

COLUMBIA CHAPTER, NIGP STRATEGIC PLAN 2015-2017

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

Action Item	Due Date /Frequency	Assigned to
Determine Webinars available through NIGP National and report to Board	Twice annually at beginning of term and at midterm	Pro D
Board Approves Webinars to be offered	Twice annually at beginning of term and at midterm	Board
Schedule Webinars	Twice annually at beginning of term and at midterm	Pro D
Develop Training – annual conference – February Workshop	Once Annually	Vice President
Identify other available training, such as CPPB and CPPO preparatory classes; 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

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	Annually	Vice President
Allow for scholarship funds in annual budget	Annually	Board/General Membership

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	Vice President
Maintain a list of possible events	Ongoing	Secretary
Develop Partnership with Oregon Associate of Minority Entrepreneurs (OAME) and participate in at least one OAME event	One time partnership establishment, no later than December 31, 2015 and attend event(s) annually	Board

B. Participate in Legislative Process

Action Item	Due Date /Frequency	Assigned to
Designate member to follow and report on legislative activities	No later than December 31, 2015 and update responsible member annually	Board
Post information about legislative activities on website	Monthly	Website Committee
Present Updates at General Membership Meetings	As needed	Board
Arrange for Legislative Representative to speak at general meeting	At least once annually	Board

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	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 July Retreat	Annually	President/Logistics Director
Succession Planning for Officers and Directors	Ongoing	Board

B. Encourage Membership Involvement and Input

Action Item	Due Date /Frequency	Assigned to
Email prior general meeting minutes and treasurer's report to membership	Before each general meeting	Secretary
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	After each meeting	Secretary/Website Committee
Add "Notes to President" link to website, to be monitored and maintained by the President	No later than December 31, 2015	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 Semi-annually	Vice President

C. Update and Maintain Website

Action Item	Due Date /Frequency	Assigned to
Maintain an active Website Committee	Ongoing	Board
Create Message Board for Discussions	No later than February 28, 2016	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

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
Develop and maintain a social media presence – Facebook and/or Twitter	Develop no later than December 31, 2015, then perform ongoing maintenance	Vice President/Social media volunteers/Website Committee.

Purchasing Month Event(s) (March) for example, after purchasing month proclamation, hold a celebratory meeting.	At least one event annually.	Board
Recruit student memberships	Ongoing	Membership Director
Develop partnerships with Institutes of Higher Education to recruit students	Ongoing	Membership Director/Board
Participate in career fairs	Ongoing	Board
Discuss the establishment of a Marketing Committee/Marketing Brochure for distribution at Outreach events	No later than December 31, 2015	Board
Discuss the creation and maintenance of a SWAG inventory for outreach events	By March 31, 2016	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	December 31, 2015	Board
Identify officers, directors and/or members to write articles	December 31, 2015	Board
Create a submission schedule	December 31, 2015	Board

B. Increase NIGP Forum 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
Encourage Forum attendees to contribute to Forum's charitable campaign	Annually	Board
Encourage Forum attendees to consider volunteering on the Forum QCT (Quality Control Team)	Annually	Board