President’s Duties

Chair the Fund Raising Committee and oversee all fund raising functions for the Chapter.

Prepare and submit New Chapter Officer Data Form for NIGP National and forward to the Chapter Liaison at NIGP National.

Prepare Agenda for Chapter Meeting and forward it to the Secretary 3 weeks prior to Chapter Meeting.

Prepare Message from President for Chapter Newsletter and forward it to the Secretary 3 weeks prior to Chapter Meeting.

Prepare Agenda for Board of Directors Meeting and forward it to all Board members two days prior to Board of Directors Meeting.

Review final newsletter submitted by Secretary and forward to Webmaster with brief membership reminder blast message.

Forward RSVP reminder to Webmaster with a request to blast Monday morning before each Friday bi-monthly meeting.

Chairs the Reverse Trade Show. Set Reverse Trade Show date and location for the following year. Reserve location for that set date.

Appoint committee chairs and co-chairs if applicable for all current committees. Establish new committees as needed, develop said committee duties and appoint committee chair and co-chair if applicable. Review and update Committee duties annually.

Review website and develop/request new year updates in January and as needed throughout the year for all officers, committees, general information and events.
Obtain password for member maintenance on the website from webmaster, give new President access (President, Vice-President and Treasurer are the only members who have access to entire website). Pro-D chair requires access to the Pro-D site, Legislative Liaison requires access to the Legislative Update site, Photographer requires access to the Image Galleries site, SICOP chairman requires access to SICOP site and Web-site Liaison requires access to view only membership list information to update members certification menu.

Set up an Awards Committee to go over the nominations for Member, Buyer and Purchasing Manager of the Year Chapter Awards. Coordinates with Secretary for the ordering resulting glass awards, as well as, plaques for outgoing officers to be presented at March’s bi-monthly meeting.

Ensure that Treasurer submits all required membership and financial forms to NIGP National.

Work with Board of Directors to determine, develop and present By-Laws amendments to the membership on an as needed basis. Submit all approved By-Laws amendments to NIGP National.

Work with all of the officers and committee members on the Chapter of the Year Submittal.

Sets Chapter Meeting dates and location in September for following year; negotiates room charges and meal price as needed.

Work with VP - state of the Chapter

Serve on annual Chapter award committee

Mentor new President

Orientation of new board members
**Vice President’s Duties**

Coordinate all speakers for each regular Chapter Meeting, and if needed, submits check request to Treasurer for speaking fee (local = $50, non-local up to $150). Promote “Purchasing Month” at the March meeting.

Coordinate with NIGP National to get National and Regional guest speakers to Chapter meeting. Eligible for National guest speaker every 4 years. Eligible for Regional guest speaker annually.

Serve as Professional Development Co-Chair and mentor incoming co-chair. Schedule all NIGP classes, arranges for a location and site coordinator for each class. Serve as liaison between NIGP, site coordinator and instructor. Maintain a current statewide training matrix and submit weekly to all Florida Chapter ProDs and FAPPO ProD via email. Update Chapter website with current seminar schedule and training matrix. Communicate seminar schedule to membership at bi-monthly meetings and provides registration forms.

Purchase the door prizes for each regular Chapter meeting (approximately $75 per meeting and $150 for Christmas meeting).

Verify all applications for scholarships and forward a check request to the Treasurer for reimbursement (either to the agency, class holder or member if they have paid for it themselves).

At December meeting, arrange for delivery of donations from the Chapter if no one volunteers.

Assist the President and acts in his/her stead when they are unavailable to make meetings.

Submit “Message from the Vice President”, speaker information, class registration form and list of upcoming classes for each newsletter.

Prepare annual State of the Chapter Address for presentation at December Chapter meeting with President.

Mentor new Vice-President.
Other duties as assigned by the President.

**Secretary Duties**

Records minutes from each meeting and submits copy of those minutes in each newsletter along with “Message from the Secretary”.

Create newsletter on a bi-monthly (or more if needed) basis and submit to President.

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.

Prepare and submit Chapter information to NIGP National for inclusion in their newsletter.

Mentor new Secretary.

Other duties as assigned by the President.

**Treasurer Duties**

Manages the finances of the Chapter to include depositing money, writing checks, balancing the books and providing financial and other statements to the Chapter and to the National NIGP office. Chooses the banking facility and location, arranges for signature cards, and when approved, deposits money into a Chapter Certificate of Deposit for future use.

Maintains the membership file and updates the website as necessary with new or changed information.
Submits a Treasurer’s report at each Chapter meeting and includes that Treasurer’s report in each newsletter along with a “Message from the Treasurer”.

Works with the Finance and Audit committee who verifies and audits the Chapter books.

Provides the sign-in sheet at each meeting, takes members luncheon money, sells 50-50 tickets and helps with the awards/door prizes at each meeting.

Mentor new Treasurer.

Other duties as assigned by the President.