

**COLUMBIA CHAPTER NIGP  
HANDBOOK FOR OFFICERS AND  
DIRECTORS**

**JUNE 2008**

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b><u>3</u></b>
<b>PRESIDENT</b>	<b><u>4</u></b>
<b>VICE PRESIDENT</b>	<b><u>6</u></b>
<b>TREASURER</b>	<b><u>7</u></b>
<b>SECRETARY</b>	<b><u>9</u></b>
<b>PAST PRESIDENT</b>	<b><u>10</u></b>
<b>DIRECTORS</b>	<b><u>11</u></b>
<b>MEMBERSHIP DIRECTOR</b>	<b><u>12</u></b>
<b>PROFESSIONAL DEVELOPMENT DIRECTOR</b>	<b><u>13</u></b>
<b>MEETING AND LOGISTICS DIRECTOR</b>	<b><u>15</u></b>
<b>INTERGOVERNMENTAL COOPERATIVE PROCUREMENT DIRECTOR</b>	<b><u>16</u></b>

## **INTRODUCTION**

This handbook is intended as a resource to enable Columbia Chapter General Members and Board Members to provide for consistent leadership of the Chapter and encourage future leadership within the Chapter.

It contains the duties and responsibilities of each Chapter Board member.

## **PRESIDENT**

### **General**

The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be a member ex-officio of all committees and perform all duties incidental to the office of the President.

### **Duties and Responsibilities**

1. Facilitate all Board meetings and participate in discussion and decision making of Chapter issues.
  - Set, publish and disseminate meeting agenda.
2. Facilitate all General Meetings.
  - Set and publish an agenda and oversee the order, discussion, and Committee reports of the meetings.
3. Chair the Budget Committee.
  - Budget cycle from January 1 thru December 31
4. Facilitate all Chapter workshops, introducing guests, speakers, and other attendees.
5. Ensure old and new members alike are welcomed to Chapter functions.
6. Chapter liaison to the National Institute of Governmental Purchasing on behalf of the Chapter, and update Columbia Chapter members on new issues and programs.
  - Review and communicate with National Chapter Relations contact ie. Chapter Officer Update Forms.
7. Ensure all National reports and correspondence is completed and turned in on time.
8. Represent Columbia Chapter in a professional manner at all times.
9. In the event of a tie vote within the Board, shall cast the deciding vote.
10. Assign duties to Officers and Directors that are in the best interest of the organization and appoint special committees to perform Columbia Chapter business as needed.
11. Serve as an advisor to other committees and participate when possible on Columbia Chapter committees.
12. Act as primary signatory on all contractual agreements
13. Act as backup signatory for the Treasurer.

14. Attend the NIGP Annual Forum on behalf of the Chapter and represent the organization in a positive and professional manner.
15. Oversee the training of all new Officers and Directors to provide for a smooth transition of positions and responsibilities of the Board.
16. Assist the outgoing Vice-President in the transition of duties to President.

## **VICE PRESIDENT**

### **General**

The Vice President shall develop and provide general meeting and workshop topics and presenters; and oversee the Audit and Scholarship committees.

### **Duties and Responsibilities**

1. The Vice President shall serve as the Topics Committee Chair developing and scheduling all General Meeting and special workshop topics and presenters. The Vice President will coordinate topics and workshops with the Meeting and Logistics Director.
2. Perform other duties as assigned by the President
3. Chair the Audit Committee and the Scholarship Committee.
4. Serve as an advisor to other committees.
5. Perform the duties of President in the absence of the President.
6. Attend Board meeting and workshops, and participate in discussion and voting on organizational issues.
7. Assist with planning and preparation of special Chapter events such as the Reverse Vendor Trade Show, Purchasing Month events, Forum special events etc.
8. Accept special assignments from President when called upon to do so.
9. May be required to provide updates and reports on behalf of committee chairs, in the event that said committee chairs are unable to attend.
10. Assist newly elected Officers and Directors when needed.
11. Responsible for supporting the Board and for representing the Chapter in a professional manner.
12. Attend the NIGP Annual Forum on behalf of the Chapter and represent the organization in a positive and professional manner. In the event that the Vice President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
13. Compile and submit National Chapter Award Submission
14. Assist the outgoing Treasurer in the transition of duties to Vice President.
15. Act as backup signatory in the absence of the Treasurer or President.
16. Procure all Chapter award and recognition plaques.

## **TREASURER**

### **General**

The Treasurer shall be responsible for the accounting of all funds for the Chapter, render a true and complete report relative to the affairs of the office at each meeting and maintain all Chapter financial records including taxes.

### **Duties and Responsibilities**

1. Maintain a complete and accurate record of all Chapter receipts, expenditures, and reimbursements using the Board approved financial software.
2. Prepare current financial reports and distribute at each Board and General meeting. The reports shall consist of all expenditures and revenues as well as current fund balances.
3. Post all approved Financial Reports to the Chapter website in a timely manner.
4. Prepare and sign all Chapter checks, or arrange to designate this duty to the President if Treasurer will be unavailable.
5. Responsible for maintaining and securing Chapter checking account and checks; assuring that checking account is balanced at least monthly.
6. Assures that all persons attending chapter functions are properly invoiced and that these invoices are paid promptly.
7. Responsible for prompt review, approval and payment of all Chapter invoices. Obtains Board approval for any non-standard expenses not detailed in annual budget.
8. Serve on the Budget Committee.
9. Responsible for compiling tax records and receipts and filing Federal tax forms.
10. Attend and participate in monthly Board meetings and General membership meetings, paying for all meeting expenses. If Treasurer is unable to attend a meeting or event requiring payment, he or she must delegate this responsibility to first the President then the Vice President in advance.
11. Maintain the annual budget and inform Board when any requested expenditures are inconsistent with the approved annual budget.
12. Reimburse Officers and Board members for approved expenses upon receipt of original invoice and/or other appropriate documentation of expense.
13. Investigate banking, financial, or tax issues at the direction of the Board.

14. Perform other duties as related and directed by the President or Board.
15. Represent Columbia Chapter in a professional manner at all times.
16. Facilitate updating of Chapter banking information prior to leaving office.
17. Assist the Treasure Elect in the transition of duties.



## **SECRETARY**

### **General**

The Secretary shall maintain a written record of the proceeding of all meetings of the Board and of the Chapter, and perform such duties as may be assigned by the President or Board.

### **Duties and Responsibilities**

1. Attend Board and General meetings and take minutes of the proceedings (includes keeping record of actions voted on by the Board).
2. Distribute minutes at each following Board and General meeting for review and approval. Post all Board approved meeting minutes to the Chapter website in a timely manner.
3. Participate in discussion of Chapter affairs and business, cast vote on issues when needed.
4. Serve on the Audit Committee.
5. Responsible for updating the "Handbook for Officers and Directors" as approved by the Columbia Chapter Board.
6. Participate in committee assignments as volunteered for or delegated by President.
7. Assist with preparation and distribution of workshop flyers.
8. Perform other duties as required and directed by the President or Board.
9. Represent Columbia Chapter in a professional manner at all times.
10. Assist the incoming Secretary in the duties of the office.
11. Maintain chapter records including, but not limited to, all chapter submissions to NIGP, taxes, meeting minutes, results of fund raising events, scholarships, workshops, classes and rewards programs.
12. Answer member requests for chapter record information.

## **PAST PRESIDENT**

### **General**

The Past President shall provide general advice and expertise regarding the affairs of the Chapter, attend all Chapter board meetings, general meetings and events, mentor President and perform all duties incidental to the office of the Past President.

## **DIRECTORS**

### **General**

The Directors shall perform duties as assigned by the President, and shall serve for a term of three years.

### **Duties and Responsibilities**

1. Attend Board and General Meetings and workshops and participate in discussion and voting on organizational issues.
2. Shall Chair respective director committees and shall serve on other Chapter committees as appointed by the President.
3. Assist with planning and preparation of special Chapter events.
4. Accepts special assignments from President when called upon to do so.
5. Assist newly elected Officers and Directors when needed.
6. Responsible for supporting the President and for representing the Chapter in a professional manner.

## **MEMBERSHIP DIRECTOR**

### **General**

The Membership Director Chair shall be responsible for maintaining and managing the Columbia Chapter membership roster and perform other duties related to membership.

### **Duties and Responsibilities**

1. Maintain a current membership directory, providing an updated list to members and Board members at least once a year.
2. Responsible for providing information as requested by persons interested in joining Columbia Chapter. This information shall include a letter from the President or Membership Director.
3. Provide to the Logistics Director a current and accurate member email list.
4. Provide information on the organization for vendor fairs, meetings, purchasing workshops, classes, or other related events.
5. Serve as coordinator for all new membership applications. Present applications to Board for approval and notify applicants of approval.
6. Provide all newly approved members with an acceptance letter, membership certificate, Columbia Chapter pin, and an invoice if required.
7. Send out invoices each October for membership dues for the coming calendar year. Record checks that are sent in and distribute to Columbia Chapter Treasurer. When needed, send out second notices to members. If money is received from a non-member, send application out to that person.
8. Coordinate with Professional Development Director and Meeting and Logistics Director Chair on workshops. Accept money for workshop attendees and issue receipts as requested.
9. Attend Columbia Chapter Board meetings and participate in discussion and decision making of Chapter issues.
10. Perform other duties as related and directed by the President or Board.
11. Represent Columbia Chapter in a professional manner at all times.

## **PROFESSIONAL DEVELOPMENT DIRECTOR**

### **General**

The Professional Development Chair shall be responsible for the coordinating and planning of all NIGP seminars sponsored by the Chapter. This position is appointed or elected to an open ended term of service.

### **Duties and Responsibilities**

1. Attend Board meetings and report on status of program schedules and topics.
2. Develop a training calendar for all NIGP seminars and reviews planned for the coming year.
3. Chair the Pro D Committee.
4. Appoint committee members to Pro D Committee to assist with planning and coordinating seminars.
5. Work directly with NIGP National office to schedule seminars and arrange for instructors.
6. Coordinate conference facilities with the Meetings and Logistics Director for scheduled trainings.
7. Maintain familiarity with current on UPPCC certification requirements and share with membership formally and informally.
8. Arrange for the printing and distribution of seminar flyers that are consistent with NIGP standards.
9. Maintain an expense report for each NIGP training and prepare report summary for Board.
10. Coordinate all seminar fees paid with NIGP and the Columbia Chapter Treasurer.
11. Monitor and track registrations for workshops and seminars unless NIHP registration services are utilized.
12. Create sign-in roster of all workshop attendees and ensure that roster is at the workshop for registration. After the workshop, this roster shall be submitted to the Program Committee Chair as verification of all attendees.
13. Obtain input from membership on seminars that are desirable.
14. Coordinate certification review sessions for members. Assist members with program information and assistance with UPPCC application process.
15. Submit calendar of events to newsletter editor for timely publication.

16. Perform other duties as required and directed by the President and Board.

17. Represent Columbia Chapter in a professional manner at all times.

## MEETING AND LOGISTICS DIRECTOR

### General

The Meeting and Logistics Director shall be responsible for coordinating and scheduling all General and Board meetings and Chapter workshops.

### Duties and Responsibilities

1. Attend Board meetings and report on status of meeting locations and menus.
2. Responsible for notifying General Membership of all meetings, events, and announcements of interest to the Chapter at-large.
3. Maintain attendance records at general meetings and Chapter workshops.
4. Maintain Columbia Chapter email list in cooperation with Membership Director.
5. Board Meetings
  - Arrange meeting location and lunch menu
  - Meetings usually run from 11:30am to 1 or 1:30pm.
6. General Lunch Meetings
  - Arrange meeting location and menu.
  - Send flyer and meeting announcement electronically to Chapter members
  - Record responses
  - Provide meeting location with meal count
  - Maintain record of attendance
7. Holiday Meeting
  - Arrange meeting location and menu.
  - Send flyer and meeting announcement electronically to Chapter members
  - Record responses
  - Provide meeting location with meal count
  - Arrange for committee to manage and solicit for the Silent Auction.
8. All Day Workshop (usually February)
  - Arrange meeting location and menu.
  - Send flyer and meeting announcement electronically to Chapter members
  - Record responses
  - Provide meeting location with meal count
  - Maintain record of attendance
  - Provide certificates for certification points
  - Prepare survey & distribute
  - Provide name tags
9. Joint OPPA/Columbia Chapter annual meeting (usually March)  
Alternate years with responsibilities detailed below
  - Arrange meeting location and menu
  - Send flyers electronically to OPPA & Columbia Chapter

## **INTERGOVERNMENTAL COOPERATIVE PURCHASING COMMITTEE DIRECTOR**

### **General**

The Intergovernmental Cooperative Purchasing Committee (ICP) Director is responsible for chairing and administering the ICP which is a subcommittee of the Columbia Chapter of NIGP.

### **Duties and Responsibilities**

1. Attend Board and General meetings to report on status of ICP committee meetings and projects.
2. Chair ICP committee meetings.
3. ICP meetings are held the 4<sup>th</sup> Wednesday of the month, starting in September and ending in May.
4. Consolidate and coordinate the purchasing of goods and services that affect local governments.
5. Represent the Chapter at vendor programs to facilitate and insure adequate participation.
6. Create and maintain a catalogue of existing cooperative contracts.
7. Administer IGA creating the Cooperative Procurement Group and maintain agency roster.
8. Establish subcommittees and select lead agency for joint procurements for the Cooperative Procurement Group.
9. Maintain ICP member email list in cooperation with Membership Director.
10. Select Administrative Officers Vice-Chair and Secretary for committee.
11. Actively recruit speakers and topics for committee meetings.
12. Work in cooperation with the State of Oregon DAS regarding reporting new state price agreements and other areas of procurement that may fit for the ICP committee.