

**COLUMBIA CHAPTER, NIGP STRATEGIC PLAN 2019-2022**

**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.

**2. Vision Statement**

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

**3. Values Statement**

**Columbia Chapter values:**

- **Ethical behavior**
- **Fiscal responsibility**
- **Networking and information sharing amongst the membership**
- **Continuous education**
- **Serving the public and our community**

**4. 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**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
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	Pro D
Collaborate with OPPA for additional training opportunities.	Ongoing	Pro D

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

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Review Chapter Scholarship programs and policies.	Annually	Past President, President
Conduct research on methods of funding scholarships.	Ongoing	Past President; 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	Past President/Board/General Membership
Educate and encourage membership in the use of the scholarship programs.	Ongoing	Past President

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

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Develop and maintain a list of mentors and mentees	Ongoing	Membership Director
Determine scope of program and guidelines	At program development	Membership Director & Committee
Recruit participants	Ongoing	Membership Director
Hold at least one meeting for mentors and mentees	Annually	Membership Director

### **Goal 2: Serve the Community**

#### **A. Volunteer at Service Event**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Survey to identify potential events and ideas for community service	Annually	Marketing Committee Chair
Maintain a list of possible events	Ongoing	Marketing Committee Chair
Research Partnership with Oregon Associate of Minority Entrepreneurs (OAME), Business Diversity Institute (BDI), and others.	Ongoing	Marketing Committee Chair

#### **B. Participate in Legislative Process**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Designate member to follow and report on legislative activities (Legislative Liaison)	No later than December 31 <sup>st</sup>	Legislative Committee Chair
Sends legislative updates to the membership via email	As needed	Legislative Committee Chair
Present Updates at General Membership Meetings	As needed, but at least annually	Legislative Committee Chair
Arrange for State elected official to speak at general meeting	As needed	Vice President/ Legislative Committee

### **Goal 3: Grow the Chapter**

#### **A. Leadership Development**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Develop and maintain the Director and Officer Handbook and Bylaws for New Board Members	Review/update annually, but no later than December 31	Secretary/Handbook Committee
Encourage participation of all NIGP Columbia Chapter member agencies on the Board.	Ongoing	President/Board
Confirm Agency Managers support of Candidates for Board Positions (via Nomination form)	Elections Period	Secretary
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
President/Vice President to attend NIGP Chapter Academy (or other available Board Officer)	Annually	President/Vice President/Board
Maintain a list of Subject Matter Experts and post to Chapter website (Supporting Mentor Protégé Program)	Ongoing	Membership Director/Web Committee

### B. Encourage Membership Involvement and Input

Action Item	Due Date /Frequency	Assigned to
Post approved Board minutes, general meeting minutes and treasurer's report to the website. President to include a link to these documents in Monthly Chapter Newsletter.	After meeting in which they were approved	Secretary/Website Committee
"Contact Us" link to website, to be monitored and maintained by the President	Ongoing	President/Website Committee
Post Board Approved Budget to Chapter Website. Notify general membership.	Post no later the 3 <sup>rd</sup> week of November, and approve annually at the December Holiday Luncheon/General Meeting	Treasurer/President
Discuss and vote on budget	End of year	Treasurer/President
Survey membership on satisfaction of monthly meetings, presentations and training topics	At least annually and after key events	Past President
Encourage attendance at general meetings by promoting meeting program/agenda in advance so members can plan to attend.	2 weeks prior to meeting	Vice President/Logistics

### C. Update and Maintain Website

Action Item	Due Date /Frequency	Assigned to
Check website and send updates as needed to Website Committee email (ccnigpwebpeeps@googlegroups.com)	Ongoing	Board/Website Committee
Maintain an active website committee	Ongoing	Website Committee Chair
Maintain and promote message board for discussions. Provide training for members on how to post and reply.	Ongoing	Website Committee/Board
Maintain on-line calendar of events including conferences, events, seminars, webinars, news, Board Meetings, with hyperlink to additional information and registration	Ongoing	Logistics Director/ICP Director/Pro D/Website Committee
Train Officers and Directors to update website information in their area of responsibility	Annually	Website Committee/Predecessor
Increase awareness of Chapter website by displaying at Chapter meetings/Event, monthly newsletter and any Chapter emails sent to members.	Monthly	President/Board

**D. Outreach and Recruitment Activities**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Contact local public agencies who are not members – BPA, OHSU, other cities and school districts	Ongoing	Marketing Committee/Membership Director
Contact past members and invite to rejoin	Ongoing	Membership Director
Maintain, promote, and continue to utilize Facebook, LinkedIn.	Ongoing	Social Media Committee/Website Committee
Purchasing Month Event(s)	March of each year	Marketing Committee/Logistics Director/Board
Research and develop partnerships with Institutes of Higher Education to recruit students	Ongoing	Membership Director/Pro D/Student Outreach Committee
Maintain, update and distribute Chapter brochures	Ongoing	Marketing Committee/Pro D /Student Outreach Committee
Identify and participate in career fairs	Ongoing	Pro-D/ Membership Director/Student Outreach Committee
Hold Reverse Vendor Trade Show w/ OPPA	Annually	President/ RVTS Committee

**Goal 4: Sustain a National Presence**

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

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
Brainstorm Ideas for Articles	Ongoing	Board and Members

**B. Increase NIGP National Participation**

<b>Action Item</b>	<b>Due Date /Frequency</b>	<b>Assigned to</b>
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/BOY-MOY Committee
Encourage Chapter members to become NIGP members	Ongoing	Membership Director/Board
Maintain and increase scholarship opportunities	Ongoing	Past President/Scholarship Committee
Expand awareness of Forum’s charitable campaign	Annually	President/Board
Encourage Forum attendees to consider volunteering on the Forum QCT (Quality Control Team)	Annually	President/Board

Participate in NSite Forum	Ongoing	Board
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