

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

**ADOPTED JANUARY 2021**

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## INTRODUCTION

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

The following duties and responsibilities apply to all Director and Director-at- Large Positions.

1. Represent Columbia Chapter in a professional manner at all times.
2. Oversee the training of new Directors and Directors-at-Large to provide for a smooth transition of positions and responsibilities of the Board.
3. Attend Board meetings, workshops, participate in discussions and vote on organizational issues.
4. Perform other duties as related and directed by the President or Board.
5. Shall Chair respective director committees and shall serve on other Chapter committees as appointed by the President.
6. Assist with planning and preparation of special Chapter events.

## **DISCRETIONARY SPENDING**

### **DISCRETIONARY SPENDING FOR INVITED VISITORS**

Discretionary spending shall be allowable by Chapter Directors and Directors-at- Large for providing meals for individuals invited as visitors to contribute to the Columbia Chapter. Normally such visitors will deliver a seminar or other lecture for the benefit of Columbia Chapter members. Discretionary spending is intended as a one-time purchase for invited visitors and is limited to \$50.00.

A Payment Request Form shall be submitted for discretionary spending related to meal provision for invited visitors within 30 days of the purchase. The Payment Request Form shall include the following information:

- Purpose of the event
- Name of invited visitor
- Itemized list of items purchased

### **DISCRETIONARY SPENDING FOR PURPOSES OF RECOGNITION or CONDOLENCES**

Discretionary spending shall be allowable by Chapter Directors and Directors-at- Large for purposes of recognizing individuals for special occasions or for offering condolences. Discretionary spending must be approved by two or more board members and is limited to a total of \$100.00 per person.

A Payment Request Form shall be submitted for discretionary spending related to individual recognition within 30 days of the purchase. The Payment Request Form shall include the following information:

- Purpose of recognition
- Name of individual being recognized
- Itemized list of items purchased
- Proof of authorization by two or more board members

## **CHANGE OF OFFICERS**

During the months of December or January the newly installed Vice President, the Treasurer, Past Treasurer if applicable, President, and immediate Past President shall travel to the nearest US Bank branch to update the Chapter signature log.

## **PRESIDENT**

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.
  - a. Set, publish and disseminate meeting agenda.
2. Facilitate all General Meetings.
3. Chair the Budget Committee.
  - a. 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.
  - a. Review and communicate with National Chapter Relations contact i.e. Chapter Officer Update Forms.
7. Ensure all National reports and correspondence is completed and turned in on time.
8. In the event of a tie vote within the Board, shall cast the deciding vote.
9. Assign duties to Board of Directors that are in the best interest of the organization and appoint special committees to perform Columbia Chapter business as needed.
10. Serve as an advisor to other committees and participate when possible on Columbia Chapter committees.
11. Act as primary signatory on all contractual agreements. Review and sign off on all financial reports. Sign Chapter checks as the second signatory along with the Treasurer.

12. Attend the NIGP Annual Forum on behalf of the Chapter and represent the organization in a positive and professional manner. Attend leadership functions at Forum such as the Chapter Academy, President Luncheon, Awards Banquet, and Presidential Banquet as the Chapter representative. In the event that the President is unable to attend, the opportunity will move down the rank of the Officers and Board members.
13. Assist the incoming President in the transition of duties to President.
14. Provide updates and reports on behalf of committee chairs, in the event that said committee chairs are unable to attend.
15. Prepare and send out Chapter monthly newsletter.

## President's Checklist

### Daily or As-Needed Tasks

- Act as second signatory for the Chapter bank account, and on Chapter checks.

### Monthly Tasks

- Facilitate all scheduled General Meetings per Board Meeting schedule.
- Send out monthly newsletter.
- Finalize and send out Board meeting agenda early in the month.
- Facilitate Board meeting.
- Obtain the General Meeting agenda for the next month from Vice President, and send to members.

### Annual Tasks

- Follow UPPCC and NIGP press releases for new CPPB's, CPPO's, and NIGP-CPP's after each Spring and Fall testing periods. Notify Marketing Committee to order congratulatory gifts.

### January

First official month of duty.

- Welcome new officers/directors.
- Ensure Officer/Director transition plan is in place and followed.
- Train and mentor incoming Vice President.
- Schedule financial audit and recruit at least two members to perform the audit.
- Obtain February Workshop agenda from Vice President and distribute to members.
- Request nominations for CC NIGP Buyer of the Year/Manager of the Year (BoY/MoY) in monthly newsletter. Deadline for nominations to occur in February.

### February

- Follow UPPCC press release for new CPPB's and CPPO's & NIGP press release for new NIGP-CPP's. Notify Marketing Committee to order congratulatory gifts.
- Attend and facilitate February Workshop, in collaboration with the Vice President.
- Prepare for CC NIGP BoY/MoY announcement (late February/early March) in the next newsletter.

### March

- Announce CC NIGP BoY/MoY at March General Meeting.
- Announce Forum scholarship recipients at March General Meeting.

- March Board Meeting may be cancelled due to Purchasing Month activities.
- Represent CC at RVTIS, or appoint designee.

#### April

- Verify Spring Conference dates with OPPA. Reschedule May General Meeting to accommodate if needed.

#### May

- At General Meeting, wish members an enjoyable summer break.

#### August

- Attend NIGP National Forum & Chapter President's Lunch.
- Board meeting may be cancelled by President due to NIGP Forum.
- Prepare "President's Address" for Joint Workshop speech.

#### September

- Attend Joint Workshop with OPPA – give "President's Address" (OPPA and NIGP CC Presidents each give a speech).
- Check the date of OPPA Fall Conference. You may have to change the General Meeting date in October or November.
- Share Forum highlights with members at Joint Workshop or in newsletter.

#### October

- Request nominations for new officers/directors at October General Meeting.
- Present gifts and acknowledge new certificate recipients (CPPB, CPPO, NIGP-CPP (from Spring testing period))

#### November

- Finalize and send out Board retreat meeting agenda in early November.
- Facilitate CC Board retreat.
- Follow UPPCC and NIGP press releases for new CPPB's, CPPO's, and NIGP-CPP's. Notify Marketing Committee to order congratulatory gifts.

#### December

- Ask Treasurer for draft Annual Budget and distribute for Board/Director input.
- Board meeting can be rescheduled at President's discretion due to Holidays.



- Facilitate Holiday Luncheon. Present gifts and acknowledge new certificate recipients (CPPB's, CPPO's, and NIGP-CPP's) from Fall testing period.
- Finalize and adopt budget.

## VICE PRESIDENT

The Vice President shall develop and provide general meeting and workshop topics and presenters.

### Duties and Responsibilities

1. The Vice President shall develop and schedule all General Meeting and special workshop topics and presenters.
  - a. Set and publish an agenda that the President will oversee including the order, discussion, and Committee reports of the meetings.
  - b. All Day Workshop (usually March for Purchasing Month)
    - i. Prepare program and procure speakers
    - ii. Work with Logistics Director to arrange meeting location and menu.
    - iii. Prepare all day workshop survey & distribute
  - c. Joint OPPA/Columbia Chapter bi-annual meeting. See Exhibit B of the Inter-Chapter Agreement.
2. Verify online that the bank account matches the treasurer financial report. When President is not available review and sign off on all financial reports and sign Chapter checks as the second signatory along with the Treasurer.
3. Perform other duties as assigned by the President
4. Serve as an advisor to other committees.
5. Perform the duties of President in the absence of the President.
6. Assist with planning and preparation of special Chapter events such as the Reverse Vendor Trade Show, Purchasing Month events, Forum special events etc.
7. Accept special assignments from President when called upon to do so.
8. Attend the NIGP Annual Forum and Chapter Academy (if available) on behalf of the Chapter and represent the organization in a positive and professional manner. Cover for the President at Forum Leadership functions if the President is unable to attend. In the event that the Vice President is unable to attend, the opportunity will move down the rank of the Board of Directors.
9. Compile and submit National Chapter Award Submission with the assistance of the Chapter of the Year award committee

10. Assist the transitioning Secretary in assuming the duties of Vice President.
11. Procure all Chapter award and recognition plaques.
12. Print out limited copies of agenda, if needed, for the General Meetings.

## Vice President's Checklist

### Daily or As-Needed Tasks

- Act as second signatory for the Chapter bank account, and on Chapter checks.
- Back up the President, Secretary, and Logistics Director as needed or in the event of absence.
- Collect pictures taken at events attended or sponsored by Columbia Chapter.
- Review and score scholarship applications and notify winning recipients.
- Write and send "Thank You" cards as needed for guest speakers, instructors, sponsors, etc.

### Monthly Tasks

- Review of Secretary's meeting minutes prior to distribution.
- Work with Secretary to prepare agenda for General Membership Meetings.

### Annual Tasks

- Assist the Chapter President in coordinating the Joint Workshop (with OPPA). – *Typically, September*
  - Depending on the annual rotation, Columbia Chapter may be the lead.
- Complete and submit NIGP New Chapter Leader form at: <http://www.formstack.com/forms/?1324213-wmJhkXujcb> with all new officer's contact information so NIGP national's records are up to date. This should occur after the election of new officers, and no later than June 1 of each year. - *May*
- Attend CC Board retreat – *end of year.*
- Attend the annual Chapter Leadership Academy - *January/February.*
- Attend Forum - *August.*
- Coordinate the completion and submission of applications to NIGP National for the Chapter Performance Standard Seal, and Outstanding Chapter Awards to NIGP National.
  - Check with NIGP for submission deadline (*typically, between late February to early May*).
  - Recruit volunteers to assist in this task.
- Coordinate the orientation of new Chapter Officers after elections.
- Coordinate the Silent Auction – *begin in October or November.*
  - Solicit donations of items to be auctioned.
  - Purchase items for auction.
  - Collect donated items and deliver to base-of-operations to be placed in themed baskets or identified as "stand alone" items.
- Train and mentor incoming Vice President.

## **TREASURER**

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 meeting and make available to Chapter members online. 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 with either the President or Vice- president as additional signatory.
5. Responsible for maintaining and securing Chapter checking account and checks; assuring that checking account is balanced at least monthly (biweekly preferred).
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 and any account transfers.
8. Serve on the Budget Committee.
9. Responsible for compiling tax records and receipts and filing Federal tax forms.
10. Maintain the annual budget and inform Board when any requested expenditures are inconsistent with the approved annual budget.
11. Reimburse Officers, Board members and members for approved expenses upon receipt of payment request form and original invoice and/or other appropriate documentation of expense.
12. Investigate banking, financial, or tax issues at the direction of the Board.
13. Assist the Treasurer Elect in the transition of duties.
14. Assist the President with RVTS audit.

15. Schedule outside audit (every 3 years).

## Treasurer's Checklist

### Daily or As-Needed Tasks

- Act as signatory for the Chapter bank account, and on Chapter checks.
- Collect invoices and receipts.
- Deposit checks and cash
- Transfer funds to checking account if necessary
- Write checks

### Weekly Tasks

- Check CC NIGP mailbox

### Monthly Tasks

- Attend Board meetings
- Compile Treasurer's report
- Download bank statements
- File this month's invoices and receipts
- Order checks (as needed)
- Post transactions in QuickBooks
- Reconcile accounts
  - Checking
  - Savings
  - Logistics credit card
  - Pro D credit card
- Run P&L report(s)
- Run reconciliation reports
- Transfer funds from PayPal to checking account
- Upload reports and bank statements to Chapter website

### Annual Tasks

- Attend annual board retreat.
- Draft Budget and distribute to Board for input – *December*.
- Run Budget-vs-Actual report
- Run P&L report
- File NIGP financial report (due by Mar 1<sup>st</sup>)
- File IRS Form 990-N (due by May 15<sup>th</sup>)
- File Oregon Charitable Activities Form CT-12 (due by May 15<sup>th</sup>)
- Ensure Registered Agent will file Oregon SoS Annual Report (due by August 11<sup>th</sup>)

- Assist the President with RVTS audit.

### 3-year Tasks

- Meet with and train incoming Treasurer
- Schedule outside audit of financial records



## **SECRETARY**

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. Minutes to include all committee reports, handouts and Treasurer reports
3. 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.
4. Responsible for updating the “Handbook for Officers and Directors” as approved by the Columbia Chapter Board.
5. Participate in committee assignments as volunteered for or delegated by President.
6. Assist with preparation and distribution of workshop flyers.
7. Assist the incoming Secretary in the duties of the office.
8. Maintain central Chapter records including, but not limited to, all Chapter submissions to NIGP, taxes, meeting minutes, results of fundraising events, scholarships, workshops, classes and other associated Chapter documents.
  - a. Taxes – Treasurer
  - b. Submissions to NIGP – Relevant Board Members
  - c. Fundraising – Marketing Committee Chair or Board Members
  - d. Classes – Pro D
9. Answer member requests for Chapter record information.
10. Receive sign in sheets from the Logistics Director in order to update database of member attendance at meetings and workshops.

## Secretary's Checklist

### Daily or As-Needed Tasks

- Take and maintain minutes for all meetings.
  - When questions are presented in Board Meetings and/or General Meetings, record questions, answers, and relevant discussions.
  - Publish results of meeting discussions in the meeting minutes for a record of the discussions and the final outcomes.
- Distribute meeting minutes.
- Other tasks as assigned by the President.

### Monthly Tasks

- Attend monthly Board meetings.
- Attend General Meetings.
- Receive all monthly committee reports.

### Annual Tasks

- Attend CC Board retreat
- Archive all meeting minutes, committee reports, and Chapter documents on to the Google Drive folder in the Chapter Gmail account.
- Train and mentor incoming Secretary.
  - Give incoming Secretary any Chapter office supplies.
  - Give incoming Secretary login access to the Chapter Gmail account.

## **PAST PRESIDENT**

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.

### Duties and Responsibilities

1. Chair Serve on the Scholarship Committee.
2. Receive scholarship applications and review with committee. Report findings and recommendations to the Board regarding requested scholarships. Issue scholarships to those applicants approved by the Board.
3. Serve on the Budget Committee.

## Past President's Checklist

### Quarterly Tasks

- Email awarded Scholarship applicants and remind them to use their Scholarship dollars.

### Annual Tasks

- Attend CC Board retreat.
- Obtain Scholarship Program documents from previous Past President.
- Budget Committee: develop next fiscal year's budget – *Between October and December*.
- Create Scholarship Program documents to be published on CC website for following year – *November*. If there are changes to the document other than updating the date and contact info:
  - Allow time for Board review/input.
  - Board review can be done via email.
- Publish Scholarship Program documents on the CC website and send email to members about Scholarship Program availability – *December*.
- Receive and score Scholarship Program applications.
  - Report findings and recommendations for award to Board.
  - Email awarded and non-awarded applicants.
- Train and mentor incoming Past President.

## **MEMBERSHIP DIRECTOR**

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 the Board of Directors and make available upon request for the general members quarterly.
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 Board a current and accurate member email list as it updated
4. Work with Marketing Committee to provide information on the organization for vendor fairs, meetings, purchasing workshops, classes, or other related events.
5. Membership Director reviews and approves membership applications.
6. Present applications to Board for review and notify applicants of approval.
7. Provide all newly approved members with an acceptance letter, and notify treasurer to invoice, if required.
8. Send approved members the login information for the Columbia Chapter Website
9. Update membership information
10. Send out invoices each November for membership dues for the coming calendar year. Keep detailed record of 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 nonmember, send application out to that person.
11. Upon request provide verification of membership to requesting member

## Membership Director's Checklist

### Daily or As-Needed Tasks

- Receive and process applications for membership
- Respond to membership inquiries as needed
- Process membership dues and update membership rosters
- Update Constant Contact/website files as needed
- Send any monies received to treasurer
- Communicate to interested prospective and new members as required

### Weekly Tasks

- N/A – See Daily or As-Needed

### Monthly Tasks

- Review Membership Director Duties
- Attend Board meetings
- Compile Membership Director's report
- Verify applications received prior to Board meetings
- Ensure membership files, status and rosters are current
- Update Constant Contact/website files as needed
- Request payment report from Treasurer to verify dues as needed
- Distribute updated membership rosters to Board Officers as needed

### Annual Tasks

- Attend annual board retreat
- Review Membership Director Duties
- Prepare and distribute membership renewal letters/invoices by first week in November
- Receive and track dues payment and renewals – submit all monies received to Treasurer
- Finalized membership renewal by December 31<sup>st</sup> – submit final monies to Treasurer
- Update Constant Contact/website files as needed
- Prepare and submit NIGP Chapter Membership Annual Report (due by January 31<sup>st</sup>)

## **PROFESSIONAL DEVELOPMENT DIRECTOR**

The Professional Development Chair shall be responsible for the coordinating and planning of all NIGP seminars sponsored by the Chapter.

### **Duties and Responsibilities**

1. Attend Board meetings and report on status of program schedules and topics.
2. Develop a training calendar in cooperation with OPPA for all NIGP seminars and review plans for the coming year.
3. Work directly with NIGP National office to schedule seminars and arrange for instructors.
4. Coordinate conference facilities for scheduled trainings.
5. Maintain familiarity with current UPPCC certification requirements and share with membership formally and informally.
6. Arrange for the distribution of seminar flyers that are consistent with NIGP standards.
7. Prepare an expense and income report for each NIGP training and prepare report summary for Board.
8. Verify rebate check from NIGP with the Columbia Chapter Treasurer.
9. Monitor and track registrations for workshops and seminars unless NIGP registration services are utilized.
10. 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 Logistics Director as verification of all attendees.
11. Obtain input from membership on seminars that are desirable.
12. Coordinate certification review sessions for members. Assist members with program information and assistance with UPPCC application process.
13. Update website with calendar of events and flyers for timely publication.
14. Provide certificates for certification points for classes and all-day workshop

## Professional Development (Pro D) Director's Checklist

### Daily or As-Needed Tasks

- Coordinate certification review sessions for members. Facilitate networking of certification candidates for informal study groups. Assist members with program information and assistance with UPPCC application process for both certification and recertification.
- Maintain familiarity with current UPPCC certification and recertification requirements and share with membership formally and informally such as in the periodic Chapter newsletters, trainings and meetings.
- Obtain input from membership on seminars that are desirable at meetings and at trainings. Information can be gathered using surveys in newsletters, after training feedback, or from members or others directly.

### Monthly Tasks

- Attend Board meetings and report on status of program schedules and topics.
- Update website with calendar of events and other class information as soon as the class is scheduled, has passed, canceled or changed.

### Bi-monthly NIGP Trainings or as scheduled

- Arrange for the distribution of seminar flyers, emails that are consistent with NIGP standards.
- Arrange for meeting logistics – refreshments, supplies or other items as needed, for NIGP trainings and workshops.
- Coordinate conference facilities for scheduled trainings.
- 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 Secretary as verification of all attendees. Create and send certificates of attendance for workshops or other training events.
- Monitor and track registrations for workshops and seminars unless NIGP registration services are utilized.
- Prepare an expense and income report for each NIGP training and prepare report summary for Board.
- Receive, manage and return class attendee information and training materials supplied by NIGP for NIGP trainings.
- Verify rebate check from NIGP with the Columbia Chapter Treasurer.
- Work directly with NIGP National office to schedule seminars and arrange for instructors.



## Annual Tasks

- Develop a training calendar in cooperation with OPPA for all NIGP seminars and reviews planned for the coming year. Training classes will include NIGP 1, 2- and 3-day courses with cover subjects of the CPPB and CPPO certification tests along with test prep courses.

## MEETING AND LOGISTICS DIRECTOR

The Meeting and Logistics Director shall be responsible for coordinate the food and location of 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. Create attendance sheets for general meetings and Chapter workshops.
4. Provide copy of attendance sheets to Secretary and Past President.
5. Notify the Membership Director on notifications of emails that are returned as undeliverable so that the record can be updated.
6. Board Meetings
  - a. Arrange meeting location and lunch menu
  - b. Meetings usually run from 11:30am to 1:00pm.
7. General Lunch Meetings
  - a. Arrange meeting location and lunch menu
  - b. Send flyer and meeting announcement electronically to Chapter members
  - c. Record responses
  - d. Provide venue with caterer and attendee information
  - e. Maintain record of attendance
8. All Day Workshop (usually March)
  - a. Work with Vice President and arrange meeting location, snack and lunch menus.
  - b. Send flyer and meeting announcement electronically to Chapter members
  - c. Record responses
  - d. Provide venue with caterer and attendee information
  - e. Provide name tags
  - f. Maintain record of attendance
9. Joint OPPA/Columbia Chapter bi-annual workshop. See Exhibit B of the Inter-Chapter Agreement (Attached as Appendix A) in addition to responsibilities detailed below.

## Logistics Director's Checklist

### Daily or As-Needed Tasks

- Research new locations for CC NIGP General meetings.
- Update/maintain Columbia Chapter email list in cooperation with Membership Director.
- Send out special notices when necessary. (Things such as meeting updates, changes, etc.)
- Help coordinate volunteer events (i.e. Ronald McDonald House, Portland Food Bank).

### Monthly Tasks for General Meetings:

- Arrange monthly meeting locations and menu for NIGP members.
- Send out flyers and meeting announcements electronically to Chapter members.
- Record responses and forward headcount to the venue.
- Create "Attendee's Sign-In Sheet" and bring to meetings.
- Maintain record of meeting attendees.
- Update membership roster when necessary.

### Monthly Tasks for Board Meetings:

- Arrange monthly meeting locations and menu for Board members.
- Send the "Meeting and Logistics" Report to the Vice President prior to Board meeting.
- Set up meeting room.
- Pick up food if necessary.
- Clean up after meeting.

### Annual Tasks:

- Calculate budget needs for the year and provide this information to the President – *November*.
- Update the annual calendar of all upcoming events and forward to the President so it can be posted on the Columbia Chapter's NIGP website – *January*.

### Holiday Luncheon:

- Book annual Holiday Luncheon location – *as early as possible*.
- Decide on caterer and menu selections – *October or earlier*.
- Send out holiday flyer with menu selection to members – *usually second week of November*.

- Record each member's meal selection and send the information to the caterer.
- Send out request for holiday basket ideas, and assist in purchasing items for the baskets which will be auctioned off during the luncheon – *September or October*.
- Create name tags for members attending the Holiday luncheon.
- Create a Sign In sheet and forward to Membership Director after the meeting. (Membership Director will charge a \$30.00 fee to guest attending the luncheon).
- Create bid sheets for all silent auction items.
- Work with Silent Auction Committee to record and collect the money from all purchases made during the Silent Auction, and the "Whine and Wine", event.
- Provide Silent Auction records to the Treasurer along with any payments made during the luncheon.
- Request that members bring a toy or canned food to Holiday luncheon.
- Drop off new unwrapped toys to the Portland Fire Station and any canned foods to the Portland Food Bank when needed.

#### February All Day Workshop

- Work with Vice President to arrange meeting location – *October or November, for December booking*.
- Send out flyer and meeting announcement electronically to Chapter members – *1st week of January*.
- Record responses and provide headcount to venue.
- Provide name tags for attendees.
- Create and maintain record of attendees.

#### NIGP Board Retreat:

- Work with Vice President to arrange meeting location – *October/November*.
- Arrange for catering services.
- Send out notices to Board members.

## **INTERGOVERNMENTAL COOPERATIVE PURCHASING GROUP DIRECTOR**

The Intergovernmental Cooperative Purchasing Group (ICP) Director is responsible for chairing and administering the ICP which is a subgroup of the Columbia Chapter of NIGP. This is a three (3) year appointed Director-at-Large position.

### **Duties and Responsibilities**

1. Attend Board and General meetings to report on status of ICP group meetings and projects.
2. Manage logistics of meeting arrangement, including advertisement, and facilitate ICP group meetings and events.
  - a. ICP meetings are typically held the 3<sup>rd</sup> Thursday of the month, starting in October and ending in June.
3. Manage electronic attendance records, agendas and notes from ICP meetings and events. Provide attendance sheets to Secretary.
4. Work with the Web Committee to keep Columbia Chapter ICP page current.
5. Using Google Docs, maintain a spreadsheet of existing major cooperative contracts.
6. Consolidate and coordinate the purchasing of goods and services that affect local governments.
7. Select lead agency for joint procurements for the Cooperative Purchasing Group
8. Maintain ICP member email list and administer IGA, creating the Cooperative Purchasing Group
9. Actively recruit speakers and topics for group meetings.
10. Work in cooperation with the State of Oregon Purchasing Office regarding reporting new state price agreements and other areas of procurement that may fit for the ICP group.
11. Staying informed of market changes to cooperative procurement and reporting back out to our ICP members.
12. Select Administrative Officers Vice-Chair and Secretary for the group.

## ICP Director's Checklist

ICP meetings are held every other month, except for summer months, starting in September, November, January, March, and May. A considerable amount of flexibility is allowed with the meeting dates and times; changes are communicated to the members.

### Monthly Tasks

Attend and facilitate ICP meetings – *January, March, May, September, and November,*

- Meet and greet.
- Provide sign-in sheet.
- Start meeting with introductions.
- Have members provide updates on current projects or recently awarded contracts.
- Introduce the speaker.
- Close the meeting.

Prepare for next ICP meeting – *February, April, August, October, and December,*

- Book a meeting room.
- Develop the agenda.
- Secure a relevant speaker.
- Send “save the date” email to ICP members.
- Send reminder email one week prior to meeting.

### Semi-Annual Tasks

June and December.

- Request that members update the “ICPContractsList.xls” with their agency’s cooperative contracts.
  - Sort the list by agency.
  - Cut and paste each agency’s list to a separate file.
  - Email the appropriate file to each agency contact.
  - Merge updates into master file.
- Post the file on the CC NIGP website.
- Issue to members in the following ICP Meeting announcement.

### Annual Tasks

- Train and mentor incoming ICP Director.

## Web Committee's Checklist

### Daily or As-Needed Tasks

- Monitor messages and take care of any issues that occur (missing links, handle questions: answer questions known, forward to those that know the answers, etc.)
- Set up new member accounts.
- Meet with web committee as needed to make modifications to website, assign roles, maintain content strategy, etc.
- Any miscellaneous item as they occur.

### Monthly Tasks

- Update photos and written content such as, but not limited to:
- Classes
- General Meeting Agenda and Sign Up
- Board Meeting Agenda and Minutes
- ICP documents

### Annual Tasks

- Update officers list.
- Review and update all documents and pages.

APPENDIX A

Exhibit B

**INTER-CHAPTER AGREEMENT FOR JOINT CHAPTER EDUCATIONAL  
EVENT COLLABORATION**





## Exhibit B

### INTER-CHAPTER AGREEMENT FOR JOINT CHAPTER EDUCATIONAL EVENT COLLABORATION

The Columbia Chapter of NIGP (Columbia Chapter) and the Oregon Public Purchasing Association (OPPA) hereby agree to the following:


1. Beginning in 2011 OPPO shall be responsible for hosting the Joint Chapter Educational Event (Event) during each odd numbered year
2. Beginning in 2012 Columbia Chapter shall be responsible for hosting the Event during each even numbered year
3. The Chapter hosting the Event shall be responsible for the following:
  - a. Developing Event theme
  - b. Securing Event presenters
  - c. Securing an Event location for Chapter members that is:
    - i. Centrally located (within a 30 mile radius of Portland and Salem)
    - ii. Easily accessible (from I-5 corridor and/or public transportation)
    - iii. Convenient
  - d. Developing registration forms
  - e. Developing announcements in written form and electronic form promoting the Event
    - i. Written announcements shall begin with the following statement: "Columbia Chapter of NIGP and Oregon Public Purchasing Association present..."
    - ii. There shall be a hyperlink posted to each Chapter website for electronic announcements
  - f. Collecting registration fees
  - g. Developing and collecting post-Event surveys
    - i. Survey results shall be provided to Chapter Presidents
  - h. Issuing Certificates of Attendance to attendees documenting contact hours towards UPPCC certification/recertification
    - i. Provide attendees' list to membership chair for both organizations
  - i. Preparing final Event Financial Accounting Statements
    - i. The Event Financial Accounting Statements shall be provided to Chapter Presidents
4. Chapter designees shall meet annually to develop and agree upon a budget for Event no later than September 30.

5. Chapter designees shall meet annually to discuss the Event theme and topics prior to November 30.
6. For each Event held the Chapters shall equally divide the following:
  - i. Event expenses
  - ii. Event receipts


Columbia Chapter

OPPA

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date