents for each numbered item that BEST support your DETAILED narrative.
- Documentation must be for activities taking place in 2016.

Make the Chapter Entry Stand Out

- Provide website hyperlinks, embedded documents and photos.
- Enhance the submission by utilizing tools such as Snag it (www.techsmith.com); Screen Hunter (<http://www.wisdom-soft.com/products/screenhunter.htm>); and Adobe Acrobat (www.adobe.com).
- Make it a team effort! Assign sections of the entry form to one person and have another compile all of the documentation.
- Proofread for errors and correct links.



Procurement.
It's everywhere.

2017 Chapter Award Entry

Chapter

Submitted By

Current Position

Phone

E-mail

Please select the award your Chapter is applying for. If applying for more than one please indicate each.
Email submissions to chapters@nigp.org or
mail to NIGP Chapter Awards, 2411 Dulles Corner, Suite 350, Herndon, VA 20171

Entries Due by May 23, 2017

Award Categories:

CHAPTER OF THE YEAR

Chapter of the Year submissions must include documentation for the four Excellence categories below as well as documentation to show excellence in Chapter Operations.

- Small Chapter (under 100)
- Medium Chapter (101-200)
- Large Chapter (201-350)
- Extra Large Chapter (351 or more)

EXCELLENCE IN MEMBERSHIP RECRUITMENT, RETENTION AND ENGAGEMENT

EXCELLENCE IN EDUCATION AND PROFESSIONAL DEVELOPMENT

EXCELLENCE IN ADVOCACY FOR MEMBERS AND THE PROFESSION

EXCELLENCE IN INSPIRING PROCUREMENT FOR THE FUTURE



Entry Form

I. EXCELLENCE IN CHAPTER OPERATIONS (Chapter of the Year Only)

1. Conducted an Officer Transition meeting providing written policies and procedures.
2. Had a current strategic plan with action items.
3. Established a formal marketing plan.
4. Conducted the following (No documentation required, simply indicate Yes or No for each on the blank provided):

	Updated bylaws		Written job descriptions for Board and Committee positions
	Prepared a yearly budget		Board of Director succession plan
	Filed required IRS documents (990 or 990N)		Conducted a minimum of four Board and Committee meetings throughout the year
	Established audit program		Chapter members serving on NIGP councils, committees or task forces
	Record retention schedule		NIGP logo on membership materials
	Internal financial controls		NIGP logo on chapter website

5. Bonus: Show us something new or innovative in Chapter Operations.

II. EXCELLENCE IN MEMBERSHIP RECRUITMENT, RETENTION AND ENGAGEMENT

1. Engaged in member recruitment activities and programs.
2. Engaged in member retention activities and programs.
3. Conducted member engagement activities and programs (i.e. Newsletters, surveys, awards, membership meetings).
4. Created membership enhancements through technology (i.e. Resource Library/research tools, job posting, online member directory, online payments, calendar of events).
5. Established a mentor program (young professionals, career development, chapter leadership, or certification).
6. Bonus: Show us something new or innovative in membership recruitment, retention and engagement.



III. EXCELLENCE IN EDUCATION AND PROFESSIONAL DEVELOPMENT

1. Administered an NIGP educational curriculum for members (list NIGP classes that were scheduled, NIGP classes that were held and, indicate the number of attendees).
 2. Hosted events such as conferences, trade shows or reverse trade shows (list and include dates and agendas).
 3. Hosted Chapter professional development opportunities (list and include dates and agendas).
 4. Supported certification through CPPB and CPPO prep classes, study groups, and recognition of newly certified members.
 5. Provided speakers, facilitators, or moderators at procurement related educational events and seminars, including those for NIGP.
 6. Bonus: Show us something new or innovative in education and professional development.
-

IV. EXCELLENCE IN ADVOCACY FOR MEMBERS AND THE PROFESSION

1. Monitored and reported legislative updates and had a positive influence.
 2. Held a successful community service or grassroots effort that significantly increased the visibility of the procurement profession.
 3. Held a Chapter-sponsored Procurement Month activity or event.
 4. Forged a partnership with a non-traditional partner (i.e. Other Professional Associations, Municipal Associations, Non-Profit organizations, etc.).
 5. Collaborated with another NIGP Chapter or other procurement association.
 6. Bonus: Show us something new or innovative in advocacy.
-

V. EXCELLENCE IN INSPIRING PROCUREMENT FOR THE FUTURE

1. Created a formal engagement/partnership with a Higher-Ed program.
2. Offered a Scholarship Program that provided financial assistance to Chapter members (list type and provide application form).
3. Chapter attended career fairs, made "Procurement as a Profession" presentation, or created outreach to a specific audience (students, new professionals).
4. Utilized social media as a form of outreach and communication.
5. Created an internship and/or work-study program.
6. Bonus: Show us something new or innovative in inspiring procurement for the future.



NIGP CHAPTER SERVICES

NIGP's chapter affiliates are assessed a nominal annual fee per member for national administrative support as well as operational guidance and direction with regard to finance, insurance, membership, certification, educational programs and other services requiring coordination and partnership with the national association.

Services Include:

- Seed-funding and assistance in the formal establishment of a chartered regional chapter affiliate of the National Institute of Governmental Purchasing, Inc.
- Model By-Laws, Articles of Incorporation and assistance with chapter program development.
- Voting Rights - Each NIGP Chapter has the right for its Chapter President to cast one vote on behalf of their chapter on any matter brought before the Institute's membership for purpose of voting.
- An [Online Chapter Resource Guide](#) with links to national services and programs, national staff contacts, financial and tax information, governance strategies and sample documents, marketing, and educational offerings.
- No-cost Chapter group tax exemption.
- No-cost Chapter general liability insurance coverage.
- National visibility and recognition via NIGP's web site and publications.
- An established core curriculum and technical courses designed specifically to meet the needs of public purchasing officials.
- No-cost Chapter Visit Programs from regional Board representatives, and executive Board officers.
- Chapter leadership training symposium, workshops and free chapter distance-learning Webinar opportunities.
- An established Chapter Awards Program with incentives for individuals and chapters to participate.
- A bi-monthly Leaders-in-the-Loop communiqué from the Chapter Relations Manager sent exclusively to chapter officers. This communication contains short snippets of timely and critical information, deadlines, and details to remember that will help you make smart informative decisions within your chapter.

Continued on back

- A Chapter E-Net Listserv dedicated to chapter officers, and program & committee chairs to request information, and share ideas and success stories with regard to chapter operations and management.
- National marketing material for meetings, expos, and trade shows.
- A chapter relations committee that reviews, and recommends enhancements to national chapter services and to communicate chapter needs.
- A chapter rebate program for national membership recruitment. Chapters receive a \$25 rebate for having each non-national Chapter member apply for and become new Agency Members of the Institute.
- National participation assessment fee discount incentives. Chapters pay a lower fee for chapter members who are also national members.
- A national Chapter Relations staff is available to answer questions and to provide support and assistance at any time. Email chapters@nigp.org or contact a staff member directly.

Jennifer Steffan

Chapter Relations Manager

800-367-6447 x 234

jsteffan@nigp.org

Chapter Visit Rotation Schedule

2015-2016

Area 1	NIGP New York Chapter	www.nigpnyinc.org	September 2015
Area 1	Public Purchasing Association of Connecticut	www.ppac.us	
Area 1	Southern New Jersey Chapter	www.sjnigp.org	December 2015
Area 2	Maryland Public Purchasing Association	www.mppainc.org	January 2016
Area 2	Metropolitan Washington Chapter	www.nigpmwc.org/	November 2015
Area 2	Virginia Assoc. of Governmental Purchasing	www.vagp.org	March 2016
Area 3	Indiana Chapter		June 2016
Area 3	Michigan Public Purchasing Officers Assoc.	www.mppoa.net	
Area 3	Mid-Tennessee Public Purchasing Association	www.mtppa.net	
Area 3	Ontario Public Buyers Association	www.opba.ca	Oct/Dec 2015
Area 3	West Virginia Chapter		
Area 4	Arkansas Chapter	www.arnigp.org	November 2015
Area 4	Carolinas Assoc. of Governmental Purchasing	www.cagponline.org/	
Area 4	Coastal Georgia Chapter		
Area 4	Governmental Purchasing Assoc. of Georgia	www.gpag.net	November 2015
Area 5	Central Florida Chapter	www.cfcnigp.org/	December 2015
Area 5	Greater Miami Chapter	www.nigpmiami.org	
Area 5	Gulf Coast Assoc. of Gov't Purchasing Officers	www.gcagpo.org	
Area 5	North Florida Procurement Association	www.nfpanigp.org/	March 2016
Area 5	Southeast Florida Chapter	www.nigpsefl.org	December 20015
Area 6	Illinois Assoc. of Public Procurement Officials	www.iappo.org	
Area 6	Iowa Chapter	http://sites.google.com/site/ippamembers	April 2016
Area 6	Mid-America Council of Public Purchasing	www.macpp.org	Declined for this cycle
Area 6	St. Louis Metro Area Public Purchasing	www.stlmapp.org/	
Area 7	Dallas Ft. Worth Metroplex Chapter	www.dfwnigp.com	January 2016
Area 7	El Paso del Norte Chapter		
Area 7	Texas Assoc. of Public Purchasers	www.austinontapp.org	April 2016
Area 8	Assiniboia Chapter	http://www.nigpsask.ca/	March 2016
Area 8	Columbia Chapter	www.columbiachapternigp.org/	March 2016
Area 8	Oregon Public Purchasing Assoc.	www.oppaweb.org	May 2016
Area 8	Washington State Chapter		January 2016
Area 9	California Chapter	www.calnigp.org	
Area 9	Copper Chapter	www.copperchapter.com	October 2015
Area 9	Northern California Chapter		
Area 9	Utah Chapter	www.nigputah.org	May 2016

2016-2017

Area 1	Atlantic Public Purchasing Association	www.appa-aapa.ca/	
Area 1	New York State Assoc. of Municipal Purchasing Officials	www.nysampo.org	
Area 1	Northern New Jersey Chapter	www.njnigp.org	
Area 2	Capital Area Purchasing Association	www.capavirginia.org	
Area 2	Delaware Public Purchasing Association	www.dppa1.com/	
Area 2	Pennsylvania Public Purchasing Association	www.pappainc.org	
Area 3	Central Ohio Organization of Public Purchasers	www.coopp.org	
Area 3	East Tennessee Purchasing Association	www.etpanews.org	
Area 3	Kentucky Public Procurement Association	www.kppanigp.org/	
Area 3	Public Purchasers Association of Northern Ohio	www.ppano.org	
Area 3	Tennessee Association of Public Purchasing	www.tappnews.com	
Area 4	Georgia Chapter	www.ganigp.org	
Area 4	Louisiana Chapter	www.lanigp.org	
Area 4	Mississippi Assoc. of Gov't Purchasing and Property Agents	www.magppa.org	
Area 4	North Louisiana Chapter	www.nlanigp.org	
Area 4	South Carolina Assoc. of Governmental Purchasing Officials	www.scagpo.org	
Area 4	Southeast Louisiana	www.selanigp.org	
Area 5	Central Gulf Coast Chapter	www.cgccnigp.org	
Area 5	Mid-Florida Chapter	www.midflnigp.org	
Area 5	Sarasota Bay Chapter	www.sarasotabaynigp.org/	
Area 5	Tallahassee Area Chapter	www.tacnigp.com	
Area 5	Tampa Bay Area	www.nigp-tampabay.org	
Area 6	Kansas Assoc. Of Public Purchasing Professionals	www.kappp.org	October 2016
Area 6	Midwest Assoc. of Public Procurement	www.mapp-nigp.org	
Area 6	Minnesota Chapter	www.mnnigp.org	
Area 6	Missouri Assoc. of Public Purchasing	www.mappi.org	
Area 6	Wisconsin Assoc. of Public Purchasers	www.wapp.org	
Area 7	Oklahoma Assoc. of Public Procurement	www.okapp.org	
Area 7	San Antonio Public Purchasing Association	www.sappa.org/	
Area 7	Southeast Texas Assoc. of Public Purchasing	www.setapp.org	
Area 8	Canada West	http://nigp-cwc.ca/wordpress/	September 2016
Area 8	Cascadia Chapter	http://nigp-cascadia.org/	
Area 8	Idaho Public Purchasing Assoc. Inc.	www.nigp-idaho.org	
Area 9	Arizona State Capitol Chapter	www.aznigp.org	
Area 9	Grand Canyon Chapter	www.gcc-nigp.org/	
Area 9	New Mexico Public Purchasing Assoc.	www.nmppa.org	
Area 9	Rocky Mtn. Governmental Purchasing Assoc.	www.rmgpa.org	

Installation of NIGP Chapter Officers

SAMPLE SCRIPT

Example One

When newly elected officers of NIGP chapters are installed at a chapter meeting, the NIGP National office or Board representative should use the following script:

(The installing dignitary now takes the rostrum and says :)

I now have the privilege and honor of installing those officers who have been elected to serve and represent the (Chapter Name) and you during the coming year. "In accordance with the Bylaws of the (Chapter Name) the membership of the (Chapter name) have elected the following officers to serve for the year _____, to take office (date) January 1, year. As I call your name, please come forward and stand to my _____ facing the members and guests. Please withhold your applause until they have been sworn in. Please remain standing until the conclusion of the installation:

Elected to the office of Treasurer: (name)

Elected to the office of Secretary: (name)

Elected to the office of Vice President:(name)

Elected to the office of President: (name)

"Chapter officers-elect, each of you has been elected to a position of trust and confidence by the membership of the (Chapter name) of the National Institute of Governmental Purchasing, Inc. I ask each of you to hereby swear and affirm that during your term of office, you will do your utmost to further the aims and objectives of the National institute and this NIGP Chapter affiliate as well as the professionalism of the procurement profession. "Further, that to the best of your ability, you will provide guidance, counsel, and leadership to the (Chapter name). That you will uphold and abide by the Chapter's Bylaws as currently constituted or hereinafter changed by the Board of Directors.

"Do you, and each of you, now solemnly swear or affirm to discharge faithfully and to the best of your ability, the duties of the office to which you have been elected, without fear or favor, so long as you shall hold that office?"

(Each answers: "I do so swear or affirm.")

"I declare you to be formally installed to take the office January 1, year. Please be seated."

Example Two

1. (Call up names, **Except** President)
2. Will you face me? I have before me (name and office)
3. Your chapter members have duly elected you to your respective offices. Do you promise to uphold the responsibilities of your office and work toward the betterment of this Chapter in accordance with the objectives, Code of Ethics, and the Bylaws of NIGP and the (name of Chapter)?
4. Will you now face the audience?
5. Members stand-up (not guests or spouses)
6. Do you promise that you will support your newly elected officers, and assist them in any way you can? If so, signify by saying "I do"

7. Will you please be seated?
8. On behalf of the NIGP Board of Directors and Officers, I hereby install you as the new officers of (name of Chapter) for (year).

Office of President

President-elect _____, yours is perhaps the office that carries the greatest responsibility and the greatest opportunity to be of service.

You shall be expected to represent the chapter on many and varied occasions. You must always remember to speak, not as an individual, but as President of a respected and important organization in your community.

Members will look to you for inspiration. You will be obligated to preserve peace and harmony among the membership. You will preside over all meetings, devoting whatever time is necessary to prepare an agenda. You are expected to conduct each meeting in an orderly and business-like manner. You should insure that all courtesies are extended to the chapter's guests and speakers. It is your responsibility to make sure that your committees are continuously alerted and aware of their responsibilities. You must receive and pass on information concerning Chapter, regional and National programs, projects, goals and objectives to the membership. You should insure that all correspondence is handled promptly and correctly. It is your responsibility to call and hold Executive or Board meetings with regularity in order to determine your organization's policies and programs. In general, you will do all things within the framework of your capabilities to put to good and constructive use, all things that will benefit your organization and the National Institute.

Yes, this office requires ability and energy, but the rewards are great. With confidence, I ask you to accept the responsibilities of the office of President.

Do you accept that responsibility?

On behalf of the NIGP Board of Directors and Officers, I hereby install you as the (name of Chapter) President for (year).