CHAPTER ENGAGEMENT

From Aspirations to Results

Carrie Woodell, MPA, CPPO, CPPB, C.P.M.
Denise Schneider, CPPO, CPPB, C.P.M., CM
Zulay Millan, CPPO, CPPB, FCCM
Discussion Items

• Increasing Accountability through Measurable Outcomes

• Officer Orientation / Officer Boot Camp

• Task Management Tools
Accountability

There's a **DIFFERENCE BETWEEN INTEREST AND COMMITMENT.**

When you're **INTERESTED** in doing something, you do it only when it's convenient.

When you're **COMMMITTED** to something, you accept NO EXCUSES; ONLY RESULTS.
Accountability

• Increase Member Engagement
  – Clear Position Descriptions
  – Deliverables and Outcomes
  – Personal Accountability
  – Match effort to Results
“Leadership is about taking responsibility, while others are making excuses”

- John C. Maxwell

The John Maxwell Co.
Accountability

You either make yourself accountable or you will be held accountable by your circumstances.

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.
Accountability

“Accountability is the glue that ties a commitment to results”

- Bob Proctor
Proctor Gallagher Institute
Accountability

Are you accountable?

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Central Florida Chapter of NIGP

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

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NIGP FORUM
Connecting Procurement Communities
Accountability

The results you achieve will be in direct proportion to the effort you apply.

- Denis Waitley
  The Waitley Institute
### Accountability

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Officer Boot Camp

Succession planning helps build the bench strength of an organization to ensure the long-term health, growth and stability.

Teala Wilson
Program Development

- Trainers
- Intended Audience
- Training timeframes
- Developing Content
- Packaging Materials
- Post training actions
Trainers

OFFICER BOOTCAMP

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

• Who is your intended audience?
• Current vs. aspiring leaders
• Accountability and governance expectations
Training Timeframes

- Sufficient time to thoroughly cover content
- Consider establishing timeframe per topic
- Count on lots of discussion!

TO TEACH WELL IS TO BELIEVE IN WHAT AND WHOM YOU TEACH.
Developing Content

“Basic Training” Outline

- Expectations as Officers
- Special Forces Field Manuals
- Tactical Resources
- Allied Forces
- Mandatory Meetings
- Ethics/Code of Conduct
- Chapter of the Year
- NIGP Requirements
- Website & Updates
- Acknowledgement of Duties
- Discussion
Developing Content

Special Forces Field Manuals

- ByLaws
- Robert’s Rules of Order
- Record Retention Policy
- Social Media Policy
Packaging Materials
Post Training Actions

• Certification of Completion
• Post Training Survey

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<td>Would you recommend any enhancements to the training materials? Please describe.</td>
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<td>How would you rate the Officer Bootcamp instructors?</td>
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<td>Please provide any suggestions to improve the Bootcamp training.</td>
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Task Management
Task Management