

**COLUMBIA CHAPTER, NIGP
STRATEGIC PLAN
2009-2011**

1. Recruit members – On Going
 - a. Outreach
 - Membership and Marketing Committees – Contact public agencies in the area who are not members and set up meetings with procurement staff to explain the advantages of CC membership
 - b. Membership Committee - Contact past members to see why they are no longer members, and invite them to rejoin.

SHORT TERM:

Marketing Committee – Develop mission statement by May 6, 2010 and then use on recruiting documentation.

RECORD MEMBERSHIP BENCHMARK :

MEMBERSHIP 2006:

81 total = 15 Associates + 66 Regular

MEMBERSHIP August 2007:

83 total = 15 Associates + 68 Regular

MEMBERSHIP December 2008:

79 total = 23 Associates + 56 Regular

MEMBERSHIP December 2009:

91 total = 27 Associates + 64 Regular

LONG TERM: Add member recruitment as on-going Board item to be reviewed by chapter leadership.

2. Obtain Membership input

SHORT TERM:

 - Send general meeting notes to membership after all general meetings with opportunity for feedback. - Start with February 2010 Meeting
 - Develop and implement comprehensive membership survey prior to 12-31-09 targeting education.
 - Add “Notes to President” link in website. – February 2010 (after update complete)

LONG TERM:

- Develop polling section on updated website.
- Create and perform quarterly anonymous 2 or 3 question surveys that can be directed in differing interests (training, topics for general meetings, interest in new rules or policies).

3. Maintain website to keep up-to-date.

SHORT TERM:

 - Check into using Watermelon for Credit Card payment by January 2010
 - Obtain additional volunteers to help with website maintenance. – February 2010

LONG TERM:

- Update and redesign web site.
- Create Message Board for important immediate discussion needs. A Blog could be used for member feedback.
- Train officers and directors to update website with their own information (i.e. Secretary's Report, Treasurer's Report, Membership).
- Training to be done annually as new officers come on.

4. Sponsor NIGP Webinar.

SHORT TERM:

- Pro D to check to see what Webinars are available through NIGP National by February 2010 Meeting
- Board to discuss which Webinars they believe would be of interest to general membership.

LONG TERM:

- Schedule Webinar.
- Keep Webinars in training schedule for future years' trainings.

5. Provide National NIGP with an Article for the Chapter Connection:

SHORT TERM:

- Brainstorm to come up with ideas that would be reasonable to use as an article. March 2010
- Select different officers and directors to be responsible for providing information for each Chapter Connection. Quarterly
- Start contributing April 2010.

LONG TERM:

- Continue contributing in future years.

6. Develop Chapter Mentoring Program:

SHORT TERM:

- Do survey of Membership to see if there is a want or need for a Mentorship Program. – April 2010
- Ask for volunteers for a committee to work on what the Mentorship Program would look like. – April and/or May General Meetings

LONG TERM:

- Present Mentorship Program ideas to Board – September 2010
- Board to determine what steps need to be taken from presentation and determine timing and steps to get it in place.

7. Marketing Committee - Develop Student Membership Program.

SHORT TERM:

- Check on dates for local job fairs – May 2010
- Discuss benefits and possibilities for students that are involved with a Student Membership Program.

LONG TERM:

- Form committee to plan what the Student Membership Program would involve.
- Develop relationships with local colleges and offer free membership to students interested in Public Procurement.

8. Community Service – Marketing Committee to arrange at least one opportunity per year for CC Members to participate in a service event.

CHAPTER LEADERSHIP ANNUAL REVIEW CHECKLIST

_____ Review vitality of present membership and how to increase numbers.

_____ Membership benchmark numbers :

MEMBERSHIP 2006:

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MEMBERSHIP August 2007:

83 total = 15 Associates + 68 Regular

MEMBERSHIP 2008:

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MEMBERSHIP 2009:

91 Total = 27 Associates + 64 Regular

_____ Recruit members through:

a. Outreach.

1. Word of mouth

2. on going role of leadership

b. Contact past members.

c. Send invitations to past members and potential new members.

d. Use mission statement on documents.

_____ Yearly review and update of Chapter By-Laws and all major chapter documents.

_____ Keep list of Chapter accomplishments for each year.