

Chapter Leader Orientation and Chapter Resources

February 2022

NIGP

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Chapter Expectations

- Act as the local face of NIGP – **extension of NIGP**
- Promote NIGP and NIGP Programs
- NIGP logo and name displayed – **virtual and printed material**
- Provide educational opportunities for members – **plan a year out!** (NIGP Courses, your own content and speakers, conferences and events, Chapter Ambassadors visits)
- Member retention and recruitment
- Recruit and train new leaders – **board succession planning and transitional board meetings**
- Participate in: **Chapter Leader Calls/Incentive Programs/Chapter Academy/Recognition and Awards**
- Submit annual required legal and financial forms
- Submit annual required reporting forms

Chapter Principles and Operating Framework - March 2021

- *Guiding Principles of Alliance* - provides a perpetual set of guiding principles that capture the intent and spirit of the partnership within the NIGP framework. These principles serve to clarify roles and govern our behavior as we serve the organization over time.
- *Operating Framework* – focuses directly on activities undertaken by NIGP and its network of Chapters. It defines areas of accountability, responsibility, and authority and promotes the appropriate collaboration necessary to meet shared goals.



Operating Framework

- **Chapter Needs Assessment** - in process
- **Chapter Incorporation** - To protect assets, limits liability, debts, obligations for both NIGP and the Chapter
- **Chapter Dashboard** - 3 year meet-up to identify mutually agreed strategies and related goals that benefit the chapter members (starting at Chapter Academy)
- **Chapter Branding** - Incorporating the NIGP name or logo with chapter logo's



Official Chapter **NIGP** The Institute for Public Procurement



Official Chapter of NIGP



Official Chapter **NIGP** The Institute for Public Procurement



EAST TENNESSEE PURCHASING ASSOCIATION

Official Chapter of NIGP

California
Official Chapter

NIGP The Institute for Public Procurement



Chapter Visit Program

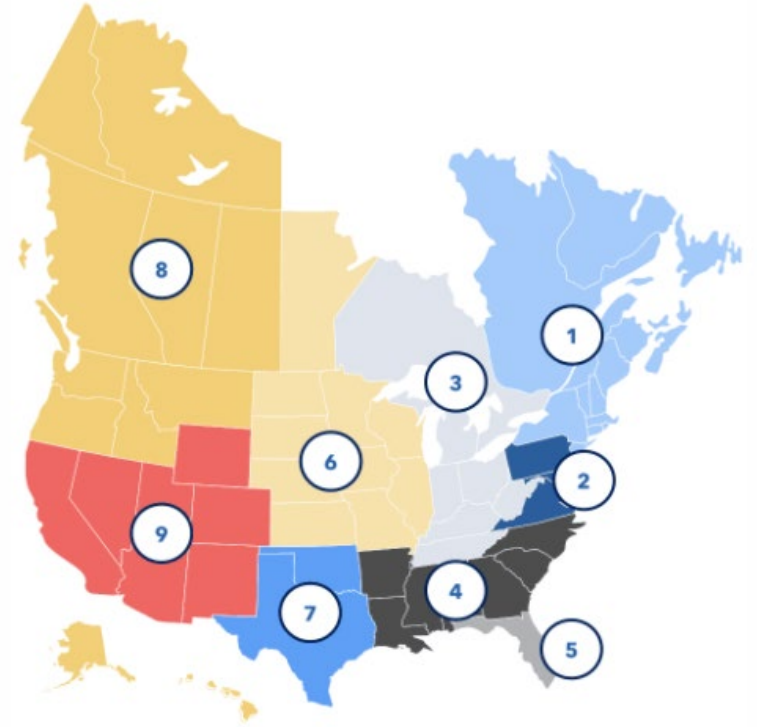
CHAPTER AMBASSADOR (9 Areas, 18 Ambassadors)

- Every other year if Face-to-Face
- Every year if Virtually

Presentations/Opportunities:

- Procurement Profession and Benefits of NIGP
- NIGP Pathways
- NIGP-CPP Certification
- Swearing in Officers
- Participate in Sessions or Roundtables
- Meet with Chapter Board
- Supply an NIGP Booth
- Chapter Pop-Ins

Fill out [Chapter Visit request Form](#) or contact your Ambassadors



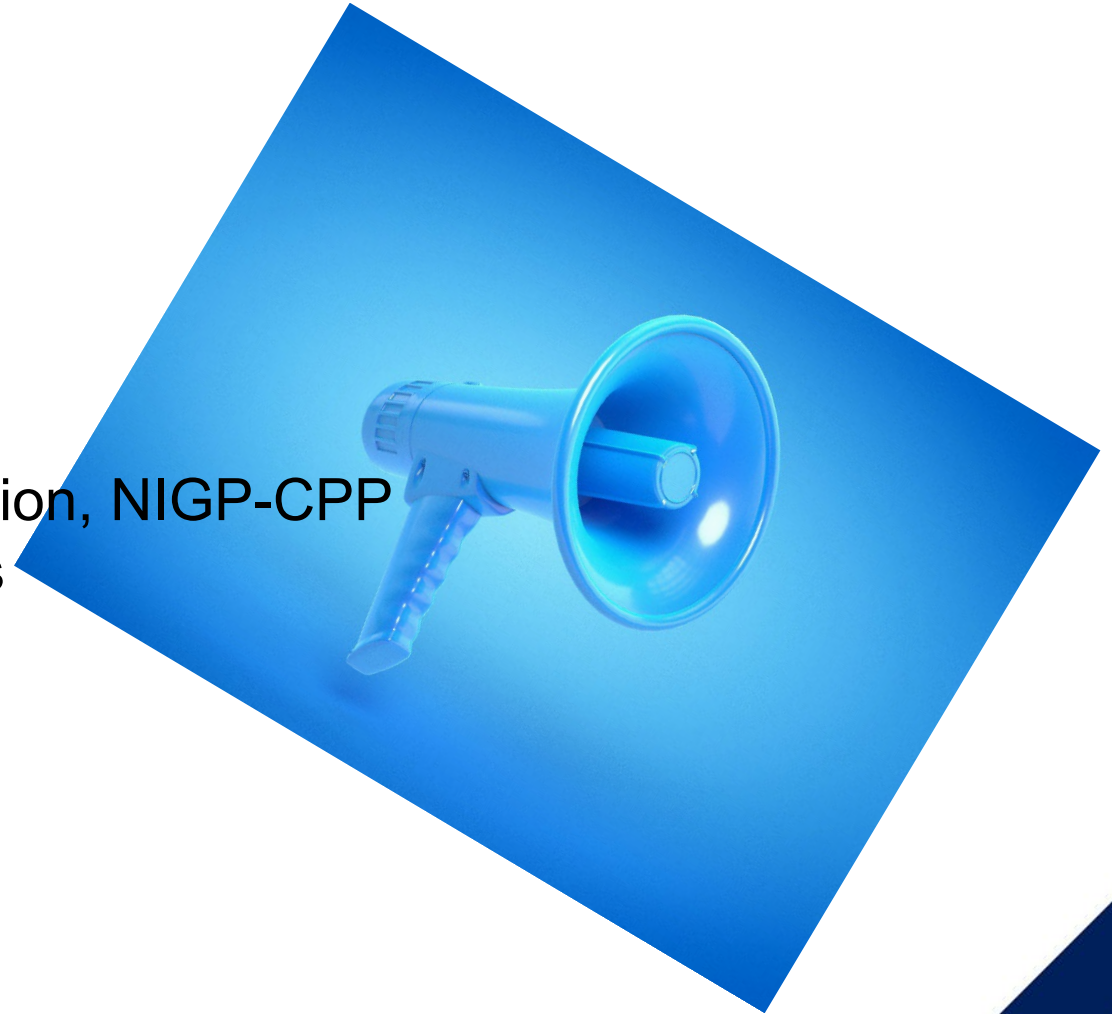
Chapter Visit Program

NIGP STAFF

Presentations/Opportunities:

- NIGP Business Council
- CEO – Welcome video, State of the Profession, NIGP-CPP
- NIGP Professional Development: Pathways
- NIGP-CPP Certification
- Swearing in of Officers

Fill out [Chapter Visit request Form](#)



Chapter Recognition and Awards – Due May 23

<https://www.nigp.org/chapters/awards-and-recognition>

Chapter Performance Standard SEAL

- A standard in which Chapters can strive to follow and advance opportunities offered to their members.

• **NEW** Meet a minimum score to earn a virtual SEAL

- 4 tiers of SEAL's



Outstanding Chapter Award

- Recognize outstanding chapter practices in the categories of:

Operations

Membership

Advocacy & Outreach

Professional Development

- Intent to share best practices – not only just the winning applications!

NIGP
**CHAPTER
ACADEMY**
2022



Leading Through Action

Every day. Every way.

March 1 – June 30, 2022
Reserve Your Spot Today

- ❖ Complete and Implement a Chapter Dashboard
- ❖ Targeted Learning Sessions of the 4 pillars of a thriving chapter: Leadership, Membership, Member Services and Administration
- ❖ **FREE** for up to 3 Chapter Leaders!
- ❖ Networking with nearly 100 of your fellow chapter leaders
- ❖ Register through March 1. <https://www.nigp.org/events/chapter-academy>

Host an NIGP Course

Step 1

- Signed Seminar Agreement

Step 2

- Survey your members on education needs (NIGP can survey for you)
- Review Seminar Check List and Chapter Timeline Documents
- View NIGP Course catalog
- Complete Course Request Form

Step 3

- Market and Promote the Course!

Questions, email:

Karen Robinson at events@nigp.org or visit <https://www.nigp.org/chapters/host-an-nigp-course>

****Requesting chapters to convert to direct deposit for Rebates Checks****

Online Chapter Resource Library

Governance

- Volunteer Position Descriptions
- Strategic Planning
- Chapter Bylaws – NIGP Review
- Chapter Policy Manuals
- Installation of Officers Script

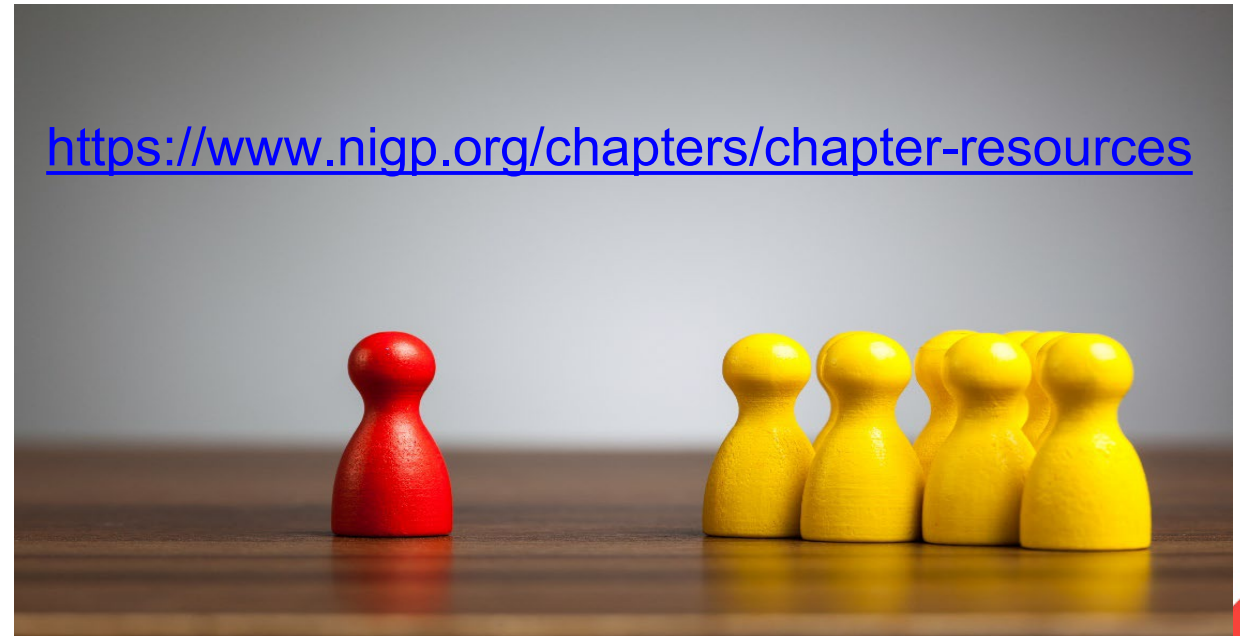
Legal, Taxes and Insurance

- Legal Duties of Boards
- Chapter Insurance
 - *General Liability – FREE
- Legal/Tax Webinar
- 990 Links
- Legal consultation when needed

Financial Management

- Chapter Banking
- Debt card Procedures
- Record Retention Schedule
- Internal Financial Controls
- Treasurer's PD's and Procedures

<https://www.nigp.org/chapters/chapter-resources>



Online Chapter Resource Library

Membership

- Membership Brochures
- New Member Packets
- Scholarship Programs
- Student Memberships
- Mentoring Programs
- Recognizing Members

Ask for a listing of NIGP Members for a Chapter Membership Campaign

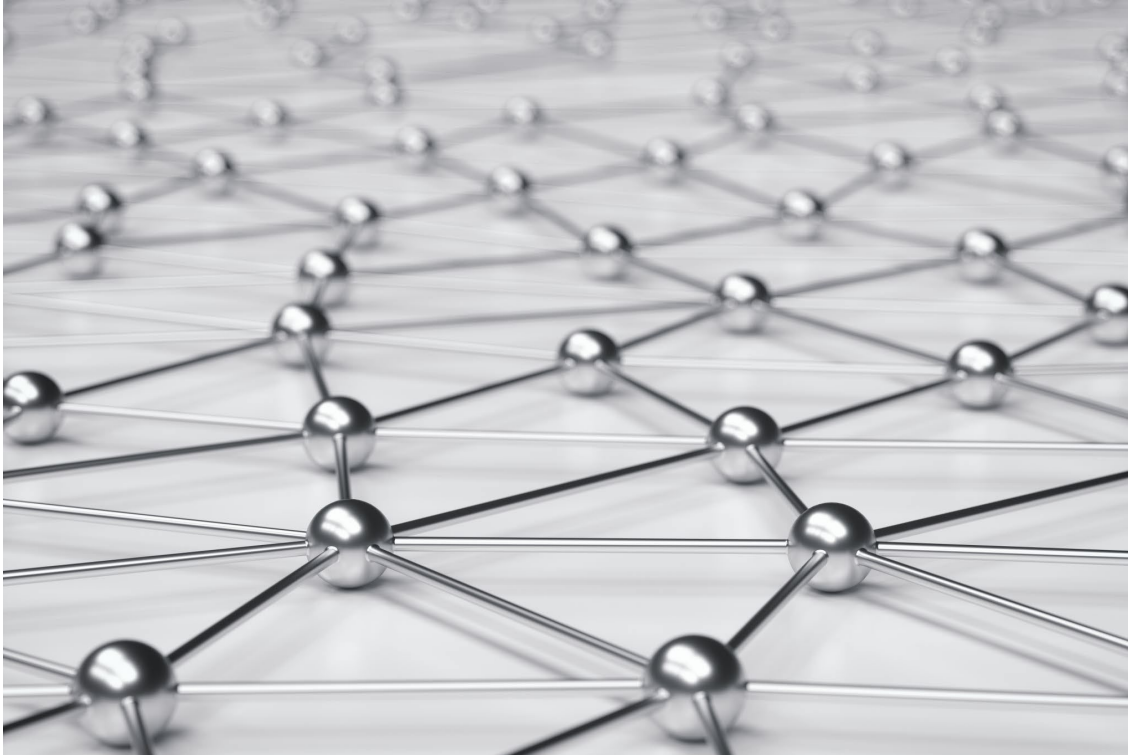
Events and Conferences

- Sponsorships
- Reverse Trade Shows Planning
- Hosting A Virtual Event
- Golf Tournaments
- NIGP Code of Conduct
- Certificate of Attendance

Marketing

- Social Media
- Legislation
- Procurement Month
- Chapter Marketing Tool Kit
 - Chapter use of NIGP Logo's
 - Pathways
 - NIGP-CPP Certification

Other Resources



- Chapter Connections
 - Chapter Newsletters
 - Upcoming Chapter Events
 - Chapter Updates to Share
 - Leaders-in-the-Loop
- NSite Chapter Leader Community
- Chapter Webinars
- NIGP Zoom Accounts
- Quarterly Chapter Leader Calls

Required Reporting Forms

Leadership Reporting Form – Due January 31

Member Data Form - Due January 31

Financial Form – Due March 1

Group Exemption Update Form – Due March 1

IRS 990 – Due May 15th or November 15th

Chapter Seminar Agreement - Due June 30

<https://www.nigp.org/chapters/annual-reporting-forms>



Required Reporting Forms

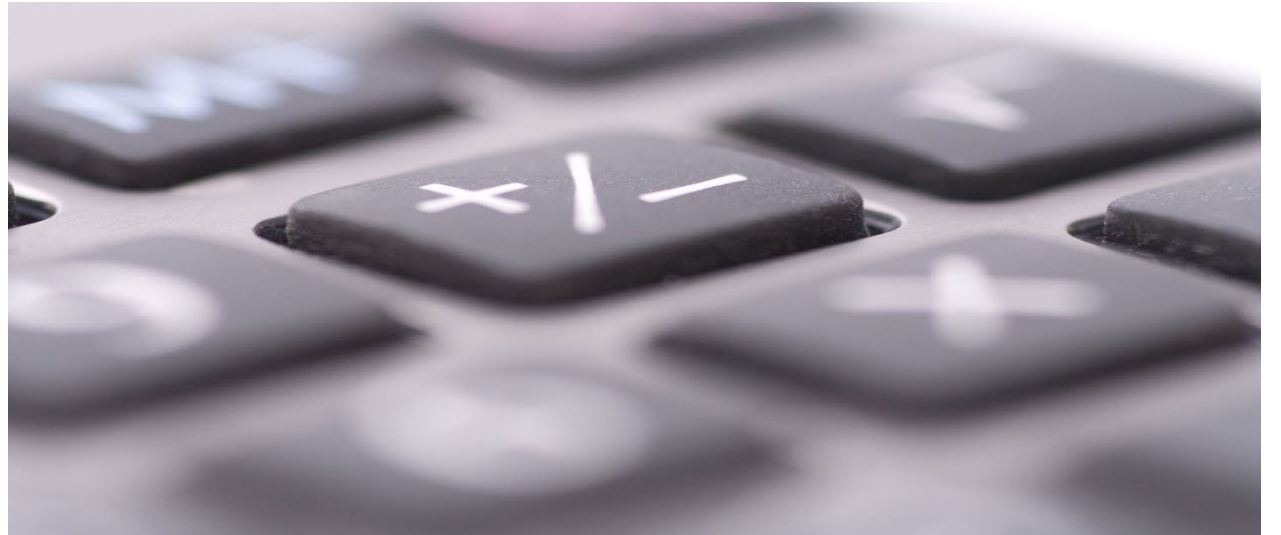
Leadership Reporting Form

- NIGP policy **requires** that the President, Vice President and **either** the Secretary or Treasurer hold an NIGP individual or agency membership
- All leaders indicated on the form will receive monthly *Leaders-in-the-Loop* emails and be invited on *Chapter Leader Calls*

Member Data Form

- Indicates total Chapter members for previous year (broken down by: dual membership with NIGP, Chapter only members and retired members)
- NIGP will send assessment based on the Chapter only members
- Provide NIGP Chapter Roster (request a list of NIGP Members in your area)

Chapter Reporting Forms



Chapter Financial

- For internal use only
- Fill out on-line fillable form or upload year-end balance sheet

Group Exemption Update Form

- To stay current on NIGP's Federal Group Exemption (need to be current to be able to file your required IRS tax forms)
- Canadian Chapters do not need to complete this form
- Per NIGP policy each Chapter must belong to the Group Exemption or have individual tax exemption

Chapter Reporting Forms

IRS-990


- ALL Chapters must file an IRS 990 (990, 990N, or 990EZ)
- Once submitted to IRS, a copy **must** be sent to NIGP

Seminar Agreement

- A signed copy must be on file prior to hosting an NIGP course
- An addendum will be issued each year
- Agreements run July 1 – June 30



NIGP Website



The Institute for
Public Procurement

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NSITE COMMUNITIES

ASPIRE LMS

CART

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CHAPTER RESOURCES

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Webinars

Marketing Toolkit



QUESTIONS