

# WELCOME



**Pick a seat –  
but NOT with  
who you came  
with**

FEB. 19-21 | TUCSON, AZ



**ACADEMY**

# Never Have I

- Start with 10 fingers up
- Take turns saying “Never have I ever...” about something you’ve never done
- If you’ve done it, put a finger down

# We've got big things!



SME  
Matching

Brag  
Flyers

Open  
Office  
Hrs.

Today

Boards &  
Volunteers  
Collaboration  
Rounds By Roles

Meeting Members  
Needs  
Collaboration  
Rounds By Topics

Friday

All Things  
Communications  
Collaboration  
Rounds By Size

Innovation Labs &  
Scavenger Hunt  
*Find The Hidden  
Leadership Messages*

Saturday

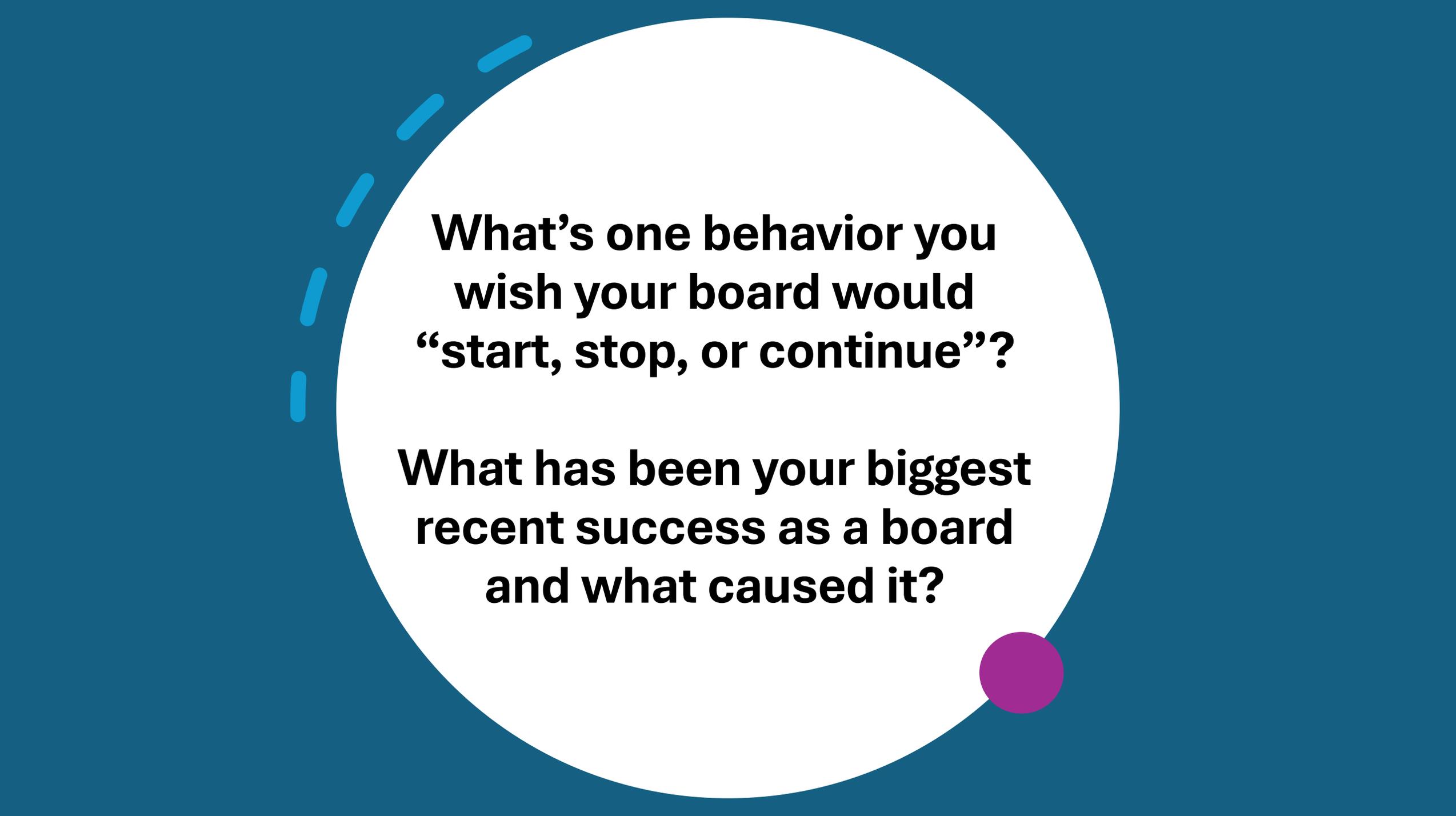
Innovation Lab  
Continued

Your Turn



# What We Do

Day 1: Roles & Our value proposition to members



**What's one behavior you wish your board would “start, stop, or continue”?**

**What has been your biggest recent success as a board and what caused it?**

# 3 Habits to Keep Your Board Moving Forward



## Strong Meetings

- **PRIOR:** Share Agendas 3-5 days ahead
- **DURING:** Stick to priorities, end with clear action items
- **AFTER:** Send quick recap + next steps within 24 hrs.



## Regular Communications

- Weekly Pulse (short email, group chat)
  - Progress
  - Reminders
  - Wins
- Quick Check-ins (avoid surprises)



## Plan & Calendar

- 1 Source of Truth
  - Shared calendar
  - Task tracker



# Building a Better Board

01.

## Clarity is Kindness

Isn't pressure, its protection

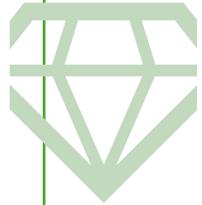
02.

## Culture beats structure

Culture is built in moments, not manuals



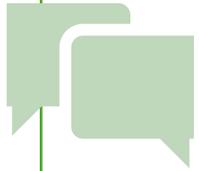
# Community Agreements



Purpose & values



Expectations for participation



Communication Norms



Decision-making process



Conflict resolution



Commitment to accountability



- 
- The background of the slide features a light blue gradient with a faint, semi-transparent image of several people in a meeting. They are shown from the waist up, some with their arms raised, suggesting an active and collaborative discussion. The silhouettes are arranged in a loose circle, with some individuals appearing to be in the foreground and others slightly behind, creating a sense of depth and shared activity.
- We keep our mission front & center  
*every meeting starts with a mission moment*
  - We focus on strategy, not just reports  
*at least 70% of our time is on forward-looking decisions*
  - We honor our commitments  
*when we say yes, we follow through*
  - We respect roles and decision rights  
*clarity builds trust and speeds decisions*
  - We share airtime and invite all voices
  - We challenge ideas, not people  
*dissent is welcome and paired with solutions*
  - We bring data and member voice to the table  
*decisions are informed and inclusive*
  - We close the loop  
*every decision ends with owners, deadlines, and next steps*
  - We learn & adapt together  
*feedback is a gift*

# Building a Better Board

01.

## Clarity is Kindness

Isn't pressure, its protection

02.

## Culture beats structure

Culture is built in moments, not manuals

03.

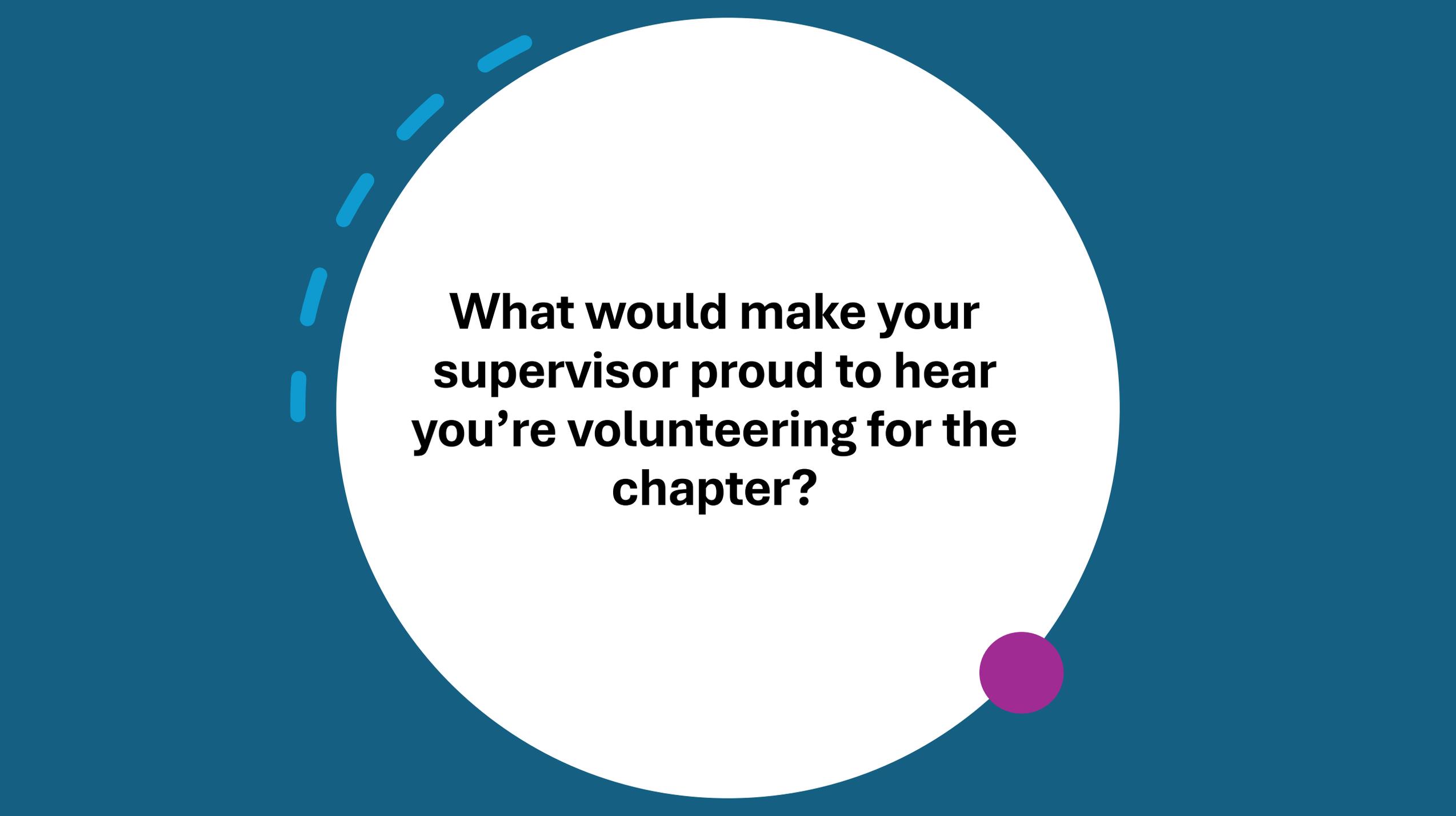
## Member Experience: Our North Star

04.

## We're stewards

We create space for others to shine





**What would make your  
supervisor proud to hear  
you're volunteering for the  
chapter?**

# Building your pipeline



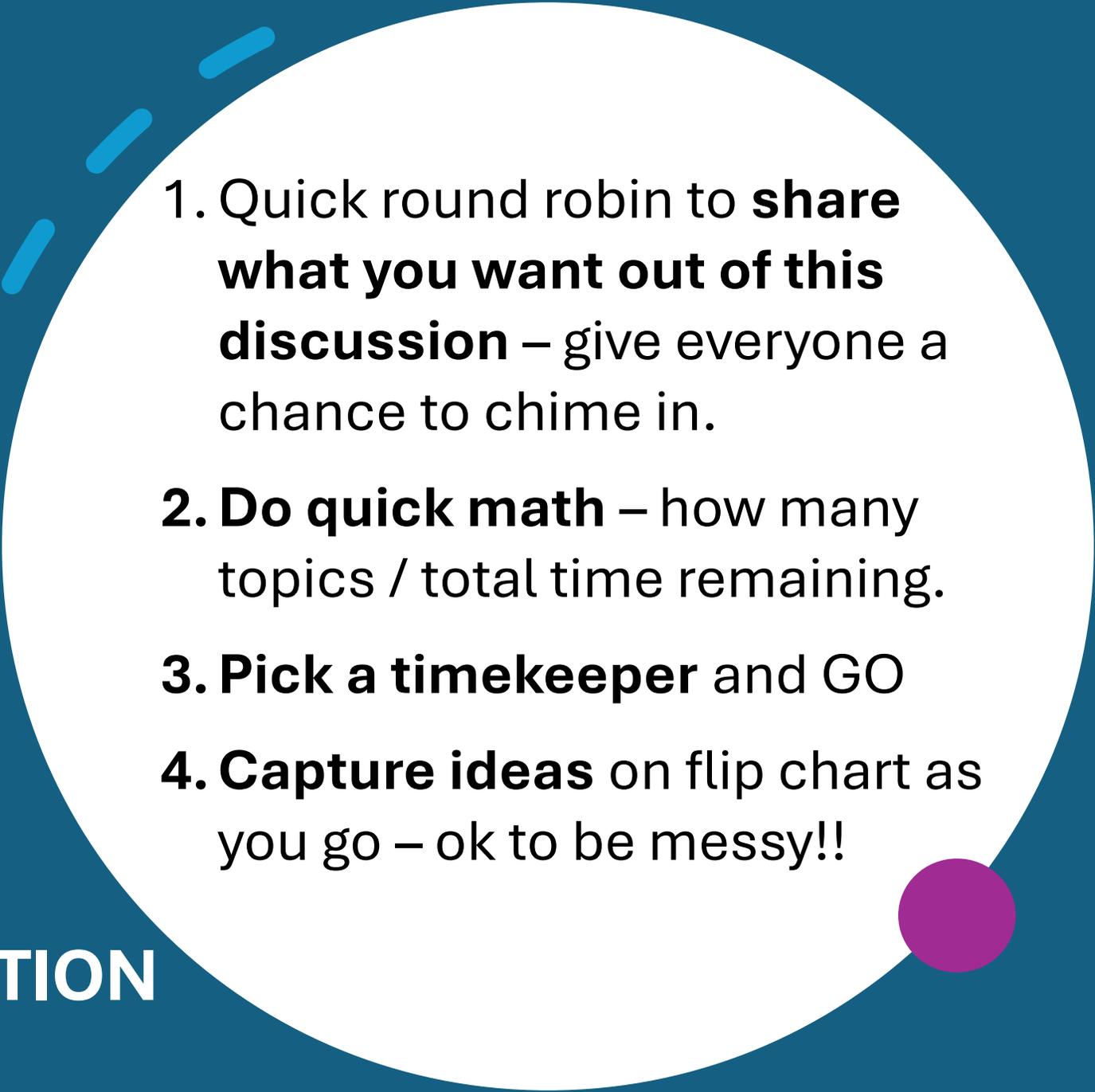
# Menu

***Snack (≤30 min):*** greet at an event; post one recap on LinkedIn; poll members.

***Entrée (1–3 hrs./mo.):*** co-lead a roundtable; manage a speaker follow-up template; scholarship reviewer.

***Feast (time-bound project):*** 90-day event lead; 6-week communications sprint; new-member onboarding revamp.



- 
1. Quick round robin to **share what you want out of this discussion** – give everyone a chance to chime in.
  2. **Do quick math** – how many topics / total time remaining.
  3. **Pick a timekeeper** and GO
  4. **Capture ideas** on flip chart as you go – ok to be messy!!

## COLLABORATION ROUND

# Value proposition



# NIGP Business Council



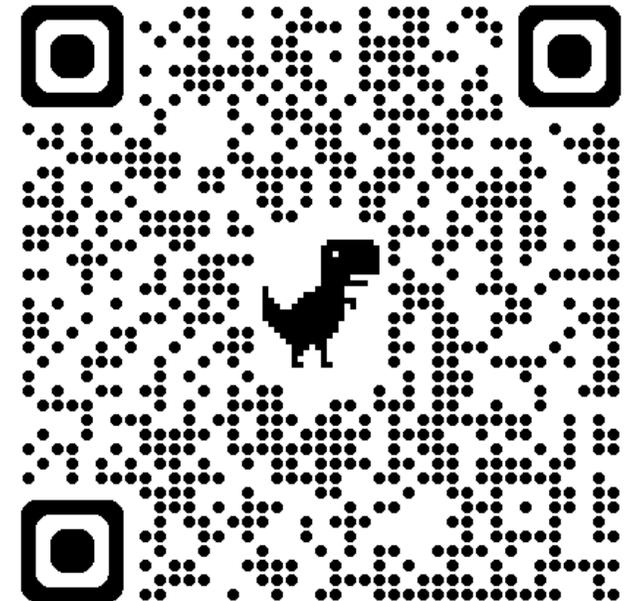
# NIGP Business Council



**NIGP Business Council's mission is to contribute industry content and expertise to public procurement professionals to optimize outcomes for communities:**

- Presentations and whitepapers
- Category-specific data
- Industry trends
- Chapter level engagement

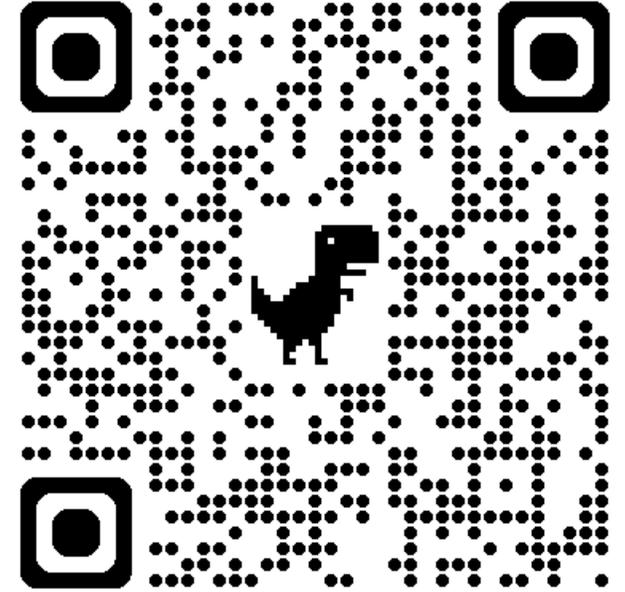
<https://www.nigp.org/chapters/chapter-visits/session-descriptions-nigp-busir-council>



## Presentations available for your chapter conferences and webinars:

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- Optimizing Procurement Operations: Choose Your “E” – Strategies for Enhanced Efficiency, Effectiveness, and Efficacy. **NEW! DOWNLOAD TODAY!**
- Putting the Pieces in Place: Solving the Puzzle of Connecting Supplier Evaluations, Scorecards and Ratings
- Cost to Procure + Cost to Propose: Assessing the full expense of an RFP
- The Evolving Practitioner-Supplier Conversation: Bringing Value to the Procurement Profession
- That Was Then, This is Now – Why Suppliers are Still Choosing to No Bid



These topics plus 20+ other engaging category specific, industry trends and overall NIGP Business Council presentations are available if you feel your local chapter could benefit from continued learning from our NBC members.

<https://www.nigp.org/chapters/chapter-visits/session-descriptions-nigp-business-council>

*Thank  
you.*

**Special thanks to our  
government partner  
Sourcewell**

Supporting your professional development  
when and where it's needed most.

Sourcewell 

NIGP  
**LEADERSHIP**  
**SUMMIT**2026

# NIGP and NIGP Chapters Building Strong Relationships

Resources for Operations,  
Leadership and Programing

FEB. 19-21 | TUCSON, AZ



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# Investing in Your Chapter Operations

Subhead Treatment Goes Here

NIGP Website  
Platform



# NIGP Webhosting – 50 Chapters on Platform

## LIVE ASSISTANCE

### OFFICE HOURS

2ND & 4TH TUESDAYS

OF EVERY MONTH

- ✓ Immediate support
- ✓ Live instructionals
- ✓ Peer inspiration

Get your questions answered and hear how other chapters are using their sites for success. Contact [rlevine@nigp.org](mailto:rlevine@nigp.org) for zoom invites.

## STEP BY STEP INSTRUCTIONALS

SCAN TO ACCESS



## PERSONALIZED SUPPORT

### ACCLAIMPROS

Yvonne and Cailee are your NIGP Chapter Website dedicated support partners. Email any questions to [nigp@acclaimpros.net](mailto:nigp@acclaimpros.net) and even schedule a one-on-one training.





# Investing in Your Chapter Operations

Subhead Treatment Goes Here

Free Legal Services

General Liability Insurance



## Free Legal Services

- Offer this service to protect chapters, reduce risk, and access to legal support
- Legal guidance for chapter governance, compliance, and contracts
- Support with incorporation, IRS needs and reviewing agreements

## Free General Liability Insurance

- Covers officers, directors, and volunteers acting in their official roles
- Provides liability protection for bodily injury or property damage
- Certificates of Insurance (COIs) can be requested for a specific venue if required by the hosting location



# Investing in Your Chapter Operations

Subhead Treatment Goes Here

Grow  
Revenue



## Chapter Rebates

- Host an NIGP Course and earn money
- Earn 10% of gross revenue for each course

## Give Back Program

- For every NIGP member that registers for a NIGP-hosted course and identifies themselves as a member of your Chapter, NIGP gives back
- 5% of gross revenue for each registration





# Investing in Your Chapter Operations

Subhead Treatment Goes Here

Chapter  
Ambassadors

SME's



## Chapter Ambassadors

- Ambassador visits share NIGP updates and provide time for chapter questions and discussion for either chapter membership or leadership
- Ambassadors are available to guide chapters, offer support, and connect members to NIGP resources and programs

**Submit a Request a Visit** <https://www.formstack.com/forms/?1086135-nNFxU2IS9f>

## Subject Matter Experts

- Access one-on-one support from NIGP Chapter SME's for specific chapter needs and challenges.
- SMEs provide guidance on governance, finance, operations, event planning, volunteer engagement, and more

**Complete the SME Request Form**

<https://app.smartsheet.com/b/form/4d7633a4dec94516aead146fb54cb653>



# Investing in Your Chapter Operations

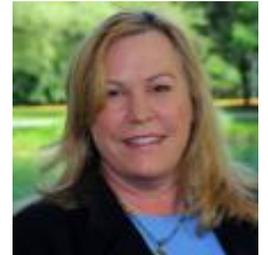
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NIGP Staff



## NIGP Staff Support

- Jennifer Steffan [jsteffan@nigp.org](mailto:jsteffan@nigp.org) – Chapter Relations
- Merveille Basue [mbasue@nigp.org](mailto:mbasue@nigp.org) - Program Support Manager
- Belinda Sites [bsites@nigp.org](mailto:bsites@nigp.org) - Director of Membership and Chapters
- Karen Robinson [krobinson@nigp.org](mailto:krobinson@nigp.org) – Hosting an NIGP Course
- Ronni Levine [rlevine@nigp.org](mailto:rlevine@nigp.org) – NIGP Webhosting
- Customer Service [customercare@nigp.org](mailto:customercare@nigp.org)  
[chapters@nigp.org](mailto:chapters@nigp.org)





# Setting Chapter Leaders up for Success

Subhead Treatment Goes Here

Knowledge  
Sharing



## Leaders in the Loop

- Twice a month email sent to chapter leaders listed on the January Leader Form
- Shares key resources, important dates, news to share with your local membership
- Provides tools, “how-to” guides, videos, and tips & tricks within the webhosting platform for website administrator

## Leaders Calls

- Connect chapter leaders by area, position, or specific needs
- An interactive forum for leaders to discuss challenges, exchange best practices, and collaborate on solving chapter programs.
- Feedback and insights from chapters help NIGP develop more effective resources and support.



# Setting Chapter Leaders up for Success

Subhead Treatment Goes Here

Building our  
Community



## Leadership Summit: Chapter Academy

- Brings newly elected chapter boards together for collaborative learning
- Equips leaders with tools and strategies to start their term strong and build connections across chapters.
- Combines **Edge** and **Impact** programs for shared general sessions, workshops, and networking opportunities
- Offers ongoing webinars and follow-up sessions open to all chapter leaders

## Chapter Leaders NSITE Community

- A forum where current and past chapter leaders can ask questions, share resources, and connect with over 400 peers.
- Use the community to collaborate on topics like event planning, governance challenges, member recruitment, and volunteer management.
- **Join** to engage, learn, and strengthen your leadership network across chapters and roles.



# Setting Chapter Leaders up for Success

Subhead Treatment Goes Here

Providing  
Best  
Practices



## Online Resource Guide

- A centralized hub for chapter resources, tools, and services.
- Provides samples and guidance on governance, financial management, membership, marketing, events, legal, and more.
- Currently undergoing a refresh, with an enhanced search feature **COMING SOON** to make finding resources easier

## Resource Webinars

- Annual webinars to support chapter leadership development and operations.
- Topics include resources, Chapter Awards, hosting NIGP seminars, tax and legal guidance, and Academy sessions.
- Additional new sessions are **launching in 2026** to expand chapter support.



# Program Resources

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- The NIGP Business Council offers free educational content for chapter events, covering a wide range of industry topics.
- Includes engaging panel discussions featuring Business Council members and local chapter participants—an excellent way to enhance one- or multi-day educational programs.
- **Request today!** <https://www.formstack.com/forms/?1086135-nNFxU2IS9f>

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NIGP Business  
Council

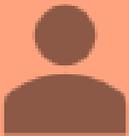


Speakers  
Bureau (new)

**Coming soon** after Academy: the Chapter Speaker's Bureau will launch with 41 NIGP Forum and Webinar speakers available to chapters

Designed to provide experienced speakers for in-person or virtual chapter events, enhancing local education with fresh, high-quality content.

- The Chapter Standards Seal recognizes chapters that meet established benchmarks for leadership, governance, and professional development.
- The Outstanding Chapter Award honors chapters in 4 different categories that demonstrate exceptional achievement and impact in advancing the public procurement profession.
- Both provide chapters the opportunity to showcase their professionalism and accomplishments.



Cross  
Marketing

Promoting local chapter events through NIGP  
Community News

Sharing membership lists for recruitment

**Coming soon**, spotlighting chapters, sharing of chapter newsletters and “Find a Chapter Near You” in NIGP renewals and new memberships

# Total Investment \$389, 821

Chapters, chapter leaders, and members  
are not just stakeholders —

they are the living expression of what our  
association stands for



**Our investment in you is an investment in all of us.**

**ACADEMY**

## **Eye of the beholder**

- Your data
- Your members & prospects
- NIGP



# Building your calendar

**Think Member rhythms**

- Workflows
- Calendars

**Think categories**

- Learning
- Community
- Problem-solving
- Leadership

**Think portfolio**

- Large
- Small, low-effort
- Accessibility

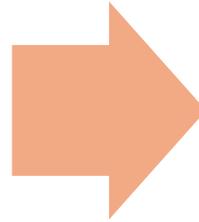
**Don't go it alone**

- NIGP
- Collaborate with others



# Traditional vs. Modern Options

Large networking  
receptions



Curated, small group  
conversations

One-way broadcasts



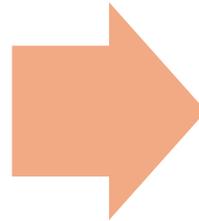
2-way dialogues (chats,  
roundtables)

Annual conference



Ongoing virtual cafes /  
pop-up events

Formal mentoring



Peer circles, mentor  
matching marketplace



# Ignite

## **Ignite belonging over attendance**

- Host interest-driven meetups
- Affinity Micro-Meetups around specific interests
- Pop-Up Skill-Shares or Mini-Hackathons
- Roundtable Dinners with curated conversation prompts

# Enable

## **Enable member-led initiatives**

- Offer micro-grants or “community hours” for members to plan and run activities

# Integrate

## **Integrate rituals & touchpoints**

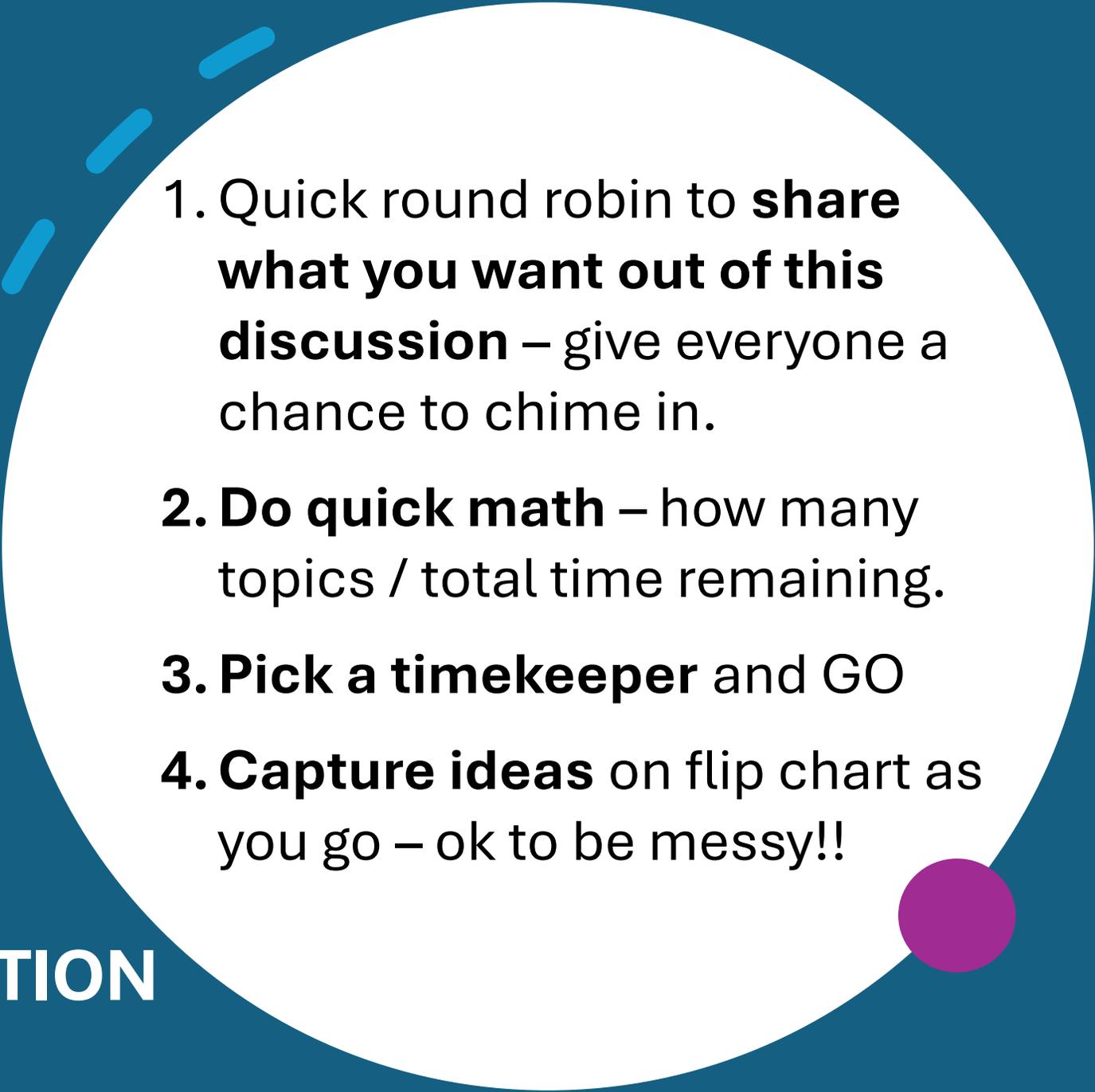
- Signature welcome ceremony or icebreaker unique to your chapter
- Quick “wins” spotlights
- Group photo or memento displayed at future events



# Topics

- Leveraging Scholarships
- Event Costs – speakers, locales, meals
- Working with geographic challenges
- Addressing agency support for employee involvement
- Optimizing Course Options from NIGP
- How can NIGP better support you



- 
1. Quick round robin to **share what you want out of this discussion** – give everyone a chance to chime in.
  2. **Do quick math** – how many topics / total time remaining.
  3. **Pick a timekeeper** and GO
  4. **Capture ideas** on flip chart as you go – ok to be messy!!

## COLLABORATION ROUND



# Marketing, Communications & Conversations

Day 2



# WHO > WHAT (outcome) > HOW

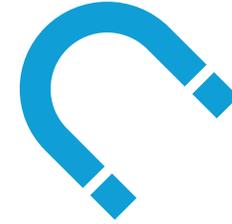


**Top 3 things the world should know**



**Short, repeatable message**

Our chapter helps (audience) by (value #1), (#2) & (#3)



**Make it sticky**

- Could a member repeat this easily?
- Does this describe what makes us different?

**Creating a clear message is essential**





## **Simple Framework to Determine Value Proposition**

**Insight:** Data + Direct Feedback through 1-1 conversations, focus groups.

**Benefit:** How does your product/service meet the needs of your core audiences.

**Reason to Believe:** Why should your core audiences believe what you say.



# NIGP Leadership Experience

## INSIGHT

- Public procurement professionals are facing rising complexity—policy shifts, economic pressure, workforce challenges, and rapid technological change—while being asked to deliver more strategic value than ever before.

## BENEFIT

- NIGP equips you to lead with confidence, credibility, and clarity—so you can navigate change, elevate your influence, and drive measurable impact in your organization and community.

## REASON TO BELIEVE

- Through expert-led learning, peer-driven insight, nationally recognized certification, and a powerful professional network, NIGP provides practical tools and proven leadership development designed specifically for public procurement.



## Value Proposition

Public procurement is more complex and more critical than ever. NIGP empowers you with the leadership skills, strategic insight, and a trusted community you can rely on to lead boldly and deliver greater public value.

## Event Promotion

- a) “You’re invited!”
- b) “Don’t miss this”
- c) **“Grow your crisis comms skills in 60 minutes (Webinar May 2)”**



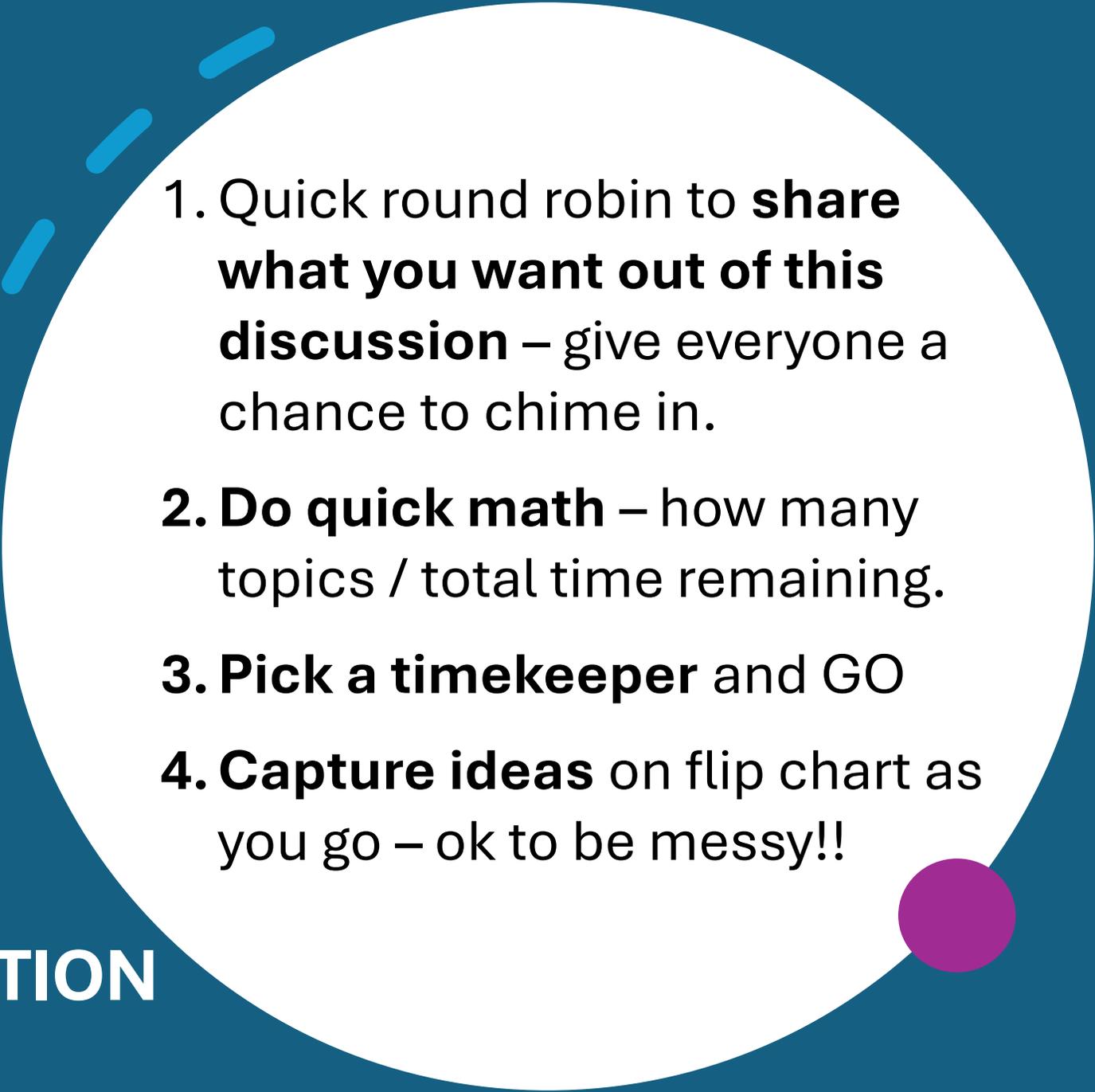
## Newsletter

- a) “See What’s New this November”
- b) “3 Creative Tools You’ll Love This Month”**
- c) “Your Weekly Creative Spark”





**How will you  
change your  
communications?**

- 
1. Quick round robin to **share what you want out of this discussion** – give everyone a chance to chime in.
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## COLLABORATION ROUND



# We did it!

Day 3 – Reflection & Action

# The SCAMPER model

Seven perspectives to provoke creative solutions to challenging problems.

# S

Substitute

Replace a part, material, or process with something else.

# C

Combine

Join elements, ideas, or functions together in new ways – or find a new element you can merge with.

# A

Adapt

Modify something to better suit a new purpose, person or context.

# M

Modify

Enlarge, reduce, change the shape, or alter attributes. Can a small change have a big effect?

# P

Put to another use

Rather than changing the thing itself, consider changing the context it exists in.

# E

Eliminate

Remove elements, simplify, or pare down to essentials.  
Is less more?

# R

Reverse

Flip the script, re-order your priorities, invert cause and effect, and turn it all upside-down.

**BiteSize** Learning



# Individual Reflection

- 1. What's 1 thing UUUUU would really like to act On?**
- 2. What do you want your bOard to hear about?**
- 3. How can you share with your bOard?**