

OFFICER BOOTCAMP



Denise Schneider, CPPO, C.P.M., CPPB, C.M.
Carrie Woodell, MPA, CFCM, CPPO, C.P.M, CPPB

Welcome to Chapter Leadership!



“Basic Training” Outline



- Expectations as Officers
- Special Forces Field Manuals
- Tactical Resources
- Allied Forces
- Mandatory Meetings
- Parliamentary Procedures
- Ethics/Code of Conduct
- Chapter of the Year
- NIGP Required Forms
- Website & Updates
- Chapter Events
- Officer Transition
- Acknowledgement of Duties
- Discussion



Expectations as Officers

- Officer Duties
- Code of Conduct
- Mandatory Participation for all scheduled meetings
- Bylaws require 24 hours notice if unable to attend
- Utilization of scholarship money to offset chapter travel expenses before any chapter funds are used

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.
- Oversees 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.

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COMMITTEES & TASK FORCES: POSITION DUTIES

ADVOCACY COMMITTEES & TASK FORCES

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)

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

Forges partnerships 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

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)

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

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

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.

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Mandatory Meetings*



2017 Chapter Meeting Dates

- January 20: Membership Meeting
- March 24: Spring Workshop
- May 5: Chapter Meeting/Speed Buying
- July 21: Membership Meeting
- September 15: Fall Workshop
- December 8: Holiday Membership Meeting

Board meeting will be held prior to each Chapter Meetings

*Other meetings called by the President

2017 Board Teleconferences and Other Event Dates

- February 23-25: **NIGP Leadership Symposium**
- March 12: Family Day
- August 27-30: **NIGP Forum**
- November 1: Reverse Trade Show
- December 2 or 9: VIP, Mentee, Mentor Appreciation Dinner

Parliamentary Procedures

- Officers are not able to make a motion on the item they are presenting to membership.
- Motions require that a second member of the group agrees to consider the proposal.
- Without a second, the motion will die.
- If seconded, initiate discussion on the issue.
- Once the group has had a chance to speak in favor or against the motion, the Chairman will lead a vote.

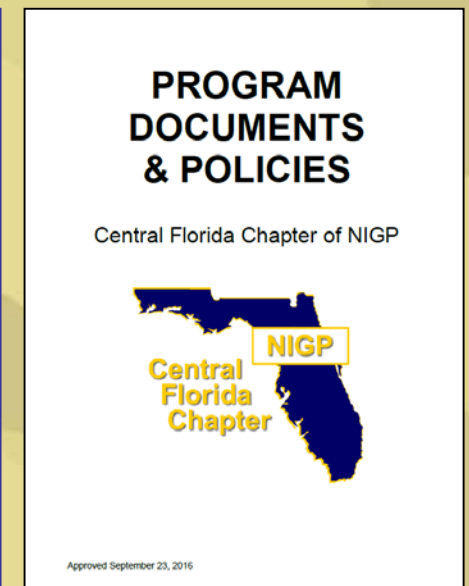
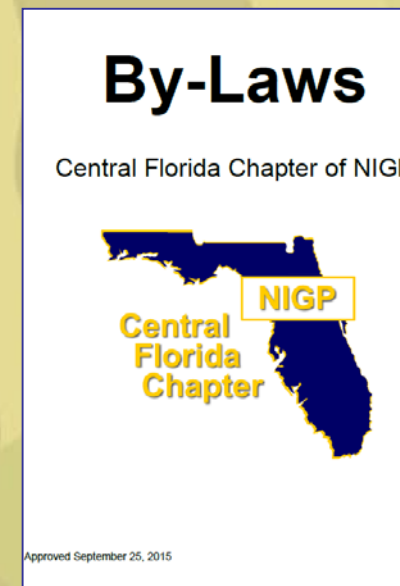
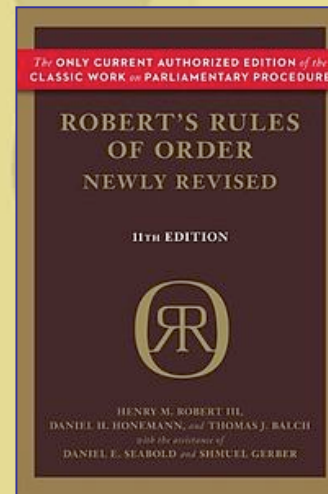
“Motion, Second, Discussion, Vote”



Special Forces Field Manuals



- ByLaws
- Program Documents & Policies
- Robert's Rules of Order



Tactical Resources



**CENTRAL FLORIDA CHAPTER
OF NIGP**



**Strategic Plan
2015 - 2020**



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

Tactical Resources



2017		CFC NIGP			TASK TIMELINE	
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				

2017		CFC NIGP			TASK TIMELINE	
EVENT	POSITION	TASK	DEADLINE	COMPLETED		
		Strategic Plan Checkpoint				
	President	RTS Committee Appointments				
August	Board	Teleconference				
		Forum				
September	Board chapter	Board Meeting				
		Fall workshop				
	Secretary	Issue Newsletter				
October	Board	teleconference				
		Reverse Trade Show Early Bird Registrations Ends				
		Reverse Trade Show				
November	Board	Teleconference				
December	Board	Board Meeting				
		Chapter meeting				
		VIP dinner				
	Secretary	Issue Newsletter				
		Dessert Contest				
		New Officer installation				
	Vice President	State of the Chapter Address				
		Charitable Contributions				
		Scholarship Redemption deadline				

Tactical Resources



FINANCES

- Financial Management
- Chapter Banking
- Debit Card Procedures
- Sample Financial Documents
 - Cash Disbursement Policy
 - Chapter Cash Disbursement
 - Chapter Cash Receipt
 - Chapter Statement of Receipts and Disbursements
 - Chart of Account
 - Purchase Authorization
 - Check list for Treasurers
- Record Retention Schedule
- Internal Financial Controls Checklist



GOVERNANCE

- Chapter Bylaws
- Chapter Officer Installation Sample Script
- Chapter Operations/Procedures/Policy Manuals
- Chapter Officer/ Volunteer Job Descriptions
- Chapter Strategic Planning
- Chapter Succession Planning Toolkit
- Code of Ethics
- Cultivating NIGP Volunteers



MEMBERSHIP/MARKETING

- Social Media for Your Chapter
 - Social Media Policy – SCAGPO
 - Social Media Policy – Central Florida
 - Let's get Social! Integrating Social Media Into Your Chapter – Forum 2015
- Certificate of Membership Template
- Benefits of Chapter Membership Flyer
- NIGP Member Benefits Brochure
- Incorporating Student Memberships into Your Chapter
- Chapter Membership Recruitment
- Public Relations 101
- Sample Press Release
- Mentorship Program



RESOURCES

- Listing of National Chapter Services
- 2016 Chapter Year-at-a-Glance
- Chapter Visits
- Chapter Leader Community
- Chapter Leadership Orientation
- Chapter Awards Program
- Local Chapter Award Winners
 - Local Chapter Award Nomination Form
- FREE Chapter Leaders Webinars
- Speed Buying Event
 - Marketing
 - Proclamation
 - Trademark

<http://www.nigp.org/home/membership/chapters/resources>

Tactical Resources



WEBINARS FOR CHAPTER OFFICERS

The NIGP Chapter Relations department offers a series of free annual Webinars intended to assist our chapter affiliates with leadership development, and to provide officers and program chairs with information regarding national resources, the Chapter Awards program, Hosting NIGP Seminars and Chapter Tax and Legal issues.



2015 WEBINARS

- Let's Get #Social! Integrating Social Media into your Chapter Webinar

To view the Chapter Leaders Webinar recording you'll need to download Real Player to your computer

[WATCH WEBINAR ▶](#)

[DOWNLOAD PRESENTATION ▶](#)

2014 WEBINARS

- Chapter Leaders Orientation Webinar
February 26th, 2014

To view the Chapter Leaders Webinar recording you'll need to download Real Player to your computer

[WATCH WEBINAR ▶](#)

[DOWNLOAD PRESENTATION ▶](#)

2013 WEBINARS

- Chapter Tax and Legal Issues November 5, 2013

To view the Chapter Leaders Webinar recording you'll need to download Real Player to your computer

[WATCH WEBINAR ▶](#)

[DOWNLOAD PRESENTATION ▶](#)

Tactical Resources



February 23-25, 2017

Washington Dulles Airport Marriott, Dulles, VA



Keynote Speakers



Dr. Steve Swafford, Balance Warrior, has worked for nearly 30 years for and with organizations in areas of strategy, leadership development, communication, membership and executive management. [Read More](#)

Jill McCrory, Ringleader, brings a background of interactive training, teambuilding, and leadership training to the Leadership Outfitters team. [Read More](#)

Tactical Resources



Tactical Resources



Nsite

Your site.
Your resource.
Your community.

Home Profile Communities ▾ Directory ▾ Events ▾ Browse ▾ Participate ▾ FAQ ▾ NIGP Home

Chapter Leaders

Settings

Community Home Discussion 628 Library 71 Blogs 1 Events 0 Members 458

Latest Discussion Posts Add

RE: Professional Buyer's Day - March 8th
By: [Terry McKee](#), Feb 17, 2017 8:52 AM
I have attached our Governor's Proclamation for "Procurement Month." ----- Terry McKee CPPO, CPPB, C.P.M. Information Systems & Procurement Director Knoxville's Community Development Corp - The Public Housing & Redevelopment...

RE: Reverse Trade Show - Committee Job Descriptions
By: [Debra Kaminski](#), Feb 16, 2017 4:32 PM
Here's SETAPP's job descriptions. Debbie Kaminski, CPPB Assistant County Purchasing Agent Fort Bend County 301 Jackson, Suite 201 Richmond TX

Latest Shared Files Add

RE: Professional Buyer's Day - March 8th
By: [Terry McKee](#) yesterday

Reverse Trade Show - Committee Job Descriptions...
By: [Debra Kaminski](#) yesterday

RE: Professional Buyer's Day - March 8th
By: [Cherie Odeski](#) 2 days ago

Folder Contents

New View

- 3% Withholding Letters
- Activity Point Schedule
- An Elected Officials Guide to Public Procurement by Michael Asner
- An Elected Officials Guide to Public Procurement by Michael Asner
- Buyer/Manager of the Year Award Criteria
- Custodial Selection Using QBS
- Doc Management
- ETPA 2015 Scholarship Application
- Facilities Needs Assessment
- Forum 2013 - Chapter Workshp
- Healthy Snacks Vending
- How to do a Reverse Trade Show in Adobe format
- How to guide for a Reverse Trade Show
- How to Guide for Reverse Trade Show
- IC-NIGP Info Packet 2014
- Indiana Org Charts
- Job Opportunity - Business Services Specialist
- Letterhead sample
- Local Business Opportunity Policy
- Local Business Opportunity Policy - Not Local Preference
- Minnesota Chapter Awards - Buyer of Year and Manager of Year MN Chapter of NIGP - Award Criteria
- NIGP Certification Study Guide
- NIGP Chapter Web Site List
- OC Procurement Org Chart
- OPPA Scholarship Program
- RE: Agency/member feature in newsletter
- RE: Chapter Newsletter
- RE: Chapter Newsletter
- RE: Chapter/Member Brochure
- RE: Chapter/Member Brochure
- RE: Local chapter awards
- RE: Looking for information
- RE: Managing RFPs
- RE: Speaker Acknowledgement/Thank you Letter
- RE: Speaker Acknowledgement/Thank you Letter

Allied Forces



CHAPTERS

Jennifer Steffan

Chapter Relations Manager

Email: jsteffan@nigp.org

Phone: 703-736-8900, x232



CAN'T FIND SOMETHING?

Let us know what you'd like to see included and we will have it added.

Contact
chapters@nigp.org

<http://www.nigp.org/home/about-nigp/contact/staff-directory>



Allied Forces

Governing Board: Denise Schneider; Carrie Woodell (July '17)

Member Council: Denise Schneider (Chair); Zulay Millan

Talent Council: Carrie Woodell (Incoming Chair)

Board Policy Committee: Ray Hooper (Vice Chair), Tabatha
Freedman

Knowledge Committee: Christine Rewis; Kristine Rodriguez, Mike
Thornton

UPPCC Board of Examiners (CPPPO): Carrie Woodell



Allied Forces

- Chapter Ambassadors: David Nash, Mina Kaeding

VISITING CHAPTERS

BIENNIAL IN-PERSON VISITS BY NIGP AMBASSADORS TO THE CHAPTERS

To show our commitment to chapters, NIGP has appointed Ambassadors who will visit chapters throughout the year. This **face-to-face meeting** provides chapter members with an opportunity to hear the latest NIGP member benefits, educational opportunities, resources and tools as well as to ask questions of these individuals. Chapter leaders can share success stories, governance issues, etc. and all stories, thoughts, concerns will be communicated to the elected Member Council of NIGP.



Two way communication between the Institute and its chapters at it's best.

EACH CHAPTER WILL BE ELIGIBLE FOR ONE VISIT EVERY OTHER YEAR

VISIT REQUEST FORM

Once request is received, coordination will begin between the Ambassador and the Chapter.

REQUEST YOUR VISIT ►



David Nash, CPPO, CPPB
Chapter Ambassador
Retired, City of Fort Lauderdale, FL
9026 NW 44 Court
Sunrise, Florida 33351-5336
Phone: (954) 749-5291
armynash@bellsouth.net



Mina Kaeding, CPPO, CPPB, PhD, FCCM
Chapter Ambassador
Hillsborough County Public Schools
ROSSAC 3rd Floor, Procurement
901 E. Kennedy Blvd.
Tampa, Florida 33601
Phone: (813) 272-4236
Fax: (813) 272-4390
mina.kaeding@sdhc.k12.fl.us

ELIGIBLE CHAPTERS

will be notified:

- At the beginning of the fiscal year (July 1)
- In January as many new chapter officers take place
- Or will be contacted by NIGP staff or the Chapter Ambassador in your area throughout the year

Ethics/Code of Conduct



Core Values: Ethics, Integrity, Professionalism, Diversity, Education and Professional Growth, Service to Stakeholders

- Your actions are representative of the chapter
- It is incumbent upon each officer to conduct themselves in a professional manner at all times, regardless of social setting



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;

Chapter of the Year



- Winner 2012 – Medium Chapter of the Year
- Winner 2014 – Medium Chapter of the Year
- Winner 2015 – Large Chapter of the Year
- Winner 2016 – Large Chapter of the Year

- Large Chapter (201-350 members)

- Application due **May 23, 2017**

- *Excellence in Chapter Operations*
- 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



NIGP Required Forms



- Due **January 31**
 - Chapter Leadership Reporting Form
 - Chapter Member Data Form
- Due **March 1**
 - Chapter Financial Form
 - Group Exemption Update Form
- Due **May 15** or **November 15**
 - Email Chapter's 990 or 990N to chapters@nigp.org



Website & Updates



Central Florida Chapter **NIGP**

HOME ABOUT US MEMBERSHIP CONTACT US

Upcoming Events

FIFTH ANNUAL SPEED BUYING@ EVENT & CFC MEMBERSHIP MEETING
Fri, May 5, 2017
[DETAILS...](#)

19TH ANNUAL CFC NIGP REVERSE TRADE SHOW
Wed, Nov 1, 2017
[DETAILS...](#)

PROTESTS: MANAGING OPTIONS FOR POSITIVE RESULTS (30 FREE SEATS! ACT NOW!)
Fri, Feb 24, 2017
[DETAILS...](#)

[SHOW ALL EVENTS](#)

Member Services

- » [Join / Renew Membership](#)
- » [Review / Update Your Profile](#)
- » [Member Directory](#)
- » [Helpful Web Links](#)
- » [Documents And Files](#)
- » [Surveys](#)
- » [Newsletters](#)
- » [Photo Galleries](#)
- » [Meeting Minutes](#)
- » [Job Opportunities](#)
- » [Committees / Volunteers](#)

Chapter News

NIGP 2017 ONLINE COURSE CATALOG
NIGP's courses provide the essential framework to empower you to better understand and master...
[MORE...](#)

CPPB PREP CLASS
The next CPPB PREP CLASS will be held April 24 - 25, 2017 at the Osceola...
[MORE...](#)

UPPCC ANNOUNCES NEWEST DESIGNEES - OCTOBER 2016 CLASS
Herndon, VA - January 17, 2017 - The Universal Public Procurement Certification...
[MORE...](#)

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President's Message

President's Message

Happy New Year Chapter Members! I want to thank our membership for electing me to serve as Chapter President in 2017. I am excited and honored to be representing our chapter. We have an exciting year ahead with Workshops, Speed Buying and Reverse Trade Show. I want to encourage members to evaluate your talents and strengths and identify if there are any committees or task forces that you would be willing to volunteer for. We have much work to do as a chapter...

[MORE...](#)

[LEARN MORE](#)

[LEARN MORE](#)

Central Florida Chapter **NIGP**

HOME ABOUT US MEMBERSHIP CONTACT US

CONTACT US

Central Florida Chapter of NIGP
Attn: Diane Wetherington, CPPB, FCCM
City of Orlando
Phone: (407) 246-3633
president@cfcnigp.org

OFFICERS

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treasurer@cfcnigp.org

Lisa Kesecker, CPPB, FCPA
Secretary
Osceola County School District
Phone: (407) 870-4622
secretary@cfcnigp.org

CHAPTER AMBASSADOR

David Nash, CPPO, CPPB
Chapter Ambassador
Retired, City of Fort Lauderdale, FL
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Sunrise, Florida 33351-5336
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Fax: (813) 272-4390
mina.kaeding@sdhc.k12.fl.us

Chapter Events

- Speed Buying
- Reverse Trade Show



Officer Transition

- President: Zulay to Diane
- Vice President: Diane to Mike



Acknowledgement of Duties



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 Chairmen.
- 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



Central Florida Chapter of NIGP
WWW.CFCNIGP.ORG | WWW.NIGP.ORG



VOLUNTEER DUTIES ACKNOWLEDGEMENT FORM

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.

Volunteer's Signature

Date

Volunteer's Name (please print)

PLEASE SUBMIT FORM TO SECRETARY@CFCNIGP.ORG

Open Discussion

