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OFFICER BOOTCAMP

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

Basic Training" Outline

- Expectations as Officers
- Special Forces Field Manuals
- Tactical Resources
- Allied Forms
- Mandatory Meetings
- Parliamentary Procedures
- Stress Code of Conduct
- Chapter of the Year
- NIGP Regionals
- Website & Updates
- Chapter Events
- Office Transition
- Acknowledgment 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
- March 24
- May 5
- July 21
- September 15
- November 8

2017 Board Teleconferences and Other Event Dates
- February 23: NFP Leadership Symposium
- March 17: Family Day
- August 27: NCP Forum
- November 1: Reverse Trade Show
- December 2 or 3: NFP Mentor 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
- 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
- CENTRAL FLORIDA CHAPTER OF NIGP
- Strategic Plan 2015 - 2020
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 Reeds; Kristine Rodriguez; Mike Thornton

UPCC Board of Examiners (CPPO): Carrie Woodell

Chapter Ambassadors: David Nash, Mina Kaeding

Ethics/Code of Conduct

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

- Their actions are representative of the chapter
- It is incumbent upon each officer to conduct themselves in a professional manner in all forces, regardless of social setting
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 (301-350 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

Website & Updates

[Website and updates graphics]
Chapter Events

- Speed Buying
- Reverse Trade Show

Officer Transition

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

Acknowledgement of Duties