COMMITEES & TASK FORCES: POSITION DUTIES

ADVOCACY COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):
Executes at least one new program annually aimed at increasing the visibility of the procurement profession in the business community, educational community or political community.

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<tr>
<th>Legislative Updates (Taskforce)</th>
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<tr>
<td>Monitors and reports legislative updates to the membership.</td>
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Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership. Presents this update at a Chapter meeting and publishes it in the newsletter.

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<th>Partnership Development Committee</th>
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<td>Forges partnership(s) with a non-traditional partners (i.e. Other Professional Associations, Municipal Associations, Non-Profit organizations, etc.).</td>
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Required Outcome/Deliverable(s): Executes a collaborative and mutually beneficial event, promotion or shared initiative producing a member benefit, community benefit or professional benefit.

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<th>Community Services Committee</th>
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<td>Ensures that the Chapter maintains a supportive relationship with philanthropic non-profit organizations in the Central Florida area through volunteerism and charitable contributions.</td>
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Required Outcome/Deliverable(s): Hosts a minimum of one community service event for Chapter Volunteers. Provides a recommendation of charitable contributions at the Chapter’s Final Annual Meeting.

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<th>Sustainability (Taskforce)</th>
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<tr>
<td>Monitors and reports on sustainable procurement advancements and updates.</td>
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Required Outcome/Deliverable(s): Provides an annual comprehensive update for the membership and publishes this update in the newsletter.

PROFESSIONAL DEVELOPMENT COMMITTEES & TASK FORCES

Oversees the deliverables and outcomes of all subordinate task forces and committees.

Required Outcome/Deliverable(s):
Executes at least one new program annually aimed at increasing membership’s access to educational content. Performs an annual member needs analysis toward determining the Chapter’s educational requirements and demographic data. Conducts surveys, as needed, to determine educational interests of the membership.

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<th>Programming Committee</th>
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<td>Coordinates all speaking engagements and develops seminar programming.</td>
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Required Outcome/Deliverable(s): Provides meeting content suitable for each event’s audience ensuring that content is educational and non-commercial.
Class Coordinator (Committee)
Schedules all NIGP classes as requested by membership. Arranges for a location and supports the site coordinator. Serves as liaison between site coordinator, NIGP and instructor.

Required Outcome/Deliverable(s): Maintains state-wide training matrix; keeps current listing of all Florida NIGP Chapter ProDs; modifies matrix as updates are received; emails updated matrix to all Florida Chapter/FAPPO ProDs each Friday and updates Chapter website with revision. Updates Chapter seminar listings on the website to keep current. Informs membership of seminar offerings at each Chapter meeting. Contributes to each newsletter.

Recertification Counselor (Taskforce)
Serves as a resource for members completing recertification requirements. Provides a preliminary review of individual recertification applications and assists members in mapping a plan to re-certify.

Required Outcome/Deliverable(s): Maintains “Certification Corner” publication in the newsletter. Provides counseling services as needed by individual members; tracks member usage of this program.

Study Groups (Committee)
Endeavors to develop a CPPB & CPPO study group for each test cycle (May & October)

Required Outcome/Deliverable(s): Markets the study group program during each test cycle. Introduces interested parties, facilitates study materials and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

AWARDS COMMITTEES & TASK FORCES
Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s):
Executes at least one new program annually aimed at aligning member needs with recognition opportunities and awards.

Participation Scholarships Committee
Updates and maintain scholarship application as needed. Receive scholarship applications from members; verify and award points. Coordinate point value with Vice President. Process all scholarship redemption requests in coordination with Treasurer. Inform membership where to find the policy, procedures and forms for scholarships. Answer e-mails throughout the year that relate to scholarships. Provide bi-monthly input to Secretary for Newsletter.

Required Outcome/Deliverable(s): Processes all scholarship redemptions to treasurer within one (1) week of submission. Processes all deferments within one (1) week of stated deadline. Processes all scholarship applications within three (3) weeks of stated deadline.

Young Prof. Scholarships Committee
Increase awareness among college students about a career in Public Procurement by promoting the Nancy Woodger Young Professional Student Scholarship Program. Develops and maintains a current list of College/University Contacts and High-School Counselors in the region.

Required Outcome/Deliverable(s): Identifies the amount of student members upon assuming position duties and produces an increase. Executes a campaign to encourage scholarship applicants for the Nancy Woodger Young Professional Student Scholarship Program through local school boards, colleges and universities. Maintains an updated list of contacts for local schools and educational institutions in the region.
Forum Scholarships Committee
Encourages member attendance at NIGP’s Annual Forum. This chairman must resign this post if any applicant is a member of the Chairman’s agency.

**Required Outcome/Deliverable(s):** Executes a competitive scholarship for one (1) forum first-timer and (1) Emerging Professional (Newcomer to Public Procurement – 3 years or less). Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Service Awards (BOY & MOY) Taskforce
Evaluates applicants for the Buyer of the Year and Manager of the Year and makes recommendation to the Board of Directors. This chairman must resign this post if any applicant is a member of the Chairman’s agency.

**Required Outcome/Deliverable(s):** Makes recommendation to the Board of Directors within one (1) week of receipt of applications for review.

Certificates Task Force
Provides the membership with participation certificates on an annual basis. Re-issues certificates as needed by members.

**Required Outcome/Deliverable(s):** Posts annual participation certificates on the Chapter’s Website before the March Membership Meeting.

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**MEMBER SERVICES COMMITTEES**
Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

**Required Outcome/Deliverable(s):**
Executes at least one new program annually aimed at aligning member needs with member benefits.

Program Management
Ensures that all programs and initiatives have up-to-date formalization documents and continue to meet the needs of the membership. Draft program formalization documents for the approval of the Board of Directors.

**Required Outcome/Deliverable(s):** Attends a minimum of one (1) Board of Director’s meeting or teleconference to take inventory of the Chapter’s current programs. Ensures all program documentation is up-to-date.

Welcome Committee
Identifies new members at each Chapter Membership Meeting. Provides a short orientation of member benefits.

**Required Outcome/Deliverable(s):** Coordinates new member outreach via the registration table at all chapter meetings and events. Provides a Chapter Pin to all new members. Coordinates coverage with a volunteer when unable to perform duties.

Member Retention Committee
Promotes continued membership with the chapter. Works with the Program Management Committee to regularly deploy member benefit bulletins (email & newsletter) to the membership highlighting the chapter’s offerings. Identifies non-renewals and promotes re-engagement with the Chapter.

**Required Outcome/Deliverable(s):** Provides outreach for non-renewing members. Executes an initiative, member benefit or campaign aimed at upholding the value of membership and retaining members. Survey’s the membership to gauge member satisfaction and presents recommendations to the Board of Directors.
**Marketing & Public Relations**
Issues press releases for all awards and accomplishments. Develops promotional advertisements to promote chapter events, awards and accomplishments. Updates the Chapter’s marketing plan as needed.

*Required Outcome/Deliverable(s):* Maintains an updated list of Press Release Contacts in accordance with the Chapter’s Marketing Plan. Executes at least one campaign aimed at increasing the visibility of the Chapter.

**Sister Chapter Committee**
Provides guidance and support to the Mid Florida Chapter of NIGP.

*Required Outcome/Deliverable(s):* Executes a collaborative and mutually beneficial initiative aimed at supporting the leadership and membership of the Mid Florida Chapter of NIGP.

**MEMBER OUTREACH & MENTORING COMMITTEES**
Oversee the deliverables and outcomes of all subordinate task forces and sub-committees.

*Required Outcome/Deliverable(s):*
Establishes new relationships aimed at expanding membership in support of subordinate task forces and sub-committees.

**Member Mentoring Committee**
Administration of the Mentorship Program. Coordinates matches with prospective mentors and mentees. Maintain communication with mentors to ensure they are doing mentor duties. Maintain communication with mentees to ensure they are receiving the assistance needed.

*Required Outcome/Deliverable(s):* Markets the mentoring program at least twice annually. Matches interested parties, facilitates introductions and follows up on progress. Surveys participants on the value of the program before the close of the Chapter Year.

**Internship/ Externship Committee**
Increase awareness among college students about a career in Public Procurement by promoting the Internship/Externship Program.

*Required Outcome/Deliverable(s):* Executes at least one campaign annually to encourage scholarship applicants for the internship/externship program through local school boards, colleges and universities.

**Membership/ Recruitment Committee**
Promotes memberships with the chapter with new agencies and new members. Identifies NIGP members who are not Chapter Members for Outreach (list is available in January—see Board of Directors).

*Required Outcome/Deliverable(s):* Executes a campaign aimed at recruiting non-members. Obtains a list of leads in January and provides a report at the December Chapter Meeting identifying the achieved increase in membership.

**TECHNOLOGY COMMITTEE**
Oversee the deliverables and outcomes of all subordinate task forces and sub-committees.

*Required Outcome/Deliverable(s):*
Maximizes the use of technology in support of committees and operations.
Webmaster Committee
Maintains up-to-date content on the cfcnigp.org website. Liaison to website host and web developer.

Required Outcome/Deliverable(s): Identifies outdated content on a bi-monthly basis. Attends Chapter Manager Conference or sends a delegate (expenses are paid by the Chapter).

Social Media Committee
Maintains an up-to-date presence on social media in accordance with the Chapter Social Media Policy.

Required Outcome/Deliverable(s): Updates content on at least a bi-monthly basis. Promotes Chapter events and announcements.

File Management/Historian Committee
Annually takes inventory of files and documents in accordance with the Chapters retention policy. Serves as the custodian of all permanent records and other official documents of the Chapter. Identify, safeguard, dispose and/or destruct documents per Chapter’s Records Retention policy. Advise officers and/or committee chairs of proper disposal or destruction procedure for documents; review these documents as necessary prior to disposal or destruction. Digitally scans documents into the Chapter dropbox account. Delegates file access to committee chairs to share and maintain files in the Chapter’s dropbox. Ensures that the Chapter’s digital files maintain good order and organization.

Required Outcome/Deliverable(s): Reduces the chapters physical file footprint by archiving, destroying and scanning and organizing digital files. Maintains orderly account of official records.

Research & Development Taskforce
Upon appointment, obtains direction from the Board of Directors for a specific area of operations requiring improvement. Identifies technology, hardware & software suitable advancing Chapter Operations.

Required Outcome/Deliverable(s): Provides a report of feasible options to the Board of Directors by the May Chapter Meeting for consideration in the budget process.

Photography Committee
Coordinates all photography and maintains the Chapter Photo Archive (dropbox) and Photo Gallery.

Required Outcome/Deliverable(s): Provides photography at all chapter meetings and events. Ensures that all photos are uploaded to dropbox and posted to the Chapter Photo Gallery. Coordinates coverage with a volunteer when unable to perform duties.

OPERATING COMMITTEES & TASK FORCES
Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

Required Outcome/Deliverable(s): Ensures that all operating committees are regularly communicating and on-task.

Budget / Fiscal Management Committee
Presents the budget in accordance with the Chapter By-Laws. Routinely review budget v. actuals reports to maintain adequate fiscal oversight of the Chapter.

Required Outcome/Deliverable(s): Presents the Proposed Budget, Actual Budget and regularly monitors expenditures.
**Newsletter Committee**
Issues a bi-monthly newsletter including updates from officers, committee chairs, promotions, campaigns, opportunities and other items as directed by the Board of Directors.

*Required Outcome/Deliverable(s):* Six (6) annual newsletters issued at least two-weeks before each Chapter Event/Meeting.

**Chapter Mentoring Committee (Social Media [SM] & Scholarship [S])**
Promotes the non-competitive relationship between chapters. Provide education, support and routine follow-up assisting chapters to set and reach measurable and achievable goals.

*Required Outcome/Deliverable(s):* Outreach to Chapter Leaders nationwide via NIGP’s Nsite and documented follow-up with interested associations. Mentors shall assess and prescribe plans for advancing Chapter interests.

**Chapter of the Year Committee**
Takes inventory of the Chapter’s programs and accomplishments to determine if the Chapter is competing for the Chapter of the Year Award (COY). Develops annual S.M.A.R.T. goals for the Chapter to maintain status as an award winning Chapter. Coordinates the annual COY submittal.

*Required Outcome/Deliverable(s):* COY Submittal or Comprehensive plan for competing in future years.

**Governance Committee**
Provides guidance with governance and brings forward Chapter by-law revisions.

*Required Outcome/Deliverable(s):* Executes duties as-needed.

**Nominating Task Force**
Identify and interview potential Board position candidates. Select a slate of Officer nominations with recommendations for each position. Present slate of officer nominees to the membership.

*Required Outcome/Deliverable(s):* Markets Board of Director’s Opportunities. Interviews nominees and presents a slate of candidates to the membership. Holds elections and installs officers in accordance with the Chapter By-laws.

**Parliamentarian Task Force**
Advises the President and other officers, committees and members on matters of parliamentary procedure. Assist with procedures during meetings. Robert’s Rules of Order is the authority used in this role. Supervises nominating and elections.

*Required Outcome/Deliverable(s):* Shall at a minimum attend Chapter Meetings for the election of Officers and the installation of Officers. Coordinates coverage with a volunteer when unable to perform duties.

**Audit Task Force**
Shall report directly to the Chapter membership a written assessment of Chapter books. This assessment shall include, but not be limited to, verification of income and expenditures (checks & receipts). Internal Audit is performed once per fiscal year.

*Required Outcome/Deliverable(s):* Provides an annual written assessment (internal audit).
### Past President Task Force
Provide perspective and orientation to the incoming Board of Directors.

**Required Outcome/Deliverable(s):** Facilitates an Officer Orientation upon installation of Officers.

### Strategic Planning Task Force
Coordinate complete overhaul of Strategic Plan every 5 calendar years. On off years, revisit the Strategic plan for minor updates and changes. Next scheduled complete overhaul is due in the fall of 2016 to take effect in the 2017 calendar year.

**Required Outcome/Deliverable(s):** Provides a comprehensive strategic plan update every 5 years (Due in 2020). Provides annual follow-up of current strategic plan action items.

### EVENT MANAGEMENT
Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

**Required Outcome/Deliverable(s):** Ensures that all events are thoughtfully executed and staffed with volunteers.

#### Catering
Coordinates all food service for Chapter Events.

**Required Outcome/Deliverable(s):** Coordinates food service at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties. Provides a menu for the newsletter.

#### Family Day
Coordinates the Chapter’s Annual Procurement Month Family Day event.

**Required Outcome/Deliverable(s):** Executes Family Day during Procurement Month (March).

#### Audio-Visual Committee
Coordinates all audio-visual requirements in support of Chapter events and meetings.

**Required Outcome/Deliverable(s):** Provides audio-visual coordination at all chapter meetings and events. Coordinates coverage with a volunteer when unable to perform duties.

### FUNDRAISING COMMITTEE
Oversees the deliverables and outcomes of all subordinate task forces and sub-committees.

**Required Outcome/Deliverable(s):** Ensures that all events are thoughtfully marketed, executed and staffed with volunteers.

#### Speed Buying
Coordinates the Chapter’s Annual Speed Buying Event

**Required Outcome/Deliverable(s):** Executes Speed Buying

#### Reverse Trade Show
Coordinates the Chapter’s Annual Reverse Trade Show, appoints sub-chairman for all committees required to execute the event and oversees the achievement of measurable goals.

**Required Outcome/Deliverable(s):** Executes the Reverse Trade Show