



## *Officer Bootcamp*

*March 4,  
2017*



1	<b>Position Duties</b> <i>Board of Directors, Committes and Task Forces</i>
2	<b>2017 Meeting Schedule</b>
3	<b>ByLaws</b>
4	<b>Program Documents and Policies</b>
5	<b>Strategic Plan</b> 2015 - 2020
6	<b>2017 Approved Budget</b>
7	<b>Task Timeline</b>
8	<b>Code of Conduct</b>
9	<b>Forms</b>
10	<b>Agreements</b>
11	<b>Chapter of the Year Application</b>
12	<b>NIGP Chapter Resources</b>

**OFFICER  
BOOTCAMP**

Denise Schneider, CPPO, C.P.M., CPPB, C.M.  
Carrie Woodell, MPA, CFCM, CPPO, C.P.M, CPPB

---

---

---

---

---

---

---

---

Welcome to Chapter Leadership!

**NIGP**  
Central  
Florida  
Chapter

---

---

---

---

---

---

---

---

**"Basic Training" Outline**

- Expectations as Officers
- Special Forces Field Manuals
- Tactical Resources
- Allied Forces
- Mandatory Meetings
- Parliamentary Procedures
- Ethics/Code of Conduct
- Chapter of the Year
- NIGP Required Forms
- Website & Updates
- Chapter Events
- Officer Transition
- Acknowledgement of Duties
- Discussion

---

---

---

---

---

---

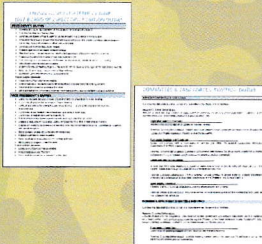
---

---



### Expectations as Officers

- Officer Duties
- Code of Conduct
- Mandatory Participation for all scheduled meetings
- Bylaws require 24 hours notice if unable to attend
- Utilization of scholarship money to offset chapter travel expenses before any chapter funds are used




---

---

---

---

---

---

---

---

### Mandatory Meetings\*

**2017 Chapter Meeting Dates**

- January 20: Membership Meeting
- March 24: Spring Workshop
- May 5: Chapter Meeting/Speed Biking
- July 21: Membership Meeting
- September 15: Fall Workshop
- December 8: Holiday Membership Meeting

Board meeting will be held prior to each Chapter Meetings

\*Other meetings called by the President

**2017 Board Teleconferences and Other Event Dates**

- February 23-25: NIGP Leadership Symposium
- March 12: Family Day
- August 27-30: NIGP Forum
- November 1: Reverse Trade Show
- December 2 or 9: VIP, Mentee, Mentor Appreciation Dinner




---

---

---

---

---

---


---

---

### Parliamentary Procedures

- Officers are not able to make a motion on the item they are presenting to membership.
- Motions require that a second member of the group agrees to consider the proposal.
- Without a second, the motion will die.
- If seconded, initiate discussion on the issue.
- Once the group has had a chance to speak in favor or against the motion, the Chairman will lead a vote.

*"Motion, Second, Discussion, Vote"*




---

---

---

---

---

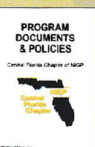
---

---

---

## Special Forces Field Manuals

- ByLaws
- Program Documents & Policies
- Robert's Rules of Order



## Tactical Resources

**CENTRAL FLORIDA CHAPTER  
OF NIGP**


## Strategic Plan 2015 - 2020

- **Vision:** To be the leading chapter of NIGP. The Institute for Public Procurement by promoting the development of public procurement professionals throughout Central Florida.
- **Mission:** Provide our chapter members with opportunities for professional development and the exchange of best practices.
- **Core Values:** Ethics, Integrity, Professionalism, Diversity, Education and Professional Growth, Service to Stakeholders

## Tactical Resources


[illegible]

## Tactical Resources




### FINANCE

- Chapter Budgeting
- Chapter Fundraising
- Chapter Insurance
- Chapter Payroll
- Chapter Property
- Chapter Tax and Legal Issues
- Chapter Website




### GOVERNANCE

- Chapter Officers
- Chapter Committees
- Chapter Meetings
- Chapter Policies
- Chapter Procedures
- Chapter Records
- Chapter Training



### MEMBERSHIP/MARKETING

- Chapter Recruitment
- Chapter Retention
- Chapter Social Media
- Chapter Website
- Chapter Events
- Chapter Publications
- Chapter Training



### RESOURCES

- Chapter Handbook
- Chapter Insurance
- Chapter Payroll
- Chapter Property
- Chapter Tax and Legal Issues
- Chapter Website
- Chapter Training

<http://www.niag.org/home/membership/chapters/resources>

---

---

---

---

---

---


---

---

## Tactical Resources

### WEBINARS FOR CHAPTER OFFICERS

The NIAG Chapter Officers program offers a series of live and on-demand webinars designed to assist chapter officers with leadership development and to provide effective support. Each webinar includes a pre-recorded presentation, a live Q&A session, and a chapter officer toolkit.



### 2015 WEBINARS

- Let's Get Started: Integrating Social Media into your Chapter Website

Record this Chapter Officer Webinar and watch it anytime. [Watch Now](#)

### 2014 WEBINARS

- Chapter Insurance: Understanding Your Policy

To view the Chapter Insurance Webinar, click on the link below. [Watch Now](#)

### 2013 WEBINARS

- Chapter Tax and Legal Issues: November 2, 2013

To view the Chapter Tax and Legal Issues Webinar, click on the link below. [Watch Now](#)

---

---

---

---

---

---


---

---



## Tactical Resources

**February 23-25, 2017**

Washington Dulles Airport Marriott, Dulles, VA



### Keynote Speakers

**Dr. Steve Beardsley** is a senior executive with over 30 years of experience in the field of strategy, leadership development, communication, membership and executive management. [View Bio](#)

**Jill McCreary** is a senior executive with over 20 years of experience in the field of strategy, leadership development, communication, membership and executive management. [View Bio](#)

---

---

---

---

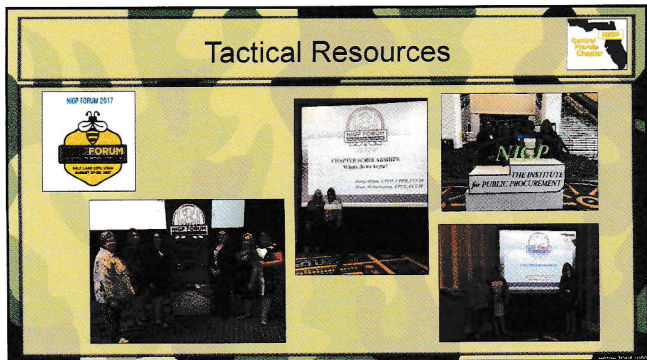
---

---

---

---






---

---

---

---

---

---

---

---




---

---

---

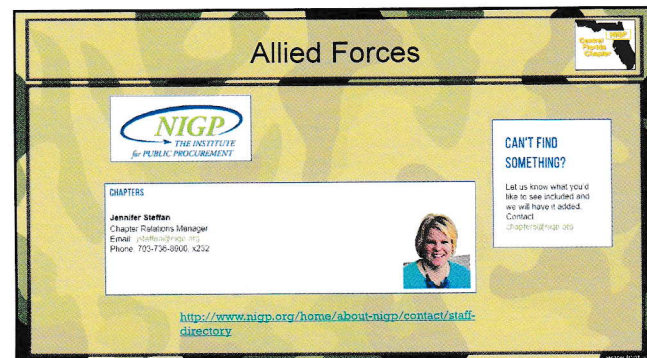
---

---

---

---

---




---

---

---

---

---

---

---

---

## Allied Forces

**Governing Board:** Denise Schneider; Carrie Woodell (July '17)  
**Member Council:** Denise Schneider (Chair); Zulay Millan  
**Talent Council:** Carrie Woodell (Incoming Chair)

**Board Policy Committee:** Ray Hooper (Vice Chair), Tabatha Freedman  
**Knowledge Committee:** Christine Rewis; Kristine Rodriguez, Mike Thornton  
**UPPCC Board of Examiners (CPPO):** Carrie Woodell

---

---

---

---

---

---

---

---

## Allied Forces

• **Chapter Ambassadors:** David Nash, Mina Kaeding

### VISITING CHAPTERS

ENDING A PERSON'S VISIT BY REQUESTING TO VISIT CHAPTERS


For your convenience, please, call your chapter information officer and request the visit. The chapter information officer will provide you with the necessary information to request a visit. The chapter information officer will also provide you with the necessary information to request a visit. The chapter information officer will also provide you with the necessary information to request a visit.

**EACH CHAPTER WILL BE VISITED FOR THE VISIT EVERY OTHER YEAR**


### VISIT REQUEST FORM

Once request is received coordination will begin between the Ambassador and the Chapter.

**NON-SI FORM ONLY**



**David Nash, CPPO, CPPE**  
 Chapter Ambassador  
 Kalamazoo, MI  
 2614 E. 1st St.  
 Kalamazoo, MI 49001-1111  
 Phone: (269) 741-2321  
[davidnash@allied.org](mailto:davidnash@allied.org)



**Mina Kaeding, CPPO, CPPE, PhD, FCOM**  
 Chapter Ambassador  
 Kalamazoo, MI  
 2614 E. 1st St.  
 Kalamazoo, MI 49001-1111  
 Phone: (269) 741-2321  
[mina.kaeding@allied.org](mailto:mina.kaeding@allied.org)

---

---

---

---

---

---


---

---


## Ethics/Code of Conduct

**Core Values:** Ethics, Integrity, Professionalism, Diversity, Education and Professional Growth, Service to Stakeholders

- Your actions are representative of the chapter
- It is incumbent upon each officer to conduct themselves in a professional manner at all times, regardless of social setting



**Code of conduct**



**Professional Code of Ethics**

The purpose of this code is to provide a framework for the professional conduct of all members of the profession. It is intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct. This code is intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct.

**Scope:** This code applies to all members of the profession, regardless of their position or level of seniority. It is intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct.

**Principles:** The principles of this code are: integrity, honesty, fairness, and respect. These principles are intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct.

**Standards:** The standards of this code are: high quality of work, adherence to deadlines, and respect for the rights of others. These standards are intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct.

**Enforcement:** The enforcement of this code is the responsibility of the professional body. It is intended to guide members in their professional behavior and to ensure that they are held to the same high standards of conduct.

---

---

---

---

---

---

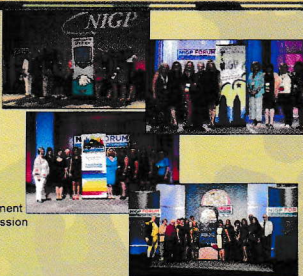
---

---



## Chapter of the Year

- Winner 2012 – Medium Chapter of the Year
- Winner 2014 – Medium Chapter of the Year
- Winner 2015 – Large Chapter of the Year
- Winner 2016 – Large Chapter of the Year
- Large Chapter (201-350 members)
- Application due **May 23, 2017**
- Excellence in Chapter Operations
- Excellence in Membership Recruitment, Retention and Engagement
- Excellence in Education and Professional Development
- Excellence in Advocacy for Members and the Profession
- Excellence in Inspiring Procurement for the Future



---

---

---

---

---

---

---

---

## NIGP Required Forms

- Due **January 31**
  - Chapter Leadership Reporting Form
  - Chapter Member Data Form
- Due **March 1**
  - Chapter Financial Form
  - Group Exemption Update Form
- Due **May 15 or November 15**
  - Email Chapter's 990 or 990N to [chapters@nigp.org](mailto:chapters@nigp.org)



---

---

---

---

---

---

---

---

## Website & Updates





---

---

---

---

---

---

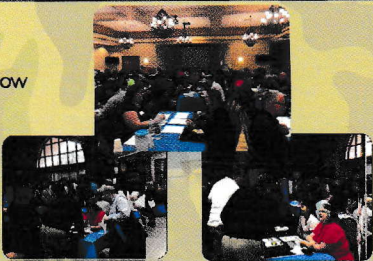
---

---



### Chapter Events

- Speed Buying
- Reverse Trade Show




---

---

---

---

---


---

---

---

### Officer Transition

- President: Zulay to Diane
- Vice President: Diane to Mike




---

---

---

---

---

---

---

---

### Acknowledgement of Duties

**CENTRAL FLORIDA CHAPTER OF NSCP**  
2017 BOARD OF DIRECTORS ROSEMARY JONES

**MEMBER'S DUTIES**

1. Attend all meetings of the Chapter and the Board of Directors.

2. Pay the annual dues to the Chapter.

3. Participate in all Chapter activities and programs.

4. Maintain a good reputation for the Chapter and the NSCP.

5. Support the Chapter and the NSCP in all ways possible.

6. Follow the rules and regulations of the Chapter and the NSCP.

7. Be a good example to other members.

8. Be a good citizen and a good neighbor.

9. Be a good parent and a good friend.

10. Be a good person in all ways.

**2017 BOARD OF DIRECTORS** ROSEMARY JONES

**MEMBER'S DUTIES**

1. Attend all meetings of the Chapter and the Board of Directors.

2. Pay the annual dues to the Chapter.

3. Participate in all Chapter activities and programs.

4. Maintain a good reputation for the Chapter and the NSCP.

5. Support the Chapter and the NSCP in all ways possible.

6. Follow the rules and regulations of the Chapter and the NSCP.

7. Be a good example to other members.

8. Be a good citizen and a good neighbor.

9. Be a good parent and a good friend.

10. Be a good person in all ways.

**Central Florida Chapter of NSCP**

**VOLUNTEER DUTIES**

**ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, do hereby acknowledge that I have read and understand the duties of a member of the Central Florida Chapter of NSCP and I agree to fulfill these duties to the best of my ability.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

---

---

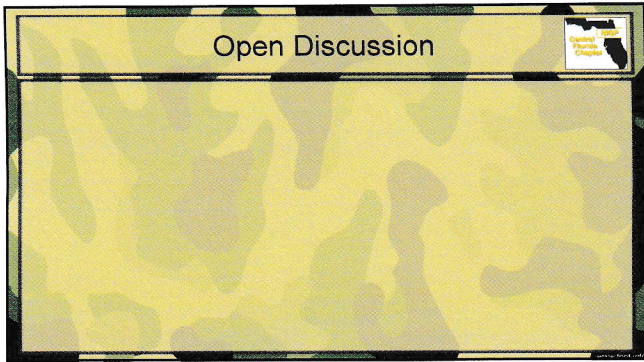
---

---

---

---

---



---

---

---

---

---

---

---