Preparing Your Leaders for a Successful Year: Building a Leadership Bootcamp
Poll Question:

Has your Chapter developed a structured leadership onboarding strategy?

a. Yes, formal focused event
b. Yes, informal of part of another event
c. No
d. Haven’t considered it, but interested in the concept
What is Officer Bootcamp?

Officer Bootcamp is a **structured** leadership onboarding strategy designed to provide Chapter Officers with the essential support and resources needed to understand and be successful in their roles.

It focuses on **equipping Officers with the knowledge and tools necessary to lead effectively** and achieve organizational goals.
Where It All Started....
Onboarding Strategy Benefits

• Intentional structured investment in your Chapter’s leaders

• Prepare officers for a successful term

• Establish expectations for their leadership roles
Onboarding Strategy Benefits

• Opportunity for team building among officers

• Avoid assumptions of governance knowledge

• Create a safe space for open dialogue
What is the length of your Chapter Officer’s term of office?
What is your Chapters structure for line of succession?
Program Considerations
Program Parameters

Establishing a formal program (commitment)

When to convey the attendance expectation?
- candidacy
- post-election

Program frequency

Funding and format
Facilitation

Who will facilitate the bootcamp?
Consider Past Leaders, Subject Matter Experts
Great way to keep them engaged
Tap into their experience with chapter governance

“Facilitation is about creating a space for dialogue, connection, and collective wisdom to emerge”
Meeting Logistics

Scheduling and duration

In person or hybrid

Centralized location

Meals and materials
Preparation

Allow sufficient time for facilitator(s) to prepare

- Seek input in advance from attendees
- Compilation of resources (hard copy; electronic; slide deck)
- Create a safe learning environment
- Structure to foster discussion
- Set the tone!
What would have been helpful for you to know as you began your service as a Chapter Officer?
What’s In YOUR Binder?

What is relevant?

What is new?

What is critical?
Chapter Governance

Comprehensive overview of governance documents
- By-Laws
- Standard operating procedures
- Program documents and policies
- Strategic plan
- Code of Conduct

Procedural requirements
- Robert’s Rules of Order
- Meeting protocols
- Facilitating the voting process
Roles and Responsibilities

**President’s Duties**
- Oversees the day-to-day operations of the Chapter and the Board of Directors.
- Serves as the Chairperson of the NIGP Board of Directors.
- Chairs and presides over Board and Executive Committee meetings.
- Cultivates the annual expansion of membership in accordance with the Chapter’s strategic plan.
- Solicits and appoints new members in accordance with the Chapter’s strategic plan.
- Maintains and monitors the Chapter’s budget.
- Prepares agendas for all chapter meetings.
- Chairs the Chapter’s Annual Report with the Financial Department and the Board of Directors.
- Prepares the approval of all new membership applications.
- Maintains regular communication with the membership via email, newsletters, and official meetings.
- Sets Chapter Meeting dates and location.
- Sets the Board of Directors agenda.

**Vice President’s Duties**
- Assist the President and acts in his/her stead when they are unavailable to make meetings.
- Takes all actions for the regular Chapter Meeting/Workshops.
- Verifies all applications for scholarships and forward a check request to the Treasurer for payment.
- Coordinates all payments for the professional development committee.
- Coordinates all registrations and travel payments.
- Maintains a scholarship log and upates monthly the Chapter website. Processes all scholarship redemption requests in coordination with Treasurer. Processes all deferment requests.
- Prepares annual State of the Chapter Address for presentation at annual Chapter meeting.
- Creates certificates to be handed out or sent electronically in March of each year for member attendance, committee participation and special recognition.
- Orders plaques, awards and certificates for Chapter use.
- Prepares submittal for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

**Secretary’s Duties**
- Records minutes from each meeting.
- Maintains Chapter Minutes, Agenda and correspondence and newsletters to the chapter website.
- Creates newsletter on a bi-monthly basis and submit the Board of Directors or President before distribution.
- Collects annual accounts payable form from all Officers and Committee Chairs.
- Assists with the Board meeting and newsletter contribution.
- Maintains bi-monthly log of Member Participation.
- Performs distribution of each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

**Treasurer’s Duties**
- Recommends the banking facility and location to the Board of Directors, arranges for signature cards, and when approved, deposits money into investments for future use.
- Manages the finances of the Chapter to include depositing money, writing checks, balancing the general ledger and providing financial and other statements to the Chapter and to the National NIGP office.
- Coordinates all IRS filings with the Chapter’s Contracted CPA firm.
- Ensures two-part approval process, ratifies single approvals through a second Board Member.
- Works with the Finance and Audit committee who verifies and audits the Chapter books.
- Provides Monthly Reconciliation Bank Statements & Budget v. Actuals Reports to Chapter President.
- Maintains the membership file and updates the website as necessary with new or changed information.
- Prepares the budget for the Chapter bylaws.
- Provides the sign-in sheet at each meeting, performs all registration activities at each meeting.
- Tracks meeting attendance.
- Other duties as assigned by the President.

**Transitional Requirements:**
- Attend New Officer Orientation Meeting.
- Mentor successive Vice-President.
- Transmit all documents to successive Vice-President.
What is a unique aspect of your Chapter that would be helpful to introduce in the orientation of your officers?
NIGP Resources

RESOURCES FOR OUR CHAPTER LEADERS

Chapter Resource Library

Library Pages
- Library Home
- Governance
- Financial Management
- Membership
- Legal, Taxes & Insurance
- Events and Conferences
- Marketing
- Webinars
- NSite Community

Chapter Ambassadors By Area
Meet your local chapter ambassadors, who are each assigned to a specific regional area of the country.

Leaders in the Loop and Chapter Huddles
Chapter Resources

Our final membership meeting for the year at the Rusty Pelican. Installation of new board members and lots of fun and games. The Chapter membership was able to raise $5,030.87 for our charitable organization of the year, Guardian Angel Dog Rescue. Way to go TBAC!!!

WANIGP | NIGP Washington Stat... 90 followers
2400 - 4 PM
MRSC is hosting a public works training the day before WANIGP’s Annual Meeting, this is a great opportunity to get in some training with MRSC and then join WANIGP the next day at our Annual Meeting for some additional training and networking!

Wed, Jan 17, 11:00 AM – 6:30 PM EST
MRSC - Digging into Public Works Fundamentals: Lacey
Lacey, US
View event

Oklahoma Association of Public Procurement
Dec 20, 2023 - 4 PM
November 5th and 6th, 2024. We are heading back to the @riverspiritcasino. Make plans now... See more
Open Dialogue

Build in sufficient time for open dialogue

Facilitators should be skilled and prepared to spark discussion

Critical to building team cohesiveness
Get Creative!
Communication Plan

Begins when commitment expectation is established

Save the Date messaging, designed to build anticipation

Provide critical documents in advance
Communication Strategy

Good morning. Final preparations are underway for Officer Bootcamp which will be held on March 4th at the GOAA Purchasing Office. Please plan to arrive by 8:30 so there is time for you to settle in before our 9am start time. Our schedule is as follows:

8:30am – 9am  Breakfast
9am – noon  Bootcamp Training (we will take breaks during this time)
Noon – 1pm  Lunch
1pm – 3:30pm  Bootcamp Training

Please review the attached ByLaws, Program Documents & Policies and Strategic Plan prior to our training session and come prepared with any specific questions you have concerning either document. This will allow for a more efficient dialogue so we can adhere to the training timeframe established above.

Breakfast and lunch will be provided. The link below will provide you directions to the meeting location. I look forward to seeing you all soon!

https://www.google.com/maps/place/8652+Corona+Verde+Bd,+Orlando,+FL+32827/@28.4475789,-81.3015663,18z/data=!4m2!1s0x88e7630220db7:0x6847ed3c9050f138?sa=bi&hl=en-US
What’s Next?
Post-Bootcamp Actions

Acknowledgement of Duties

Certificates of Participation

Feedback from participants

Adjust based on feedback
Program Evolution

Formalized attendance commitment in roles and responsibilities document

Added content as program offerings expanded

Adjusted format based on participant’s feedback

The key is to optimize to ensure participants expectations are being met
Wrap Up
Key Principles

1. Comprehensive Orientation
2. Clear Communication Channels
3. Resource Accessibility
4. Mentorship and Support Network
5. Role-Specific Training and Skill Building
6. Nurturing Cohesiveness
Carrie Mathes, NIGP Governing Board Chair and Bootcamp Survivor

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