

Application for: **Outstanding Chapter Awards (OCA)**

**Application Due: June 1, 2020**

Chapter Name:	Columbia Chapter, Portland Oregon
Submitted By:	Regina Dowd, Vice President
Contact Information:	Regina.Dowd@gmail.com
Chapter Web Address:	<a href="http://columbiachapternigp.org/">http://columbiachapternigp.org/</a>

Check the box for the Outstanding Chapter Award you are submitting for: (a Chapter can select no more than two)

- ☒ Outstanding Chapter Operations Award
- How does your chapter excel in its operating processes, including policies and procedures, budgeting, recognition of agencies and individuals and involvement with NIGP?
- ☐ Outstanding Chapter Membership Award
- How well does your chapter market membership benefits and resources and what are your methods for membership retention and growth?
- ☐ Outstanding Chapter Advocacy and Outreach Award
- What practices and innovations has your chapter demonstrated to be an effective advocate for members and our profession?
- ☐ Outstanding Chapter Professional Development Award
- How does your chapter go above and beyond providing educational resources and other opportunities to your membership?

Applications will be scored on the following criteria:

1. Explained in detail so that another Chapter could understand and adapt or replicate it
2. Outcomes or results are clearly identified
3. Uniqueness of approach or innovation
4. Lessons learned or advice from others attempting to adapt or replicate it

All submissions must include this page along with the documentation supporting one of the four categories. Documentation for each Outstanding Chapter Award must be no more than four pages total.

Submit application to: [Chapters@nigp.org](mailto:Chapters@nigp.org)

For Questions: Email or call Jennifer Steffan at [jsteffan@nigp.org](mailto:jsteffan@nigp.org) 800-367-6447 ext. 232



## Application for Outstanding Chapter Operations Award

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Columbia Chapter of NIGP is located in the Portland, OR metro area. Our membership includes 160 procurement professionals from over 20 government agencies and educational institutions. To maintain smooth chapter operations, we have documents, processes, and specific roles for board officers and committee members. General meetings are held monthly, with a break during summer months, and typically include guest presenters or activities. Board meetings are held monthly.

### **BOARD OFFICERS**

Elections are held each year for a new Secretary, and any other open board positions that are opening. The elected Secretary serves for a total of four years, rotating each year through the roles of Secretary, Vice President, President, and Past President. This rotation allows for continuity of chapter operations. Each board member shares their knowledge and provides mentorship to the member moving into their previous role. All other board positions serve 3 year terms: Treasurer, Membership Director, Professional Development Director, Meeting & Logistics Director, Intergovernmental Cooperative Procurement Director, and Chapter Liaison.

At the beginning of each year, the Columbia Chapter holds an all-day retreat for Board Officers to provide for a smooth transition of positions. This gives everyone an opportunity to get to get acquainted and share their experiences and lessons learned during the year. We also review our budget and [chapter documents](#) including our Strategic Plan, Chapter By-laws, Board Handbook. Each board position also has a checklist of duties. This allows us to have a clear understanding of our shared goals and individual responsibilities.

## **BUDGET**

The yearly budget is drafted in collaboration with the Incoming President, Past President and Treasurer and two members that are on Columbia Chapter's budget committee. Our annual budget includes funds for scholarships, President and Vice President's attendance at Chapter Leadership Academy, Annual Forum, Spring & Fall Conference with our State chapter, Oregon Public Purchasing Association (OPPA). Our budget also includes lunch at our General Meetings and our popular Holiday Luncheon. In 2018 we filled all 75 luncheon reservation slots. We increased for 2019 and 91 members attended and participated in auctions for donated gift baskets, wine, and mystery boxes. The Treasurer is responsible for updating the budget and managing chapter accounts. Monthly reports including bank statements are reviewed and signed by the President or Vice President, then attached to the board meeting minutes. This ensures oversight and transparency.

## **INTERGOVERNMENTAL COOPERATIVE PURCHASING GROUP (IPC)**

The Intergovernmental Cooperative Purchasing Group aims to foster collaboration in public procurement in the Portland Metro area. The group meets regularly to share information on new contracts and projects, learn from guest presenters, coordinate joint or permissive cooperative procurement opportunities and receive updates from the Oregon State Procurement Office. They provide links and a spreadsheet for [cooperative contracts](#).

## **COMMITTEES**

Columbia Chapter encourages our members to participate in committees and other volunteer events. An organization is only as strong as those members who support its goals. Through our committees, we continue to serve our members by promoting the public procurement profession. Board member participation is required on many of our committees to ensure communication, oversight, and support from the board.

### **Audit Committee**

The Audit Committee shall consist of not less than two members appointed by the President. At least two of the members serving on the committee shall also be members of the Board. This committee shall perform a yearly audit and report its findings to the membership. This report will give a statement of accounts based upon actual expenses incurred and income received for the prior year.

### **Board Nominating Committee**

The Board Nominating Committee shall consist of not less than three members appointed by the President. At least two of the members serving on the committee shall also be members of the Board. The Chair of the committee shall be appointed by the President. The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy for a position as a regular director or director-at-large. The committee shall select at least one candidate for each position on the Board for which a term is expiring. This slate of nominees will be turned over to the President no later than five days prior to the meeting at which Board members are to be elected. No changes in nominees on this slate may be made after submission to the President except at the request of the nominee. Nominations may be made from the floor at the membership meeting, but only if the nominee has given express permission that their name be placed in nomination.

### **Budget Committee**

The Budget Committee is chaired by the Chapter President. Committee members shall include, but not be limited to, the Past President and the Treasurer. The committee reviews Columbia Chapter's revenues and expenses to propose an annual budget to the Board and General Membership for adoption.

### **Buyer and Manager of the Year Committee**

The Buyer & Manager of the Year (BOY/MOY) Committee consists of 2 Board members and the Buyer and Manager of the Year from the previous year. The committee calls for nominations for the BOY/MOY from Chapter members. The committee reviews and verifies the accuracy of the criteria forms and required documentations submitted by the nominees. Recommendation to award a Buyer and Manager of the Year is given to the Board for final decision.

### **Chapter Performance & Awards Application Committee**

The Chapter Performance & Awards Application Committee (formerly Chapter of the Year Committee) is chaired by the Vice President. Members shall include but not be limited to the Vice President, Past President and Secretary. The committee compiles, drafts and reviews the applications for Chapter Performance Standards Seal and Outstanding Chapter Awards. The Vice President submits the completed applications to NIGP each year.

### **Handbook Committee**

The Handbook Committee maintains the Chapter's Handbook for Directors and Directors at Large. The committee reviews the Handbook and makes recommendations to the Board if needed. The Handbook is intended as a resource to enable members and Directors to provide consistent leadership of the Chapter and encourage future leadership within the Chapter. It contains the duties and responsibilities of the Chapter's Board of Directors, including a succession plan.

### **Legislative Committee**

The Legislative Committee plays a central role in creating a presence and increasing the influence of the practitioners' voice in the Oregon legislative process. Committee goals include: educating members on the legislative process, distributing proposed legislation impacting public procurement, providing timely bill tracking reports during legislative sessions, and promoting active involvement of public procurement professionals in the legislative process.

The Legislative Committee maintains a presence with individuals and groups who are significantly influential in Oregon's legislative process. This includes the State's Departmental Purchasing Officers and specific lobbyists who work with cities, counties, schools, and special districts. These contacts lead to greater information sharing, coordination and inclusion of practitioner voices in legislative bill drafting, committee testimony, and a positive impact in the legislative process.

### **Marketing Committee**

The Marketing Committee will assist with coordinating and facilitating marketing and communications for the Chapter including researching, purchasing, promoting, advertising, selling and distributing Chapter branded merchandise/items to increase visibility and growth of the Chapter. The Marketing Committee also coordinates group volunteer events to promote chapter member involvement and community service. Prior to the attendance of doing an event, Columbia Chapter members attend training prior to attending the event. This helps the members have a better understanding of the expectation of the event being volunteered.

### **Mentorship Program**

The Mentorship Program is a volunteer program, coordinated by the Chapter Mentoring Committee, pairing experienced procurement professionals (mentors) with members who are looking to develop themselves professionally (mentees).

### **Scholarship Program Committee**

The Scholarship Committee is chaired by the Past President. The committee evaluates scholarship applications received from members of the Chapter. This committee is good for any volunteer who wants to learn how they might qualify for and utilize Chapter Scholarship funds made available by the Chapter.

### **Social Media Committee**

The Social Media Committee was established to facilitate Columbia Chapter communication via social media outlets. This committee oversees the primary social media outlets of Facebook and LinkedIn. The content produced by this committee is official representation of the organization. Content on social media outlets are updated frequently. The purpose of the Social Media Committee is to: Foster and facilitate Columbia Chapter community-building among its members through social media. Grow and maintain Columbia Chapter's online presence in order to keep current members informed with communication and to attract potentially interested members in joining our community. Share agency news and job opportunities. Maintain the Columbia Chapter Social Media pages. Raise awareness and make it easier for newcomers and current members to understand how and where to interact with Columbia Chapter online. Promote events and training opportunities hosted by our own Chapter or other related organizations that may interest public procurement professionals. Promote and let people know about Columbia Chapter branded items available such as clothing and pens.

### **Student Outreach Program**

The Student Outreach Program is a volunteer program, coordinated by the Professional Development Director designed to promote career paths in public procurement. Representatives of the Chapter attend student functions – job fairs, career discussions, etc. to introduce public purchasing to students at the high school and college levels. As a part of this discussion, the program will promote and encourage interested students to become student members of the Chapter.

### **Website Committee**

The Website Committee maintains the Chapter's website and works with the Chapter President, Chapter Board Members, and Chapter Committees to update content and resolve issues involving the website as the first points of contact.