**COLUMBIA CHAPTER, NIGP STRATEGIC PLAN 2022-2025**

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 March Workshop | Once Annually | Vice President |
| 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 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 program. | 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 mentors and mentees | Ongoing | Mentorship Program Chair |
| Determine scope of program and guidelines | At program development | Committee or Task Force |
| Recruit participants | Ongoing | Mentorship Program Chair/Membership Director |
| Hold at least one meeting for mentors and mentees | Annually | Mentorship Program Chair/Membership 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 | Marketing Committee/Board |
| Maintain a list of possible events | Ongoing | Marketing Chair |
| Research Partnership with Oregon Associate of Minority Entrepreneurs (OAME), Business Diversity Institute (BDI), and others. | Ongoing | Immediate Past President/Secretary |

**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 | 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**

|  |  |  |
| --- | --- | --- |
| **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 December 31 | Board/Handbook Committee |
| Encourage participation of all NIGP Columbia Chapter member agencies on the Board. | Ongoing | Marketing Committee /Board |
| Contact Agency Managers re Candidates for Board Positions | Ongoing | President/Membership Director |
| 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 |
| Columbia Chapter Board Member (2-3 Board Members) to attend NIGP Chapter Academy | Annually | Board |
| Maintain a list of Subject Matter Experts and post to Chapter website | 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 Chapter Monthly 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 3rd week of November, and approve annually at the December Holiday luncheon | Treasurer/President |
| Discuss and vote on budget | End of year | Treasurer/President |
| 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 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 | Ongoing | Board |
| 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 | Secretary/Website Committee |
| Train Officers and Directors to update website information in their area of responsibility | Annually | Board/Website Committee |
| 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**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Due Date /Frequency** | **Assigned to** |
| 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 | Board/Logistics Director |
| Research and develop partnerships with Institutes of Higher Education to recruit students | Ongoing | Membership Director/Student Outreach Committee |
| Maintain, update and distribute Chapter brochures | Ongoing | Marketing Committee/Student Outreach Committee |
| Identify and participate in career fairs | Ongoing | Pro-D Director/ Membership Director |
| Hold Reverse Vendor Trade Show w/ OPPA | Annually | President/ RVTS Steering 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 | 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 |
| Encourage Chapter members to become NIGP members | Ongoing | Membership Director/Board |
| Maintain and increase scholarship opportunities | Ongoing | Board/Scholarship Committee |
| Expand awareness of Forum attendees to 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 |