Purpose of Webinar

• Educate chapter officers on their role as leaders

• NIGP resources and services offered to chapters
Officer Expectations

- Per Chapter section of Board Policy manual - President, Vice President and one other chapter officer must be national agency or individual members
- Submit annual required forms to NIGP
- Submit annual required legal and financial forms
- Provide educational opportunities for members
- Member retention and recruitment
- Recruit and train new leaders
- Act as the local face of NIGP

Chapter Relations Committee

Chair: Jennifer Steffan jsteffan@nigp.org

Vice Chair: Debbie Kaminski kaminskid@co.for0bend.tx.us

Board Coordinator: George Nader georgenader@lehighcounty.org
Chapter Relations Committee by Region

(1) Lorraine Hein  
Lhein@wsboces.org

(2) Maureen McIlvaine  
mwmcilvaine@co.bucks.pa.us

(3) Jean Stephenson  
jean.stephenson@das.state.oh.us

(4) Stephanie Suter  
stephanie.suter@lynchburgva.gov

(5) Tammy John  
tjohn@columbiacountyga.gov

(6) Sherriel Moore  
sherriel@mdac.state.ms.us

(7) Paul Noble  
pmobles@co.escambia.fl.us

(8) Arlene Shorter  
shorter@uic.edu

(10) Cathy Barker  
barkerca@umkc.edu

(11) Laura Jestings  
laura.jestings@tucsonaz.gov

(12) Dave Davis  
DaviDa@wsdot.wa.gov

(13) Andrea Mastandrea  
angela.mastandrea@hamilton.ca
### Board Members by Region

**Region I – CT, ME, MA, NH, NY, RI, VT**  
Ron Blendermann, CPPO, CPPB  
rblender@dsny.nyc.gov  
212-437-6053

George Nader Jr., CPPO  
George.nader@lehighcounty.org  
610-782-3300

**Region II – DE, DC, MD, NJ, PA**  
Joan Graham, CPPO  
jp_ghanam@hvcc.edu  
503-984-4510

**Region III – IN, KY, MI, OH, WV**  
Katherine Gough, CPPO  
kgous@kent.edu  
703-737-7176

**Region IV – VA**  
Sandra Wright, CPPB  
wrightsa@dhec.sc.gov  
803-888-3509

**Region V – AL, AR, LA, MS, TN**  
Donald Buffum, CPPO  
dbuffum@templeinnatchez.edu  
662-325-2361

**Region VI – AL, AR, LA, MS, TN**  
Donald Buffum, CPPO  
dbuffum@templeinnatchez.edu  
662-325-2361

**Region VII – FL**  
Keith Glata, CPPO  
kglata@templanet.org  
954-697-3987

**Region VIII – IA, IL, MN, NE, ND, SD, WI**  
Maria de Lourdes Casas, CPPO  
tbrunk@ic.ac  
312-998-7684

**Region IX – TX**  
DeWight Dospal, CPPO, CPPB, C.P.M.  
dewight@_dospal@hctx.net  
713-755-4696

**Region X – CO, KS, MO, OK**  
Keith Ashby, CPPO  
keithashby@co.arapahoe.co.us  
303-755-4435

**Region XI – AZ, CA, NV, NM, UT**  
Dennis Baumer, CPPO, CPPB, C.P.M.  
dennisb@kctec.edu  
925-756-5268

**Region XII – AK, HI, ID, MT, OR, WA, WY**  
Bobbi Matthews, CPPO, CPPB  
bobbimathews@portofportland.com  
503-415-6700

**Region XIII – Canada**  
Gord Sears, CPPB  
gsears@newmarket.ca  
905-593-6336

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**Webmaster**  
Shane Gough, CPPO  
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312-998-7684
Annual Chapter Reporting Forms

• Chapter Leadership Reporting Form (January 31)
• Chapter Member Data Form (January 31)
• Chapter Seminar Agreement (January 31)
• Chapter Financial Form (March 1)
• Group Exemption Update Form (March 1)

NEW – all forms are now online fillable forms
(please print and save prior to submitting for your chapter records)
Chapter Leadership Reporting Form

Due January 31

- Board policy requires that the President, Vice President, and one other officer, hold a NIGP individual or agency membership.

- Updates in data that is collected:
  (President, Vice President, Secretary, Treasurer, Pro-D Chair, Membership Chair)

- New – we want you to select three other “leaders” within the Chapter or Board that you would like us to communicate with

Chapter Member Data Form

Due January 31

- This form indicates the number of chapter members you have for the previous year (2012)

- Based on those numbers NIGP will asses the chapter a fee, invoiced to each chapter in February

- NEW – This year NIGP will be assessing an invoice based only on the number of Chapter Only Members

- That fee will be even lower if you submit the 3 required reporting forms on time; due January 31.
Chapter Seminar Agreement

Due January 31

• Chapter Seminar Agreement must be on file for every chapter that hosts an NIGP Seminar
• The Seminar Agreement is based on a calendar year but rebates for hosting classes are based on NIGP’s fiscal year
• NEW – The seminar agreement will be signed and submitted by the chapter electronically. By submitting the form the chapter agrees to the terms stated in the agreement. NIGP will not be signing and sending a copy back to you. Please print a copy for your chapter records prior to submitting.

Chapter Financial Form

Due March 1

• For internal NIGP use only.
• A Chapter can also submit copy of 990, or other financial software reporting document.
Group Exemption Update Form

Due March 1

- This must be submitted each year to stay current on NIGP’s Federal Tax Exemption
  (not being current will cause problems when filing your required tax forms)

- Chapters that have their own Federal Tax exemption do not need to fill out the form.

- Canadian Chapters do not need to fill out the form as well.

Parts of the Resource Guide

Chapter Resources (webinars, awards, visits, forum activities,)

Education, Meetings & Conferences (NIGP seminars, RVTS, certificate template)

Finances (general, debt card, record retention, financial controls)

Legal – Tax (IRS forms, insurance, sample policies)

Membership/Marketing (incorporating student members, purchasing month, benefits of membership flyer, social media)

Governance (bylaws, position descriptions, swearing in of officers, strategic planning, secession planning)
Chapter Resources

NIGP Year at a Glance Calendar

Visit Policy
- Each chapter is eligible for an Official Visit every 4 years
- Submit a Request Form to Schedule
- Regional visits by board representative

Chapter Newsletters

FREE Webinars to Chapter Leaders
- Recorded COY Webinar
- Legal Issues
- More to come in 2013

Chapter Resources

Chapter Awards Program
- Chapter of the Year Award –
  Small = less than 80 members
  Medium = 81 to 200 members
  Large = 201 or more members
- Recognize local award winners
  Applications Due May 6, 2013

Chapter Events at Forum
- Chapter focused workshops and sessions
- Chapter President’s Recognition Lunch (by invitation) with regional roundtable session
- NEW – create social events for chapter leaders in 2013
Chapter Resources

Chapter Rebate Program
• Receive $25 for having non national members apply for and become new agency members to the institute

Leaders-in-the-Loop
• Communication on latest news relevant to chapter leaders. All leaders indicated on the Chapter Leadership Reporting Form will be this communication.

Chapter Spot-Light
• Have your chapter acknowledged in the Buy Weekly
• Submit articles to chapters@nigp.org

Regional Chapter Leader Calls

NIGP Marketing Materials

Nsite

• New – NIGP’s new online Community: Nsite
• Community of Chapter Leaders – discussion for chapter related issues only
• Create your profile
• Watch tutorials
• Join the conversation
Chapter Resources

Questions?

To ask a question please type it in the Q&A box located at the top of your screen.

Thank you for your questions!
Education, Meetings & Conferences

Samples of Reverse Trade Shows

Chapter Hosted Webinars

• Purchase recordings (no contact hours)
• Pay for live Webinar and offer contact hours to one of your members

Hosting an NIGP Seminar

1. Chapter affiliates must have a signed NIGP Chapter Seminar Agreement on file prior to hosting an NIGP course.
2. The Chapter Reference Guide takes you through a step by step process to follow to successfully host a course.
3. Survey members to determine their educational needs.
4. Locate current class topics, prices, and minimum students numbers: NIGP Course Descriptions & Registration Information.
5. Use the Seminar Check List as a timeline check-list for Pro-D’s and Course Coordinators to use.
Hosting an NIGP Seminar

6. Complete the Chapter Seminar Request/Logistic Form and submit to NIGP so we can seek out instructors.

7. All NIGP hosted seminars utilize Centralized Registration Services. If you are a chapter using Chapter Manager, check out How to Post a Class on the chapter website.

8. Email jsteffan@nigp.org for a listing of national members in your area to market upcoming courses. Email events@nigp.org for assistance with course marketing emails in your region. Market on your website, at conferences and meetings. Use the Seminar Flyer Templates to customize flyers for your seminars. Collaborate with other chapters in your region to market and coordinate courses.

9. Seminar attendees need to fill out the Seminar Registration Forms and must sign in for each day of class.

Tips For Hosting NIGP Seminars

- Important to survey your members
- Schedule seminars 6-12 months out
- Use Reference Guide and Check List
- Market your seminar
- Check-in with Chapters around you

View your class and other chapter courses on the NIGP website. Search the Course Catalog for courses either by topic, state or presenter
Finance

- Financial Management and Banking
- Essentials to chapter banking
- Templates: Cash Disbursements and Receipts
- Samples: Disbursement Policy and Purchase Authorization
- Internal Financial Control Check-list
- Debt Card Procedures

Legal - Tax

IRS Tax Filing – ALL CHAPTERS MUST FILE
- Form 990-N Postcard
- Form 990EZ

Legal Tax Issues for Chapters Power Point
(new Power Point coming 2013)

Resource Documents and Sample
i.e., Meeting Contracts, Conflict of Interest Policy, Alcohol Service Policy

Chapter Insurance
Each chapter is given General Liability Insurance by NIGP
Group Exemption

Per NIGP Board Policy all NIGP chapters must belong to NIGP’s Group Exemption or have their own Federal tax Exemption.

- Free if under NIGP’s GE policy
- Expensive to Purchase Exemption on your own
- This allows for Federal Tax Exemption
- Able to apply for State Tax Exemption

Membership / Marketing

Benefits of Chapter Membership Flyer

Incorporating Students Membership into your Chapter
- Ideas for recruitment
- A career in Public Procurement
- Sample presentations for elementary schools
- Sample internship programs

Social Media Presentation and Policy

Sample Press Release
Governance

- Sample Bylaws
- Officer Installation
- Chapter Operations/Procedures/Policy Manuals
- Chapter Officer / Volunteer Descriptions
- Chapter Strategic Planning
- Chapter Succession Planning & Tool Kit
- Cultivating Chapter Volunteers

Roles and Responsibility of Officers (Examples)

**President**
- Facilitates over chapter and board meetings
- Sets board agendas
- Complete and submit *Chapter Leader Reporting Form*
- Has a vote at the institute level on behalf of the chapter for regional board elections
- Signs all contracts

**Vice President**
- Performs duties in the absences of the President
- Back-up for signing authority for the Treasurer
- Chair of Scholarship Committee
Roles and Responsibilities of Officers

Secretary
- Keeps minutes
- Maintains membership roster
- Complete and submit Member Data Form to NIGP
- Newsletter
- Updates Policy Manuals
- Maintains chapter records (bylaws, minutes, officers, contracts)

Treasurer
- Reconciles all financials (monthly)
- Files required tax forms
- Complete and submit Chapter Financials and Group Exemption Forms to NIGP
- Reports monthly/quarterly financial reports to board

Committees to Consider
- Scholarship/Awards Committee
- Social Media Committee
- Marketing/Communication Committee
- Finance/Audit Committee
- Programs Committee
- Bylaws Committee
- Elections Committee

Should have members of the board either as chairs, liaison or members of the committees
Who to Contact

Chapter Relations: chapters@nigp.org or jsteffan@nigp.org

Certification Questions: certification@uppcc.org

NIGP National Membership: membercare@nigp.org

Hosting NIGP Seminars: Faye Jackson fjackson@nigp.org

Questions?

To ask a question please type it in the Q&A box located at the top of your screen.

Thank you for your questions!
Thank You!