**COLUMBIA CHAPTER, NIGP STRATEGIC PLAN 2017-2020**

1. **Mission Statement**

To promote the public procurement profession and efficient public procurement while maintaining the public trust by providing educational opportunities, networking, and technical support to its members.

1. **Vision Statement**

**To Be: Empowering, Responsive, and Collaborative**

1. **Values Statement**

**Columbia Chapter values:**

* **Ethical behavior**
* **Fiscal responsibility**
* **Networking and information sharing amongst the membership**
* **Continuous education**
* **Serving the public and our community**
1. **Primary Goals:**

**Be Empowering by Providing Quality Professional Development**

**Be Responsive by Serving the Community**

**Be Collaborative by Growing the Chapter and Sustaining a National Presence**

**Action Plan**

**Goal 1: Provide Quality Professional Development**

**A. Select Webinars and Develop Training Opportunities**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Promote webinars and classes available through NIGP National and report to General Membership | Monthly | Pro D & President |
| Develop Training – free all day March Workshop | Once Annually | Vice President |
| Purchasing as a second language. | Ongoing | Board |
| Collaborate with OPPA for additional training opportunities. | Ongoing | Pro D |

**B. Provide Scholarships for NIGP Training and Forum**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Review Chapter Rewards and Scholarship programs and policies. | Annually | Past-President, President, Vice President |
| Conduct research on methods of funding scholarships. | Ongoing | Board |
| Survey membership regarding participation in scholarship program as part of annual membership survey. | Annually | Past President |
| Allow for scholarship funds in annual budget  | Annually | Board/General Membership |
| Educate and encourage membership in the use of the scholarship and rewards programs. | Ongoing | Board |

**C. Develop and Maintain a Chapter Mentoring Program – Procurement Protégés**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Develop and maintain a list of subject matter experts | Ongoing | Membership Director |
| Determine scope of program and guidelines.  | At program development | Committee or Task Force |
| Recruit participants | Ongoing | Membership Director |
| Hold at least one meeting for mentors and mentees | Annually | Board/Logistics Director |

**Goal 2: Serve the Community**

**A. Volunteer at Service Event**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Survey to identify potential events and ideas for community service | Annually | Past President |
| Maintain a list of possible events | Ongoing | Secretary |
| Research Partnership with Oregon Associate of Minority Entrepreneurs (OAME), Business Diversity Institute (BDI), and others.  | Ongoing | Board |

**B. Participate in Legislative Process**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Designate member to follow and report on legislative activities (Legislative Liaison). | No later than December 31st, and update responsible member annually | President |
| Post information about legislative activities on website | As needed | Website Committee |
| Present Updates at General Membership Meetings | As needed, but at least annually | Legislative Liaison |
| Arrange for State elected official to speak at general meeting | As needed | Vice President |

**Goal 3: Grow the Chapter**

**A. Leadership Development**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Develop and maintain the Director and Officer handbook for New Board Members | Review/update annually, but no later than May 31 | Board |
| Encourage participation of all NIGP Columbia Chapter member agencies on the Board. | Ongoing | Board |
| Contact Agency Managers re Candidates for Board Positions | Ongoing | President |
| Develop and distribute information/details about each position and time commitment required | Ongoing | President/Board |
| Annual Board Retreat | Annually | President/Logistics Director |
| Succession Planning for Officers and Directors | Ongoing | Board |
| Vice President to attend NIGP Leadership Symposium | Annually | Vice President |

**B. Encourage Membership Involvement and Input**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Discuss and approve prior meeting minutes and treasurer’s report to membership | Beginning of each general meeting | Secretary |
| Post approved Board minutes, general meeting minutes and treasurer’s report to the website. President to include a link to these documents in Friday blast. | After meeting in which they were approved | Secretary/Website Committee |
| Add “Notes to President” link to website, to be monitored and maintained by the President | No later than December 31, 2017 | President/Website Committee |
| Email Board Approved Budget to general membership | Email no later than November 25, and approved annually at the December Holiday luncheon | Treasurer |
| Survey membership | At least annually | Past President |
| Encourage attendance at general meetings by promoting meeting program in advance so members can plan to attend. | 2 months prior to meeting | Vice President |

**C. Update and Maintain Website**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Maintain an active Website Committee  | Ongoing | Board |
| Maintain and promote message board for discussions. Provide training for members on how to post and reply. | Ongoing | Website Committee |
| Maintain on-line calendar of events including conferences, events, seminars, webinars, news, Board Meetings, with hyperlink to additional information and registration | Weekly | Secretary/Website Committee |
| Train Officers and Directors to update website information in their area of responsibility | Annually | Board/Website Committee |
| Increase awareness of CC website by displaying at general meetings. | Monthly | Board |

**D. Outreach and Recruitment Activities**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Contact local public agencies who are not members – BPA, OHSU, other cities and school districts | Ongoing | Board |
| Contact past members and invite to rejoin | Ongoing | Membership Director |
| Maintain, promote, and continue to utilize Facebook  | Ongoing | Social committee/Website Committee. |
| Purchasing Month Event(s)  | At least one event annually. | Board |
| Research and develop partnerships with Institutes of Higher Education to recruit students | Ongoing | Membership Director/Student Outreach Committee |
| Identify and participate in career fairs; distribute brochures | Ongoing | Board |
| Reverse Vendor Trade Show | Annually | RVTS Committee |

**Goal 4: Sustain a National Presence**

**A. Submit Article(s) for Publication in NIGP’s “Government Procurement”**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Brainstorm Ideas for Articles – case studies, white papers, etc. | Ongoing | Board and Members |

**B. Increase NIGP National Participation**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| Identify NIGP Committee Membership Opportunities Involvement in NIGP Governance | Ongoing | Board |
| Identify NIGP Panel Participation Opportunities, acting as a speaker or presenter at Forum | Annually | Board |
| Encourage NIGP CC Buyer/Manager of the Year to submit for the NIGP National Buyer/Manager of the Year award | Annually | President |
| Maintain and increase scholarship opportunities | Ongoing | Board |
| Expand awareness of Forum attendees to Forum’s charitable campaign | Annually | Board |
| Encourage Forum attendees to consider volunteering on the Forum QCT (Quality Control Team) | Annually | Board |
| Participate in NSite Forum | Ongoing | All |