

MAGPPA

Information Notebook

August 2003

Introduction

The Mississippi Association of Governmental Purchasing and Property Agents was established to bring governmental purchasing, property and materials management officials into an organization through which they can improve the quality of governmental purchasing, property and materials management. The Association shall provide the opportunity to exchange information and increase education toward a goal of increased efficiency and economy in government.

The Association has been in existence since 1983 and has been the benefactor of many hard working, dedicated volunteers. There is a wealth of additional information about the organization at the MAGPPA website. At this site you will find: Charter Members, Past Presidents, By-laws and other information pertinent to the organization.

As with any volunteer organization, at any given time, the current quality of the organization can be attributed to the abilities, desires, creativity and initiative of its current officers and committee members. Some activities and events prove to be a great success, others fail. Because of the constantly changing leadership and limited year-to-year coordination, many volunteer organizations suffer rollercoaster experiences of some great times and some falling below that level. In an effort to provide current and future members with a 'guide' to activities and duties, this MAGPPA Information Notebook has been developed.

Some of the items within this notebook, such as the By-laws, indicate requirements. Other items are indicators of "the way its been done in the past". This should not be a static document, but rather, it should be a dynamic, living document, that evolves over time to take advantage of the lessons learned. All members are urged to review the documents to have a better understanding of their association and they are urged to make suggestions. All officers and committees are urged to review the documents to take advantage of prior year experiences. Finally, all officers and committees are urged to submit suggested updates at the end of each year so that the lessons learned during the year are made part of this record. The President-elect should be responsible for making updates to the notebook.

Special thanks go to Renea Haycraft for the time and effort she invested in the development of the majority of this document.

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MAGPPA By-Laws

The MAGPPA By-Laws may be viewed at (need to insert website here)_

Officers and duties

The following are descriptions of the various officers duties as written in the by-laws (in italics) and additional suggested duties/activities based upon prior years.

ARTICLE VII. Duties of Officers

• *Section 1. President: The President of the Association shall preside at all meetings of the Association, appoint all special committees, call special meetings as deemed necessary, and cast the deciding vote during Executive Committee meetings in the case of a tie vote. The President of the Association shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates.*

Choose hotel and negotiate contract for Annual conference to be held during the year of presidency. Prepare Report (notebook) of their year in office for submittal to NIGP for chapter of the year award or delegate to someone.

• *Section 2. First Vice President: The First Vice President shall assist the President and shall preside in the absence of the President. In addition, the First Vice President shall carry out any other duties as directed by the President. The First Vice President shall be responsible for providing the program for each regular meeting. The First Vice President shall be responsible for notifying each member of the time and place of each meeting.*

Choose location, subject matter and speakers for regular meetings and make all necessary arrangements to include but not limited to; audio/visual, food, beverages, location, etc.

• *Section 3. Second Vice President: The Second Vice President shall be the Chairperson of the Membership Committee, lead in membership recruitment and retention, and shall carry out any other duties as directed by the President.*

Maintain list of members and make available to membership (printed or Internet)

• *Section 4. Treasurer: The Treasurer shall receive and maintain all receipts and records of financial transactions of the Association, collect and disburse all Association funds and keep an accurate record of same, and shall present a current financial statement to the membership at each meeting of the Association.*

• *Section 5. Secretary: The Secretary shall record the minutes of all Association meetings, develop and maintain a current roster of all members of the Association including name, governmental unit, address, and telephone number of each; maintain custody of the other correspondence and Association records, excluding current financial*

statements. The Secretary shall also maintain a library of specifications, purchasing manuals, reference materials, and seminar and course materials and make them available for reference by the membership. The Secretary shall make available, at all regular Association meetings, the minutes of the previous meeting and list of committee membership assignments.

• *Section 6. President-Elect: The President-Elect shall assist the President in any duties assigned by the President. The President-Elect shall also serve as the Historian for the Association. The President-Elect shall succeed to the office of the President should the office become vacant and serve until their term of election is complete.*

Arrange and coordinate Purchasing Month Legislative recognition event (if held).

Contact potential locations for annual conference to be held three years out. Ask the representatives to make presentations at August meeting.

Event Planning – To promote quality and consistency in the planning of events, the following suggestions are made.

1. Each proposed event/activity should be assigned to a single individual by the Board. Co-responsibility tends to cause confusion. If one person is responsible, everyone knows where to go for an answer.
2. That individual should, with the help of as many as needed, develop a plan of action that will include all actions needed to be taken, responsible party, costs, timelines, proposals, requests, etc.
3. The plan of action should be presented to the Board at least 2 weeks prior (depending upon the scope of the event a longer time frame may be needed) to the Board meeting to allow the board members to fully understand the issues and to look for things that are left out (banner, invitations, thank you notes, audio visual, etc). If the President so deems, it may also be sent to the full membership for input and comments.
4. The Board votes to approve, amend, or reject. The Board may require that reports, updates or other actions be taken to provide necessary information during the time leading up to the event.
5. The President has the authority to request updates, planned agendas, etc. for approval prior to the final event.

Suggested events/activities – The President and 1st Vice-President (with the approval of the Board) are designated as the individuals responsible for planning the activities of the organization. Anyone that has suggestions for events, activities, policy changes, by-law changes, etc. should submit their suggestions to those individuals and may, at that time, request the opportunity to go before the entire Board to explain the idea. Members are encouraged to continue to discuss and share ideas with each other, but we all must realize that it is wise for the leadership of an organization to be brought in on an idea long before it mushrooms beyond a small handful of people.

COMMITTEES

Committees are appointed by the President to assist the Executive Committee in conducting the official business of MAGPPA. Meetings are held as often as necessary to efficiently accomplish the purpose of the Committees at a time and place designated by the Chair or decided upon by a majority of the members. If expenses are anticipated, a budget must be submitted to the Executive Committee for review and approval prior to obligation of funds. Expenses incurred must be submitted on a timely basis with supporting documentation.

The Committee Chair is responsible for ensuring that minutes are kept of all meetings and a copy of such is filed with the Secretary within thirty (30) days of the meeting date. Committee Chair or designee is responsible for presenting progress reports to the membership at Quarterly Meetings.

As defined in MAGPPA ByLaws, Article IV, Section 3, Standing Committees are those committees that are continued each year for the successful operation of the Association in its aims and objectives. The Standing Committees are: ⑩ Education and Certification ⑩ Conference Committee ⑩ Membership Committee

As defined in MAGPPA ByLaws, Article IV, Section 3, Special Committees are those which are required to carry out the aims and objectives of the Association. The Special Committees are appointed by the President and include, but may not be limited to: ⑩ Nominating Committee ⑩ Auditing Committee

The Handbook identifies additional Special Committees as follows: ⑩ Executive Committee Advisory Council ⑩ Award Committee ⑩ ByLaws Committee ⑩ BYOB Committee ⑩ Help Line Committee ⑩ Information Technology Committee ⑩ Legislative Action Committee ⑩ Newsletter Committee ⑩ NIGP Committee ⑩ Property Committee ⑩ Public Service Activities Committee ⑩ Public Relations Coordinator ⑩ Scholarship Review Board ⑩ Travel Committee ⑩ Web Page Coordinator

AUDITING COMMITTEE

The purpose of the committee is to perform an annual audit of Association records to include a complete statement of all money received and expended, showing amounts on hand deposited. The audit is performed at the close of the fiscal year. The audit is made in accordance with generally accepted auditing standards and includes such test of the accounting records and other auditing procedures necessary to complete the audit. The committee is appointed by the President during the November Quarterly Meeting, and is composed of two members, neither of whom hold an elected office in the Association.

At the close of the fiscal year (December 31), the Audit Committee requests the Association records from the Treasurer.

The Audit Committee reviews the records on a transaction basis noting any

discrepancies. Discrepancies may include: inappropriate documentation, non-budgeted expense approved without Executive Committee approval, etc.

If any questionable transactions occur, the Audit Committee alerts the Executive Committee of findings and requests appropriate action.

At the conclusion of the audit, the Audit Committee presents a written report to the membership at the first Quarterly Meeting.

AWARDS COMMITTEE

The purpose of the committee is to solicit applications, review applications and recommendations, and select recipients of awards bestowed by MAGPPA (please refer to Awards section for details of individual awards). The committee is responsible for developing guidelines, criteria, and applications; soliciting submissions from membership; reviewing applications and/or recommendations submitted; and, selecting recipient of each award. The Committee Chair is responsible for securing plaques and/or appropriate token. The committee is composed of Chair appointed by the President and four members involved in purchasing, three members involved in property, and two members involved in information technology.

Awards bestowed in March during Purchasing Month Festivities

□ Purchasing Manager of the Year

This award was established to recognize an outstanding manager in the field of purchasing. The award consists of a plaque. Application is submitted by member for consideration. The Awards Committee selects the most deserving from applications and recommendations received. The Award is bestowed during the Purchasing Month Festivities in March.

□ Purchasing Agent of the Year

This award was established to recognize an outstanding purchasing agent. The award consists of a plaque. Application is submitted by member for consideration. The Awards Committee selects the most deserving from applications and recommendations received. The Award is bestowed during the Purchasing Month Festivities in March.

□ Property Manager of the Year

This award was established to recognize an outstanding property manager who has distinguished themselves in the field of fixed asset management. The Award consists of a plaque. Application is submitted by member for consideration. The Awards Committee selects the most deserving from applications and recommendations received. The Award is bestowed during the Purchasing Month Festivities in March.

Awards bestowed at Annual Conference

□ ***President's Award***

This award was established to recognize a member who provided exceptional support and assistance to the President during the year. The award consists of a plaque. The President selects the most deserving member. The Award is bestowed during the Annual Conference.

□ ***Oren Segrest Scholarship Award***

This award consists of a plaque and a \$500 scholarship to be used for continuing education in the field of public purchasing. It may be awarded to two members each year. Application is submitted by member for consideration. The application must state the intended use of the scholarship funds. The Award Committee reviews applications and recommendations selecting recipient(s) based on merit and need. The scholarship is contingent upon availability of funds. The Award is bestowed during the MAGPPA Annual Conference.

□ ***Roy Saye Award***

This award is MAGPPA's highest award. It was established to recognize an outstanding member who has shown great leadership in the field of purchasing. The Award consists of a plaque. A minimum of seven letters of recommendation must be received in order for a candidate to be considered for the Award. Each recommendation letter must give specific and detailed information relating why the candidate is being submitted for recognition. The Award is based on merit. The Award is bestowed during the MAGPPA Annual Conference.

The Committee is responsible for establishing deadlines for the submission of applications and/or recommendations, as well as the deadline for committee review of same.

The Committee is responsible for publicizing and/or marketing the awards and deadlines to ensure adequate competition or consideration.

□ March Awards – announce deadlines and provide application to membership on line through web site, through blast email, through Feb agenda notice, through March agenda notice if sufficient time for completion, submission and review by Committee

□ Conference Awards – announce deadlines and provide requirements/application to membership on line through web site, through blast email, through agenda notices, through newsletter

Applications/recommendations are sent to Chair who ensures receipt prior to the established deadline. The Committee may extend deadlines should additional time be required. However, the extension should be publicized to entire membership.

The Chair, at Committee's discretion, blocks the name of applicants/candidates, reproduces the applications/recommendations for submission to Committee members. The Chair compiles the Committee recommendations and facilitates discussion regarding

award.

The Chair arranges for the purchase of appropriate award

- . March awards – plaque for all bestowed
- . Conference awards
- . President's – plaque
- . Oren Segrest – plaque. Note the Committee must provide written notification to the President/Treasurer of recipient, after award is announced, to ensure reservation of funds.
- . Roy Saye – plaque and presentation binder with compilation of recommendation letters

The Chair coordinates presentation of awards with President.

For presentation purposes, the Committee

- . provides a synopsis of the award and recipients for presentation purposes;
- . arranges and coordinates photographer for each presentation; and,
- . arranges and coordinates for appropriate presenter for each award.

After presentation, Chair provides award information, recipient information and photograph to newsletter editor for publication in News To Use

- . March awards – May newsletter
- . Conference awards – December newsletter

The Committee is responsible for identifying suitable members for national recognition programs (NIGP's Manager of the Year and Buyer of the Year), as well as assisting them with the application process.

The Committee is responsible for assisting the President in the compilation of items required for submission to NIGP for the Chapter of the Year Award.

The Committee provides a written report to the President of Committee action.

MAGPPA AWARD APPLICATION

This application may be used for all awards presented during the March Purchasing and Property Festivities. You must be a MAGPPA member in good standing. Points will be awarded for activities taken place between January 1, 2XXX and December 31, XXXX. Please submit this application with information requested for each category in which you believe you have earned points.

Please check the following application award category:

_____ Purchasing Manager of the Year

____ Purchasing Agent of the Year

____ Property Officer of the Year

Name: _____

Entity: _____

Title: _____

I. Contributions to the Profession (15 points maximum)

The candidate has made significant contributions to the advancement of their profession as demonstrated by:

- ____ A. Published articles on their profession in professional publications, agency newsletters, and/or association newsletters. Provide copy. (1 point awarded per article, maximum 4 points)
- ____ B. Initiated innovative concepts in profession that will lead to a higher degree of public service. Provide narrative explanation. (Maximum 3 points)
- ____ C. Served as a member of a special task force or committee member on profession related subjects. Note: Do not include Association participation for this item. Provide details of involvement. (1 point awarded per membership, maximum 3 points)
- ____ D. Served as speaker at organized meeting to promote profession. Provide details of event. (1 point awarded per appearance, maximum 5 points)

II. Contributions to Professional Development (37 points maximum)

The candidate has made significant contributions to professional development as demonstrated by:

- ____ A. Served as a principle speaker at a meeting in which topic was related to specific profession. Provide details of event, i.e. name of event, date of occurrence, topic, audience, etc. (1 point awarded per event, maximum 5 points)
- ____ B. Served as a moderator/quality control team member at a State and/or National meeting and/or workshop in which topic was related to specific profession. Provide details of event. (1 point awarded per event, maximum 3 points)
- ____ C. Written course material for training seminar and/or workshop. Provide copy. (1 point awarded per event, maximum 5 points)

- _____ D. Served as an instructor for a training session and/or workshop. Provide details of event. (1 point awarded per event, maximum 5 points)
- _____ E. Attained and/or maintained professional certification. Examples: CPPB, CPPO, CPM, CDP, CCP, CPPS, CPPA, CPPM. Provide certification attained or maintained. (1 point awarded per certification, maximum 3 points)
- _____ F. Attended NIGP, NPMA and/or other recognized professional classes. Provide title, date, sponsor and location of class. (1 point awarded per class hour, maximum 16 points)

III. Contributions to employing entity (15 point maximum)

The candidate has made significant contributions to the governmental entity served as demonstrated by:

- _____ A. Developed or directed the development or revision of an entity manual, reference guide, or handbook on specific professional topic. Provide copy. (1 point awarded per item, maximum 3 points)
- _____ B. Implemented or coordinated a new approach to profession procedures or revised existing procedures to ensure greater efficiency and effectiveness of program. Provide specifics. (1 point awarded per item, maximum 3 points)
- _____ C. Served on an entity specific committee and/or task force involved in developing, implementing or revising new procedures and/or processes. Provide specifics. (1 point awarded per committee/task force, maximum 2 points)
- _____ D. Developed and/or implemented a training program within employing entity on specific profession. Provide training manual, if any, and details of program. (1 point awarded per program, maximum 2 points)
- _____ E. Used technology to increase efficiency, effectiveness and/or economy. Provide explanation. (1 point awarded per instance, maximum 5 points)

IV. Contributions to MAGPPA, NIGP, and NPMA (33 points maximum)

The candidate has made significant contributions to our professional associations as demonstrated by:

- _____ A. Member of MAGPPA, NIGP and/or NPMA Magnolia Chapter. List membership. (1 point awarded per membership, maximum 3 points)
- _____ B. Served as an officer of MAGPPA, NIGP, and/or NPMA. Provide office(s). (1 point awarded per office, maximum 3 points)
- _____ C. Served as a Committee Member of MAGPPA, NIGP and/or NPMA. Provide committee(s). (1 point awarded per committee, maximum 10 points)
- _____ D. Attended Quarterly Meetings of MAGPPA, attended Regional Meetings of MAGPPA, attended BYOB meetings, and/or attended Monthly Meetings of

NPMA Magnolia Chapter. Provide meeting dates and locations. (1 point awarded per meeting, maximum 14 points)

_____ E. Attended NIGP and/or NPMA National Forum/Meeting. (1 point awarded per event, maximum 2 points)

_____ F. Attended MAGPPA Annual Conference. (1 point awarded)

_____ **Total points**

Should a tie occur in an award category, consideration may be given to non-specified activities and/or previous year activities. Please provide information you think the Awards Committee should consider in the event of a tie.

**SEND APPLICATION AND SUPPORTING DOCUMENTATION TO: NOMINATING
CHAIR ADDRESS CITY, STATE ZIP**

Phone: XXX-XXX-XXXX or Fax: XXX-XXX-XXXX or Email:

**Please note it is the responsibility of the submitting party to ensure the fax is received
and/or compatibility of electronic submission.**

BYLAWS COMMITTEE

The purpose of the committee is to review current Bylaws and recommend modifications as necessary for vote by the membership.

The Bylaws Committee reviews the Association Bylaws for necessary updates and/or modifications.

The Bylaws Committee seeks input from the membership for any necessary updates and/or modifications.

The Bylaws Committee composes suggested changes and submits to the membership for review.

When submitting for membership review at meeting, according to Bylaws Article X, Amendment of By-Laws, Section 1. Bylaws changes require a simply majority of members present provided the proposed amendments have been submitted to the President in writing and a copy has been furnished to all members not less than five days prior to the meeting.

When submitting for membership review by letter ballot, according to Bylaws Article X, Amendment of By-Laws, Section 2. Bylaws may be amended by sealed letter ballot

provided a simple majority of members in good standing respond and the proposed amendments and statement of procedure has been submitted to the President in writing and copy has been furnished to all members not less than thirty days prior to the letter ballot.

The Bylaws Committee is responsible for providing suggested changes to the First Vice President for inclusion in the appropriate agenda notice and/or to the newsletter editor for membership's general information.

The Bylaws Committee is responsible for preparation of suitable ballot and submission to the membership relative to presentation method.

The Bylaws Committee is responsible for officially counting the ballot results and presenting to the President and membership at the conclusion of the ballot process if presented at a meeting or in the next written publication of the Association if presented by letter ballot.

The Bylaws Committee is responsible for providing a revised version of the Bylaws to the Executive Committee for final review.

Once Bylaws are adopted and approved, the Committee is responsible for providing to the Web Coordinator for inclusion on the Association website, and for the ongoing purposes of the Association.

BYOB (BRING YOUR OWN BAG) COMMITTEE

The purpose of this committee is to organize monthly lunch meetings to include a short presentation of general interest to the membership. The committee is composed of six members, two from the central area of the state, two from the northern area of the state, and two from the southern area of the state. One member from each area of the state is involved in purchasing and one is involved with property.

BYOB meetings are held each month on a predetermined day. These meetings are an informal gathering of members in the area and include a short presentation. These meetings afford a venue for members to gather on a regular basis throughout the year.

The BYOB Committee is responsible for

- . establishing the schedule for the monthly meetings;
- . identifying appropriate speakers and topics for presentation to the membership;
- . notifying members in the appropriate areas of scheduled meetings and the speakers/topics for each;
- . reporting to the membership at Quarterly Meetings the activities of each area; and,
- . providing a sign-in sheet for each meeting that is to be provided to the Secretary within 30 days of meeting.

CONFERENCE COMMITTEE

The purpose of the committee is to coordinate and assemble all the speakers, functions and activities that comprise an annual convention. The President submits the committee chair for vote by the membership immediately prior to the annual conference (August Quarterly meeting). The committee chair appoints committee members.

CONFERENCE CHAIR

Budget and Reconciliation

- . The Chair is responsible for developing the Conference budget and securing approval of the budget from the Executive Committee.
- . The Chair must ensure adequate cash flow is available from Conference proceeds to ensure viability of Conference planning and financial commitments.
- . The Chair must monitor the budget, alerting Sub-Committee Chairs when adjustments must be made.
- . The Chair is responsible for keeping the President aware of all financial considerations that impact the Association general fund.
- . The Chair is responsible for reconciliation of the Conference income and expenditures with the Treasurer and providing a final report to President, Treasurer and membership at November meeting. If final reconciliation is unavailable at November meeting, the Conference Chair will report on status with notification to the membership when account is final.

Communication

- . The Chair is responsible for communicating to all Sub-Committee Chairs in a timely manner all necessary information required for them to complete their tasks.
- . The Chair is responsible for communicating with the Executive Committee on behalf of the Conference volunteers.
- . The Chair is responsible for preparing articles for the newsletter to promote and/or report on Conference activities.
- . The Chair is responsible for preparing news releases to promote Conference activities.
- . The Chair is responsible for preparing and presenting a report to the membership at each Quarterly meeting.
- . The Chair is responsible for ensuring all appropriate thank you notes are written.

Complimentary Items/Concessions

- The Chair is responsible for the coordination and usage of the complimentary

and/or concessions given by the Hotel (complimentary rooms, suites, etc.)

Coordination

- . The Chair is responsible for facilitating good relations between all Conference Sub-Committees, vendors, hotels, service providers, etc.
- . The Chair is responsible for coordinating all site visits to the facilities being used and for conducting all planning meetings. The Chair, at their discretion, can delegate this task to the appropriate Sub-Committee Chairs.
- . The Chair is ultimately responsible for the entire coordination of the Conference.

Facility Usage

- The Chair is responsible for the assignment of adequate space at the meeting facility to include storage areas, meeting areas, social areas, etc.

Minutes of Meetings

- . The Chair is responsible for providing minutes of all Conference Committee meetings to the Secretary within fifteen (15) days of meeting.
- . The Chair is responsible for the collection of Sub-committee meeting minutes and submission to the Secretary within fifteen (15) days of meeting.

Record of Activity

- . The Chair is responsible for ensuring documentation of activities.
- . The Chair is responsible for conducting an “After Conference” meeting or providing an “After Conference” report to next year’s Conference Chair.

Schedule Integrity (Agenda & Meeting Format/Flow)

- . The Chair is responsible for the development of the Conference schedule including all workshops, socials, expos, meals, pre-Conference events, etc.
- . The Chair is responsible for ensuring the Conference provides a professional learning environment that is a positive reflection of our Association.

Site Inspection, Selection & Contract

- In partnership with the President, the Chair is responsible for soliciting bids from appropriate facilities, conducting site inspections, selecting host facility and negotiating a contract.

Surplus Items

- The Chair is responsible for collecting surplus Conference items to ensure proper use. For example: surplus delegate items can be used for the next year’s Chapter Share Fair to promote Chapter or used as thank you gifts for next year’s speakers.

Timeline

- The Chair is responsible for developing a timeline for the Conference, sharing such with Sub-Committee Chairs, and ensuring that all coordinators adhere to the timeline.

VIP Invitations/Schedules (unless specifically assigned to Sub-Committee Chair)

- The Chair is responsible for issuing invitations to and coordinating the schedules of VIPs unless specifically assigned to Sub-Committee chairs. VIPs include elected officials, local dignitaries, NIGP Officers and/or Board Members, other NIGP Chapter officers, etc.

Points to consider during Site Selection and Inspection of Facility

- . ADA facility
- . Audio Visual services available and costs
- . Child Care facilities
- . Copy Services onsite
- . Convention Services Manager assigned
- . Emergency Services available and/or location of nearest hospital
- . Hotel policies
- . Renovation plans
- . Contract terms
 - . All charges declared
 - . Allowance for early arrivals/early departures
 - . Attrition rates and policy
 - . Authorizing signature/individual
 - . Cancellation policy, must be reciprocal
 - . Checking in and checkout
- . Complimentary rooms/suites
 - . Sleeping room standard: 1 complimentary per 50 occupied
 - . Suites standard: 2, one for MAGPPA President and one for NIGP VIP
 - . Cutoff dates
 - . Deposits
 - . Exact rates
 - . Guarantee policies
 - . Identification of meeting
 - . Master account
 - . Meeting room requirements and costs if not complimentary
 - . Number of food events
 - . Number of meetings
 - . Sleeping rooms required each night
 - . Parking
 - . Payment arrangements
 - . Special staff rates
 - . Storage requirements

- . Suites required each night
- . Traffic flow and signage requirements
- . Fishing – provide venue
- . Food & beverage
 - . Access from kitchen
 - . Assistance with theme events
 - . Equipment / linens available
 - . Menus available
 - . Plus/plus/plus rate (gratuity/service and tax)
 - . Prices (escalation policy – no more than 6% per year)
 - . Services available
- . Meeting Rooms
 - . Air walls, soundproof or not
 - . Competing groups during Conference time
 - . Ease of access
 - . Flexibility of space for needs
 - . Location of freight elevators
 - . Shipping information for Vendor Exposition
 - . Location to sleeping rooms
 - . Parking access
 - . Registration area
 - . Restroom and telephone location and number
 - . Scale drawings available
 - . Storage areas
 - . Golf – provide course or partnership with course, discount fees
 - . Health Club
 - . Parking – free or fee
- . Planning Meetings
- . Complimentary or discount room rates for Conference planning meetings
 - . Physical appearance
 - . Pool – indoor or outdoor
- . Restaurants
 - . Hours of operation
 - . Quality, variety and price of offerings
 - . Service and staffing adequate
 - . Sufficient number onsite to handle delegates during non-provided meal times
 - . Room Service available
 - . Suite availability (hospitality and VIPS)
 - . Transportation to offsite events – cost
 - . Courteousness of staff
 - . Ease of registration/checkin
 - . Elevators sufficient
 - . Signage to meeting room/conference area

- . Guest Rooms
- . Appropriate amenities
 - . Coffee pot
 - . Radio/wakeup service
 - . Hair dryer
 - . Iron & ironing board
 - . Attractive, new, clean, well maintained
- . Facility
 - . Attractive, new, clean, well maintained
 - . Bell stand and storage
 - . Concierge
 - . Lobby activity
 - . Safe entry

CONFERENCE COMMITTEE SUBCOMMITTEE CHAIRS (GENERAL)

Budget and Reconciliation

- . All *Sub-Committee Chairs* are responsible for developing a budget for their respective areas and submitting to the *Conference Chair* no later than _____ . The budget should include all anticipated income and expenditures, as well as in-kind and donated items.
- . *Sub-Committee Chairs* do not have the authority to obligate MAGPPA until *the Conference Chair* receives budget approval. Budget approval will not be made until a written budget is submitted. If during the course of the planning process, the budget requires revision, the *Conference Sub-Committee Chair* should immediately notify the *Conference Chair* and/or designee. If it is determined a budget surplus will exist in your area, it will be helpful to know so the funds can be allocated to another area. If a budget shortfall occurs in your area, additional funds have to be approved before commitment of additional funds and/or resources is made.
- . Following Conference, all *Sub-Committee Chairs* are responsible for reconciling budget items for their respective items within ten (10) days close of Conference and providing a final account of income and expenditures to the *Conference Chair*.

Timeline

- . *Sub-Committee Chairs* are responsible for developing a timeline for their respective areas to be incorporated into the Conference planning document.
- . It is the responsibility of *the Sub-Committee Chairs* to coordinate overlapping or partnered events with appropriate Chairs.

Meeting Minutes

- If Sub-Committee meetings are held, the *Sub-Committee Chair* is responsible

for taking minutes and providing such to the *Conference Chair* within fifteen (15) days of meeting date.

Record of Activity

- *Sub-Committee Chairs* are responsible for maintaining a record of activity of their respective area to be submitted no later than fifteen (15) days after close of Conference that can be shared as a planning and resource tool for future Conference planners.

Thank You Notes

- *Sub-Committee Chairs* are responsible for writing thank you notes to all appropriate participants and/or donors (i.e., elected officials, speakers, special guests, performers, contributors, etc.).

CONFERENCE DECORATIONS COMMITTEE

Working in partnership with the Conference Chair and appropriate Sub-Committee Chairs, the *Decorations Chair* recommends decorations that will compliment the Conference theme within the designated budget. Once approved, the *Decorations Chair* should acquire the needed items.

The *Decorations Chair* is responsible for working with the appropriate *Committee Chair* to assist with decoration needs, as well as coordinating any installation/setup needs within the hotel with the *Facility Chair*. These needs include acquisition of items as well as assistance to install/place decorations prior to each event. Prior to the acquisition of items, the *Decorations Chair* should check the items available in storage for suitability. If stored items are not suitable, *Decorations Chair* should acquire the items.

It is the responsibility of the *Decorations Chair* to ensure that the cost of Conference decorations stay within the budgeted allotment. This requires coordination of all decorations to allow for re-use for multiple events when possible. The *Decorations Chair* should handle the acquisition and movement of all decorations. In some instances, delegation to specific *Sub-Committee Chairs* may be necessary. However, the *Decorations Chair* should monitor to ensure shared decorations are received when needed and reallocated to the next scheduled event.

At the conclusion of the Conference, the *Decorations Chair* has the responsibility of collecting all re-usable decorations and arranging storage in MAGPPA warehouse (managed by president-elect).

The events typically requiring decorations are listed below. Please keep in mind these are suggested minimums dependent on budget:

Sunday

- . Registration (*in partnership with Registration Chair*)
- Welcome sign

- . Delegate Reception (*in partnership with Food/Banquet Chair*)
- Table top decorations

Monday

- . Opening Ceremony (*in partnership with Opening Ceremony Chair*) --
- Floral arrangement for podium/head table

- . Monday Night Social (*in partnership with Social Chair*)
- Table top decorations
--Photography back drop

Tuesday

- . Business Luncheon (*in partnership with Food/Banquet Chair*)
- Floral arrangement for podium/head table

- . Banquet (*in partnership with Food/Banquet Chair*)
- Floral arrangement for podium/head table
--Table top decorations

Wednesday

- Closing Session (*in partnership with Conference Chair*) --Floral arrangement for podium/head table

CONFERENCE DELEGATE ITEM COMMITTEE

Working in partnership with the Conference Chair, the *Delegate Item Chair* recommends a commemorative item that will compliment the Conference theme within the designated budget. Once approved, the *Delegate Item Chair*, acquires the item(s).

In addition to the commemorative item, the *Delegate Item Chair* is responsible for acquisition of suitable items to be given in conjunction with the Delegate's Registration packet. These items may include pens, highlighter, ruler, pads, keychains, product samples, etc.

The *Delegate Item Chair* is responsible for the receipt, storage, assimilation and distribution of these items including coordinating the traditional "bag stuffing" gathering in advance of the Conference, as well as storing the items during Conference.

The *Delegate Item Chair* is responsible for coordinating the distribution of delegate items, as well as the Conference Program and Vendor Desk Reference, with the *Registration Chair* to ensure a seamless process.

The *Delegate Item Chair* is responsible for notifying the *Program Chair* of all items donated for inclusion in the Conference Program.

Some past delegate items have included:

- . Half-size padfolio with pen
- . Full-size padfolio with three ring binder attachment
- . Attaché bag
- . Duffel bag and glass
- . Canvas bag and business card holder
- . Canvas bag, note holder and mouse pad
- . Canvas bag and radio

CONFERENCE DOOR PRIZE COMMITTEE

The *Door Prize Chair* is responsible for the solicitation, acquisition, storage and distribution of all items donated to MAGPPA as door prizes. The *Door Prize Chair* should develop a plan of action for distribution of items in partnership with the *Conference Chair* and appropriate *Sub-Committee Chairs*.

It is the responsibility of the *Door Prize Chair* to ensure adequate items are received to meet needs of Conference plan. The *Door Prize Chair* should handle the acquisition and movement of all door prizes to ensure accountability. In some instances, delegation to *specific Committee Members and/or Sub-Committee Chairs* may be necessary.

The *Door Prize Chair* is responsible for the storage and security of items during Conference, as well as the distribution of the items to the appropriate locations and time. The *Door Prize Chair* is responsible for establishing a system that determines when item(s) will be distributed, as well as tracks the use of the door prize, the recipient when possible, and ensures the donor receives appropriate recognition and thanks for their contribution. Recognition may include mention in the Conference program, during suitable Conference event, on MAGPPA website, and in News To Use. The *Door Prize Chair* is responsible for providing the appropriate information to the *Program Chair*, to the *Event Chair* if recognition during Conference is planned, to *Webmaster* and to *Newsletter Editor*.

The *Door Prize Chair* is responsible for notifying the *Photography Chair* when large items are to be given away so that the Conference Photographer can be present. Door prizes may be distributed at the events listed below. Please keep in mind these suggested venues are dependent on number of items donated and time allotted for event.

- . Opening Ceremony

- . Vendor Exposition
- . Education Workshops
- . Awards Luncheon
- . Banquet
- . Closing Session

There are three *Sub-Committees* that will also interact with groups that typically donate items for Conference: *Fishing Tournament, Golf Tournament and Vendor Exposition*.

Typically, the Fishing Tournament and Golf Tournament have items donated to be used as prizes for winning individuals/teams. The *Door Prize Chair* may delegate the use of these items to the *Fishing and Golf Chairs*. The *Door Prize Chair* should at minimum record items donated and track the use of each.

The *Door Prize Chair* should retain control of the items donated through the Vendor Exposition and use them to enhance the overall Conference experience.

The Door Prize Chair and Vendor Exposition Chair should work together to identify items to be given away at the Vendor Exposition and work with the contributing vendor in distributing to Conference attendees.

CONFERENCE EDUCATION COMMITTEE

Working in partnership with the Conference Chair, the *Education Chair* develops the workshop schedule and identifies topics and presenters that will compliment the Conference theme within the designated budget.

The *Education Chair* is responsible for the coordination of all educational sessions including the breakout sessions, entity-specific delegation sessions and general sessions. The *Education Chair* should identify suitable presenters for breakout and general sessions, invite their participation and coordinate their attendance at Conference.

The anticipated expenses include speaker honorariums, air/ground transportation, meals, lodging, audio visual needs, and printing of an educational reference manual. MAGPPA typically has several complimentary rooms that may be used, at the discretion of the *Conference Chair*, to offset lodging costs for dignitaries and speakers. MAGPPA typically invites speakers and dignitaries to join the membership at meal events. The *Education Chair* is responsible for notifying the *Conference Chair* and *Food & Banquet Chair* when speakers and/or dignitaries will be participating in meal events so necessary steps can be taken to ensure appropriate seating (head table and/or reserved table) and adequate head count given to hotel.

The *Education Chair* is responsible for all assistance required by speakers including:

- . Pickup and return to airport if traveling by air

- . Meeting/greeting upon arrival (*assisted by Hospitality Chair*)
- . Room reservations (*upgrades if available and appropriate, coordinated with Conference Chair*)
- . Invitation to join meal and social functions (*coordinated with Food & Banquet Chair*), as well as any special food needs
- . Presenter information packet to include items such as classroom assignment, name tag, handouts, special items (*coordinated with Quality Control Chair and Registration Chair*)
- . Room assignment and setup according to speaker needs to include audio and visual equipment (*coordinated with Facilities Chair*). *Education Chair* should keep audiovisual needs within the same room on the same days to consolidate audiovisual equipment and lessen cost to Association.
- . Production of Educational Reference Material and/or duplication of handouts if necessary
- . Provide necessary information to *Program Chair* regarding speakers biographical information, speaker photos, synopsis of workshops, location and times of workshops for inclusion in Conference Program.
- . Notifying *Photography Chair* of any workshops presented by dignitaries or of special note so arrangements can be made to have the Conference Photographer present.

The *Education Chair* is responsible for providing the necessary information to the *Registration Chair* so that speaker's name badges can be made.

The *Education Chair* is responsible for coordinating food and beverage selections with the *Food & Banquet Chair* for the delegate breakfast sessions and closing session, as well as break times.

Tips for Education Chair

When contacting a potential speaker:

- . State the name of the Association and its purpose;
- . State the name of the Conference, its purpose and the target audience;
- . Give the overall guidelines for the length and format of their presentation;

When speaker confirmed, discuss all financial considerations and confirm in simple written agreement to ensure mutual understanding. Areas to cover:

- . Confirm fees, if any, and other incidentals (travel costs, Conference meals/events they will participate in, room, etc., as well as any special food needs or ADA needs)
 - . Ask what equipment, supplies and support will be needed;
 - . Bring their own or supplied. If MAGPPA is to provide, solicit "loaned" equipment from membership to reduce cost of audio visual needs.
- . Laptop
- . Projector

- . Overhead
 - . Software used
 - . Flip Chart
 - . Lavalier or wireless microphone. Familiarize yourself with meeting rooms to know which will require microphones due to size or orientation to other meeting rooms. Only use microphones when necessary.
 - . Podium
 - . Supply table
 - . Preference on room setup
 - . Classroom
 - . Crescent (half rounds)
 - . Hollow square
 - . Horseshoe or “U”
 - . Theater
 - . Water stations in meeting rooms
 - . If possible, let potential speaker know who else will be presenting to avoid repetition in topics and subject matter;
 - . If speaker will require overnight accommodations, ask preference (smoking vs non-smoking; double or queen/king; special needs (handicap accessibility));
 - . If speaker is traveling into area, provide directions to facility or offer to meet at airport if flying;
 - . Ask how they wish to be introduced. Keep introductions short, upbeat and relevant to audience.
 - . Allow speaker flexibility in presenting the information, they will know how the information is best presented: lecture, class participation, short presentation followed by question/answer period, etc.
 - . Provide results of workshop survey/evaluation if speaker requests.
 - . Make and/or assist with travel arrangements. Once made, ensure you know arrival and departure schedule.
 - . Greet upon arrival and present with necessary speaker’s package.
 - . Collect necessary receipts and/or invoices to ensure prompt payment.
- Many speakers require payment immediately following presentation.

CONFERENCE FACILITY CHAIR

Working in partnership with the Conference Chair and appropriate *Sub-Committee Chairs*, the *Facility Chair* coordinates and manages the various needs required during Conference and ensures they remain within the designated budget.

The *Facility Chair* serves as Conference liaison to the Hotel staff, is responsible for the “secured” common storage areas during Conference and resolves facility issues that may occur during Conference (temperature, lighting, etc.). The *Facility Chair* is also responsible for compiling all audiovisual and special needs (raised stages, dance floor, etc.) and coordinating through Hotel’s designated audiovisual vendor.

The *Facility Chair* is responsible for working with the following *Sub-Committee Chairs* to provide assistance in their respective areas:

- . Decorations – Assist *Decorations Chair* in the installation and/or setup of items that affect facilities, i.e. hanging banners/signs
- . Door Prizes – Assist *Door Prize Chair* in ordering appropriate audio and/or staging equipment if needed during door prize give-away; assist in securing appropriate storage for items.
- . Education -- Assist *Education Chair* in determining audio and visual needs for each classroom and general session event, as well as assist with room setup as requested by speaker.
- . First Timers – Assist *First Timers Chair* in determining audio/visual needs and room setup for First Timers’ event.
- . Food/Banquet – Assist *Food/Banquet Chair* in determining audio/visual needs, room setup, and head table requirements for food/banquet events.
- . Hospitality – Assist *Hospitality Chair* in special needs concerning hospitality suites such as signage.
- . Information Desk – Assist *Information desk Chair* in needs required during Conference for information desk, MAGPPA store and bulletin board.
- . Monday Night Social – Assist *Social Chair* in determining audio/visual needs, band requirements, room setup, dance floor installation and other special needs required.
- . Opening Ceremony – Assist *Opening Ceremony Chair* in determining audio/visual needs, room setup, stage requirements and head table requirements.
- . Quality Control – Assist *Quality Control Chair* in resolving issues that arise during Conference workshops and general sessions.
- . Photography – Assist *Photography Chair* in setting up the appropriate table arrangements required by the Conference Photographer to display and sell photos taken during Conference.
- . Registration – Assist *Registration Chair* in determining requirements for registration setup and process; assist in securing appropriate storage for registration supplies.
- . Vendor Exposition – Assist *Vendor Chair* in determining audio/visual needs for Vendor Exposition; assist with registration setup requirements; and, resolve issues that arise during Expo.

CONFERENCE FIRST TIMERS COMMITTEE

Working in partnership with the Conference Chair, the *First Timers Chair* develops the First Timers’ program that will compliment the Conference theme within the designated budget.

The *First Timers’ Chair* is responsible for the development and coordination of the First Timers’ program to ensure:

- . First Timers’ are designated as such through distinctive badge and/or

ribbon (*coordinated with Registration Chair*);

- . First Timers' are introduced to the Conference schedule and program;
- . First Timers' are introduced to MAGPPA and its officers able to attend event; and,
- . First Timers' know to whom to turn if they have questions during Conference.

The *First Timers' Chair* is responsible for coordinating the room assignment and setup with *Conference Chair and Facilities Chair*.

The *First Timers' Chair* is responsible for notifying the *Photography Chair* of the planned events so that the Conference Photographer can be present.

CONFERENCE FISHING TOURNAMENT

Working in partnership with the Conference Chair, the *Fishing Tournament Chair* plans, organizes and coordinates a fishing tournament that will compliment the Conference theme. The Fishing Tournament is a pre-Conference activity and shall be self-supporting. Registration fees and/or sponsorship shall cover all expenses.

The *Fishing Tournament Chair* is responsible for the planning and coordination of the Tournament to ensure a positive and professional atmosphere for all participants.

The *Fishing Tournament Chair* is responsible for:

- . *In partnership with the Door Prize Chair and Vendor Exposition Chair*, solicit vendor donations to offset all costs of Tournament.
- . Identify and contract for suitable location that will provide easy access to all participants
- . Develop marketing materials for distribution to MAGPPA membership (*in coordination with Registration Chair and Newsletter Editor*) and other interested parties (*in coordination with Vendor Chair*)
- . Develop and manage registration process to include receipt of fees, assignment of vessels and/or teams, reservation of equipment, licenses, etc.
- . Establish prize/award criteria, inform all participants of criteria prior to commencement of Tournament, make awards at conclusion of Tournament. Typically, the Tournament winners are recognized during a Conference event

(coordinated with the appropriate Sub-Committee Chair)

- . *In partnership with the Photography Chair*, arrange for the Conference Photographer to be available to take candid and/or staged photos.
- . *In partnership with the Newsletter Editor*, arrange for suitable recognition for sponsoring vendors and Tournament winners.

It is the responsibility of the *Fishing Tournament Chair* to provide a full disclosure of all contributions (money, prizes, in-kind services, etc.) and the use of each.

CONFERENCE FOOD & BANQUET COMMITTEE

Working in partnership with the Conference Chair and appropriate *Sub-Committee Chairs*, the *Food & Banquet Chair* recommends menu selections that will compliment the Conference theme within the designated budget. Once approved, the *Food & Banquet Chair* should coordinate the selected menus.

The *Food & Banquet Chair* serves as liaison to the Hotel staff for all food and beverage functions. The *Food & Banquet Chair* is the authorized representative to review and approve food and beverage charges during Conference.

Unless otherwise designated, the *Food & Banquet Chair* is solely responsible for the events listed below:

. Delegate Reception – *In partnership with the Conference Chair*, the *Food & Banquet Chair* is responsible for

- . developing a theme for the event,
- . selecting food and beverage items,
- . arranging for appropriate speakers,
- . placement of head table participants,
- . arranging for appropriate reserved seating/tables,
- . work with *Vendor Chair* to locate suitable sponsors;
- . coordinating decorations needs with the *Decorations Chair*,
- . coordinating audiovisual, staging, and table setup with the *Facilities Chair*; and,
- . provide necessary information regarding event to *Program Chair* for inclusion in Conference Program.

. Business Luncheon – *In partnership with the Conference Chair*, the *Food & Banquet Chair* is responsible for

- . developing a theme for the event,
- . selecting food and beverage items,
- . arranging for appropriate speakers,
- . placement of head table participants,
- . arranging for appropriate reserved seating/tables,
- . arranging for blessing,
- . coordinating decorations needs with the *Decorations Chair*,
- . coordinating audiovisual, staging, and table setup with the *Facilities Chair*;
- . coordinating with the President and any other designated Association officer and/or *Committee Chair*, the program for the business portion, as well as any voting procedure to be conducted. *Please note, traditionally, the election of the Conference host city is held during this event conducted by the President-elect*;
- . provide necessary information regarding event to *Program Chair* for inclusion in Conference Program; and,

- . Notifying the *Photography Chair* of activities to photograph.
- . President's Reception and Banquet – *In partnership with the Conference Chair, the Food & Banquet Chair* is responsible for
 - . developing a theme for the event,
 - . selecting food and beverage items,
 - . arranging for appropriate speakers,
 - . arranging entertainment if determined appropriate,
 - . placement of head table participants,
 - . arranging for appropriate reserved seating/tables,
 - . arranging for blessing,
 - . coordinating decorations needs with the *Decorations Chair*,
 - . coordinating audiovisual, staging, and table setup with the *Facilities Chair*;
 - . provide necessary information regarding event to *Program Chair* for inclusion in Conference Program.
 - . coordinating with the President and any other designated Association officer and/or *Committee Chair*, the program and/or speaker, as well as any award presentations to be made. *Please note, traditionally, the presentation of the President's Award, Oren Segrest Scholarship and Roy Saye Award are made at this event;*
 - . *Coordinating with the President*, the induction of officers for upcoming year to include
 - . Arranging for NIGP official, if available, to conduct the swearing in of officers (typically all officers, excluding the President, are sworn in together; followed by the President)
 - . Ensuring the oath of office is available for individual conducting the ceremony;
 - . provide necessary information regarding event to *Program Chair* for inclusion in Conference Program; and,
 - . Notifying the *Photography Chair* of activities to photograph.
 - . Breaks – The *Food & Banquet Chair* is responsible for the selection and coordination of food and/or beverage breaks throughout the Conference. *The Food & Banquet Chair* is also responsible for working with the *Vendor Chair* to identify potential sponsors for breaks.

The *Food & Banquet Chair* assists and coordinates food and beverage items for the events listed below:

- . Vendor Continental Breakfast (*in partnership with Vendor Chair*)
- . Opening Ceremony Breakfast (*in partnership with Opening Ceremony Chair*)
- . Monday Night Social (*in partnership with Monday Night Social Chair*)
- . Delegate Network Session/Breakfast (*in partnership with Education Chair*)
- . Closing Session Breakfast/Brunch (*in partnership with Education Chair*)

It is the responsibility of the *Food & Banquet Chair* to coordinate attendee guarantee for

each event with Hotel staff within given timeframe.

It is the responsibility of the *Food & Banquet Chair* to be on-site at all food/beverage functions to ensure appropriate quantity is provided, as well as any special food needs, i.e., vegetarian and/or allergy related. Only the *Food & Banquet Chair* and/or *Conference Chair* have the authority to make changes and/or additions to the selections and quantity. The *Food & Banquet Chair* must review all food and beverage tickets to ensure correct selections, charges and quantities before approving for final billing purposes.

It is the responsibility of the *Food & Banquet Chair* to notify the *Photography Chair* of the notable events for which they are responsible so the Conference Photographer can be present.

Tips for Food & Beverage:

Confirm room assignment for each food event Obtain dated menus to confirm price and availability of selections Establish food and beverage budget (include plus/plus/plus)

Determine event style

- . Buffet, Reception or Seated
- . Formal or Informal
- . Room Setup
 - . 60 inch round seats 10
 - . 72 inch round seats 12
 - . Service Style
 - . Staff requirements (number per service)
 - . Decorations required
- . Reserved & Head table requirements
 - . Staging
 - . Microphones
 - . Podiums
 - . Table cards
- . Number of bar setups/bartenders if appropriate
 - . By person, drink, bottle
 - . Cash or hosted
 - . House Brands or Call Brands
 - . Servers per person
- . Bar/Liquor liability – to reduce liquor liability
 - . Require one-ounce pour, not free pour
 - . Limit length of service
 - . Use professional bartenders, prepared/trained to handle problems
 - . No self-service items (kegs of beer)
 - . Provide abundance of nonalcoholic beverages
 - . Provide food
 - . Monitor consumption (group and individual)
 - . Arrange assistance/transportation when warranted

CONFERENCE GOLF TOURNAMENT

Working in partnership with the Conference Chair, the *Golf Tournament Chair* plans, organizes and coordinates a golf tournament that will compliment the Conference theme. The Golf Tournament is a pre-Conference activity and shall be self-supporting. Registration fees and/or sponsorship shall cover all expenses.

The *Golf Tournament Chair* is responsible for the planning and coordination of the Tournament to ensure a positive and professional atmosphere for all participants.

The *Golf Tournament Chair* is responsible for:

- . *In partnership with the Vendor Exposition Chair*, solicit vendor donations to offset all costs of Tournament.
- . Identify and contract for suitable location that will provide easy access to all participants
- . Develop marketing materials for distribution to MAGPPA membership (*in coordination with Registration Chair and Newsletter Editor*) and other interested parties (*in coordination with Vendor Chair*)
- . Develop and manage registration process to include receipt of fees, assignment of carts and/or teams, reservation of equipment, etc.
- . Establish prize/award criteria, inform all participants of criteria prior to commencement of Tournament, make awards at conclusion of Tournament. Typically, the Tournament winners are recognized during a Conference event

(coordinated with the appropriate Sub-Committee Chair)

- . *In partnership with the Photography Chair*, arrange for the Conference Photographer to be available to take candid and/or staged photos.
- . *In partnership with the Newsletter Editor*, arrange for suitable recognition for sponsoring vendors and Tournament winners.

It is the responsibility of the *Golf Tournament Chair* to provide a full disclosure of all contributions (money, prizes, in-kind services, etc.) and the use of each.

CONFERENCE HOSPITALITY COMMITTEE

Working in partnership with the Conference Chair and Vendor Chair, the *Hospitality Chair* identifies and secures commitment from vendors to host hospitality suites and provides assistance to Conference Chair in the welcome of special guests (elected officials, NIGP visitors, and dignitaries) and provides assistance to *Education Chair* in the welcome of speakers.

The *Hospitality Chair* should strive to provide sponsoring vendor hospitality suites at a minimum as follows:

- . Sunday evening (two preferred)
- . Monday evening (two preferred)
- . Tuesday evening

The *Hospitality Chair* is responsible for coordinating room/suite needs with the *Facilities Chair* to ensure adequate rooms are available, signage as requested and special needs as identified.

The *Hospitality Chair* is responsible for notifying the *Information Desk and Conference Chair* of location and schedule of hospitality suites as soon as available to provide information to delegates.

The *Hospitality Chair* is responsible for ensuring appropriate recognition is given to sponsoring vendors that may include mention in the Conference program, during suitable Conference events, on MAGPPA website, and in News To Use. The *Hospitality Chair* is responsible for providing the appropriate information to *the Conference Chair, to Program Chair, to the Event Chair* if recognition during Conference is planned, to *Webmaster* and to *Newsletter Editor*.

CONFERENCE INFORMATION DESK & MAGPPA STORE COMMITTEE

Working in partnership with the Conference Chair, the *Information Desk Chair* identifies and secures appropriate information for dissemination to delegates during Conference, as well as identifies suitable items to be sold at MAGPPA Store.

The *Information Desk Chair* is responsible for coordinating an Information Desk that is manned throughout the Conference and provides the following:

- . Information regarding local attractions and restaurants
- . Information on the nearest hospital and/or provider of emergency services
- . Bulletin Board that displays daily conference schedule and changes, if any, to printed program (*in partnership with Program Chair and Facilities Chair*)
- . Displays messages for delegates
- . Location of hospitality suites (*in partnership with Hospitality Chair*)

With regard to MAGPPA Store, the *Information Desk Chair* is responsible for:

- . Identifying appropriate items for sale (*with approval of Conference Chair and MAGPPA President*)
- . Providing secure areas for items when Store not in operation (*in partnership with Facilities Chair*)
- . Maintaining inventory and sales receipts for items sold with reconciliation to MAGPPA Treasurer

CONFERENCE MONDAY NIGHT SOCIAL COMMITTEE

Working in partnership with the Conference Chair, the *Monday Night Social Chair* develops the program that will compliment the Conference theme within the designated budget.

The *Monday Night Social Chair* is responsible for the development and coordination of the Social program to ensure a positive, informal networking opportunity for delegates and vendors.

The *Monday Night Social Chair* is responsible for:

- . *In partnership with the Vendor Exposition Chair*, solicit vendor donations to offset cost of Monday Night Social;
- . Developing a theme and, *in partnership with the Decorations Chair*, arrange for the required decorations;
- . *In partnership with the Food & Banquet Chair*, coordinating the food and beverages to be provided during the Social;
- . Contracting for suitable musical entertainment;
- . *In partnership with the Facilities Chair*, coordinating the required audiovisual needs of the musical entertainment (i.e., sound equipment, patch system, etc.), the staging required by the musical entertainment, the dance floor, and table setup.
- . *In partnership with Registration Chair*, provide the appropriate marketing materials for inclusion in registration packet;
- . *In partnership with Program Chair*, provide information to be included in Conference Program;
- . *In partnership with the Photography Chair*, arrange for the Conference Photographer to be available to take candid and/or staged photos.

CONFERENCE OPENING CEREMONY COMMITTEE

Working in partnership with the Conference Chair, the *Opening Ceremony Chair* develops the program that will compliment the Conference theme within the designated budget.

The *Opening Ceremony Chair* is responsible for the development and coordination of the Opening program to ensure an exciting and professional kickoff for the Conference.

The *Opening Ceremony Chair* is responsible for:

- . *In partnership with the Decorations Chair*, arrange for the required decorations;
- . *In partnership with the Food & Banquet Chair*, coordinate the food and beverages to be provided before and/or during the Opening;
 - . Develop program and invite speakers (*list of suggested speakers is below*), coordinating time allotments for each element of the program with *the Conference Chair*. When officials/dignitaries are invited, it is the *Opening Ceremony Chair's* responsibility to collect the appropriate photo and biographical information for inclusion in the

Conference program, as well as arrange for the official/dignitary to be greeted and directed to appropriate staging area.

- . Statewide Elected Officials (allow minimum 10 minutes each)
- . Regional Elected Officials (allow minimum 5 minutes each)
- . Local Elected Officials and/or representatives from the Local Convention/Tourism organization to bring Greetings from the Area (allow minimum 5 minutes)
- . NIGP Official (allow minimum 5 minutes);
- . Arrange for presentation of
 - . Color Guard,
 - . Pledge of Allegiance,
 - . National Anthem, and
 - . Invocation;
 - . If MAGPPA President chooses note to act as emcee, arrange for emcee;
 - . *In partnership with the Facilities Chair*, coordinate the required audiovisual needs, staging required, head table placement and room layout;
 - . *In partnership with the Photography Chair*, arrange for the Conference Photographer to be available to take candid and/or staged photos.

CONFERENCE PHOTOGRAPHY COMMITTEE

Working in partnership with the Conference Chair and appropriate *Sub-Committee Chairs*, the *Photography Chair* recommends for a Conference photographer within the designated budget. Once approved, the *Photography Chair* contracts with Photographer and acts as liaison and coordinator between the Photographer and Association.

Please note when a professional photographer has been utilized in the past, MAGPPA has paid a reduced professional fee in exchange for housing and meals throughout the Conference. The Photographer has been responsible for all film and developing costs in exchange for proceeds from sale of photographs during Conference. The Photographer also provides MAGPPA with two complete sets of all photographs taken during Conference within the professional fee paid. The Photography Chair should arrange and/or assist for the development needs (one-hour processing) required by the Photographer so that he/she may remain on property during Conference activities.

It is the responsibility of the *Photography Chair*, assisted by the *Facilities Chair*, to ensure appropriate settings and/or backdrops are available for staged photographs, such as Opening Ceremony speakers, Business Lunch proceedings, Banquet Award presentations and Induction of Officers. It is also the responsibility of the *Photography Chair*, assisted by the *Facilities Chair*, to ensure appropriate setting and location of table for Photographer to display and sell photographs taken during Conference.

The events typically photographed are listed below.

Sunday

- . Registration (*in coordination with Registration Chair*)
- . First Timers' Event (*in coordination with First Timers' Chair*)
- . Delegate Reception (*in coordination with Food/Banquet Chair*)

Monday

- . Opening Ceremony (*in coordination with Opening Ceremony Chair*)
- . Vendor Exposition (*in coordination with Vendor Chair*)
- . Monday Night Social (*in coordination with Social Chair*)

Tuesday

- . Education Workshops (*in coordination with Education Chair to identify workshops expected to have high attendance or unique presentations*)
- . Business Luncheon (*in coordination with Food/Banquet Chair*)
- . Banquet (*in coordination with Food/Banquet Chair*)

Wednesday

- Closing Session (*in coordination with Food/Banquet Chair*)

Varied/Miscellaneous

- . Fishing Tournament (*in coordination with Fishing Tournament Chair*)
- . Golf Tournament (*in coordination with Golf Tournament Chair*)
- . Door Prize Give-Aways (*in coordination with Door Prize Chair*)

CONFERENCE PROGRAM COMMITTEE

Working in partnership with the Conference Chair and appropriate *Sub-Committee Chairs*, the *Program Chair* develops a printed program that compliments the Conference Theme within the designated budget. Once approved, the *Program Chair* contracts with Vendor for printed Conference Program and Vendor Desk Reference.

Please note in the past, MAGPPA has received the printed program on a complimentary basis in exchange for complimentary Vendor Exposition Booth and acknowledgement of contribution in printed program (generally mention within program and printed ad on back cover of program). The Program Chair must determine what services will be provided by Vendor to ensure all aspects are covered (for example: graphic design, file conversion, etc.).

It is the responsibility of the *Program Chair* to ensure timely delivery of the Conference Program and Vendor Desk Reference to the *Delegate Item Chair* and/or *Registration Chair* to insure inclusion in registration packet.

It is the responsibility of the *Program Chair* to work with each *Subcommittee Chair* to gather information required for the Conference Program and Vendor Desk Reference. Items not specifically assigned to the *Sub-Committee Chairs*, remain the responsibility of the *Program Chair*. The items typically included in the publications are:

Conference Program

- . Elected Officials Participating and/or Supporting Conference/MAGPPA
(*in partnership with Opening Ceremony Chair if officials participating in Opening Ceremony*)
 - . Letter of Greetings
 - . Governor
 - . Local Official of Host City
 - . Conference Chair
 - . MAGPPA President and photo
 - . MAGPPA President-elect and photo
 - . MAGPPA Governance
 - . MAGPPA President biographical sketch
 - . MAGPPA Executive Committee list and photo (individually or group)
 - . Conference Committee list and photo
 - . NIGP
 - . NIGP Official Representative biographical information and photo
 - . MAGPPA's NIGP Representative biographical information and photo
 - . NIGP Membership information
 - . NIGP Certification information
 - . Conference Information – pertinent information for delegate participation
(example: hotel information and floor layout, Badge identification method, meals, surveys, information desk, photos, hospitality suites, etc.)
 - . Photographs and biographies of speakers, special guests and dignitaries (*in partnership with Education Chair, Opening Ceremony Chair and Conference Chair*)
 - . Schedule of events (*Details to be provided by Conference Chair and Education Chair*)
 - . Sponsoring and/or contributing vendors (*Details to be provided by Vendor Chair*) Platinum \$1,500 or more Silver \$500 - \$999 Gold \$1,000 - \$1,499 Bronze Up to \$499
 - . Vendor Exposition Participants (*Details to be provided by Vendor Chair*)
 - . Vendor Appreciation – Special thanks for in-kind donations (*Details provided by Delegate Item Chair, Door Prize Chair, Fishing Chair, Golf Chair, Hospitality Chair and Vendor Chair*)

Vendor Desk Reference

- . Contact information for current MAGPPA officers
- . Contact information for incoming MAGPPA officers
- . Alphabetical listing of contributing vendors (*Details to be provided by Vendor Chair*)
 - . Company name
 - . Contact name
 - . Mailing/Physical address
 - . Telephone and Facsimile numbers
 - . Web and email address

- . Commodity and/or service provided

CONFERENCE QUALITY CONTROL COMMITTEE

Working in partnership with the Conference Chair and *Education Chair*, the *Quality Control Chair* provides assistance to ensure quality of Conference is consistent throughout scheduled events.

The *Quality Control Chair* is responsible for soliciting volunteers to serve on the Quality Control Team. Once volunteers are appointed, in partnership with the *Education Chair* assigning each volunteer to a specific educational workshop to

- . ensure classroom is setup as requested by the speaker and all equipment is in operating order
- . ensure the appropriate signage is placed outside the classroom 10 minutes prior to class
- . greet speaker and present them with nametag and speaker *packet (in partnership with Education Chair)*
- . introduce speaker
- . assist speaker with handouts and/or conduct of class
- . present speaker with thank you gift, if any
- . distribute surveys to class participants
- . collect surveys and return to *Quality Control Chair*.

The *Survey Chair* is responsible for the development and production of the surveys, as well as to ensure the surveys are delivered to the *Quality Control Chair*. The *Quality Control Chair* is responsible for distributing the workshop surveys to the appropriate volunteers in the appropriate quantity for their assigned workshop, as well as disseminating the overall Conference survey to the *Food & Banquet Chair* and/or *Education Chair* for distribution at the Closing Session.

The *Quality Control Chair* is responsible for collecting the workshop surveys at the end of each workshop and/or Conference and delivering to the *Survey Chair* for review and reporting purposes.

CONFERENCE REGISTRATION COMMITTEE

Working in partnership with the Conference Chair, the *Registration Chair* develops, produces and coordinates the Conference Registration process from the development of marketing tools and delegate packets to management of on-site registration within designated budget.

It is the responsibility of the *Registration Chair* to coordinate receipt of delegate

registration fees, maintain full account of all receipts and disbursements, and reconcile it with Treasurer.

Following conference, it is the responsibility of the *Registration Chair*, to provide an After-Conference Report to the *Conference Chair* detailing number of cancellations, refunds, delegate attendees, guest attendees, and other appropriate data.

It is the responsibility of the *Registration Chair, in partnership with Conference Chair*, to

- . establish delegate registration fee
- . establish guest fee
- . establish fee policy regarding individual events and/or VIP/speaker event attendance
- . determine cancellation and/or refund policy and cutoff dates

The anticipated expenses include printing of the marketing materials and registration packets, postage, equipment (onsite registration requirements), and all supplies (name badges, badge holders, badge ribbons, etc.).

The *Registration Chair* is responsible for all aspects that may include, but not be limited to (please note that *various Chairs* should assist Registration in development of registration forms and/or marketing materials for the fishing tournament, golf tournament, Monday Night Social, etc.):

- . Development and printing of delegate registration packet
- . Development and printing of marketing materials
- . Distribution through electronic means and USPO of marketing materials and registration packets
- . Prior to Conference, if budget allows, developing and distribution of delegate specific newsletter providing pertinent information regarding Conference activities
- . Developing and coordinating onsite registration process for delegates during Conference, providing necessary information such as name badges, badge holders, tickets to planned events, delegate item, etc. (Delegate Item and other donated items to be prepared and made available by *Delegate Item Chair*)
- . Coordinate registration store needs with *Facilities Chair*
- . Coordinating welcome sign and decorations with *Facilities Chair* and *Decorations Chair*
- . Coordinate meal tickets and/or guarantee numbers with *Food & Banquet Chair*
- . Coordinate the appropriate speaker/presenter name tags, information packets, meal tickets, etc. with *Education Chair*.
- . Notifying *Photography Chair* of scheduled events so arrangements can be made to have the Conference Photographer present.

Points to keep in mind:

When designing registration/marketing materials:

- . Conference title should be clear, catchy and descriptive;
- . Include
 - . Basic agenda, even if tentative
 - . Dates and highlight key dates
 - . Fees and explain discounts, if any
 - . Instructions for room reservations
 - . Location
 - . Name and telephone number of someone to call if there are questions
 - . Emergency contact information for delegate
 - . Special medical information pertaining to delegate
 - . ADA needs of delegate
 - . Purpose of the Conference
 - . Speakers, if known at time of publication
 - . Where to send registration form and fees

CONFERENCE SURVEY QUESTIONNAIRE COMMITTEE

Working in partnership with the Conference Chair, *Education Chair* and *Quality Control Chair*, the *Survey Chair* develops and produces the appropriate surveys to be used during Conference. At minimum, there should be surveys for each educational workshop and one for overall Conference.

The *Survey Chair* is responsible for the development and production of the surveys that solicit useful information in future planning efforts and monitor the quality of current offerings, as well as to ensure the surveys are delivered to the *Quality Control Chair*.

The survey should be easy to complete, be logical in order, and be consistent in layout.

At the end of the Conference, the *Quality Control Chair* is responsible for collecting the surveys and delivering them to the *Survey Chair*. The *Survey Chair* is responsible for reviewing the surveys, consolidating ratings and comments to create a final Conference report. This report is provided to the MAGPPA membership at the Fourth Quarterly Meeting and should be printed in the December edition of "News to Use."

CONFERENCE VENDOR EXPOSITION COMMITTEE

Working in partnership with the Conference Chair, the *Vendor Exposition Chair* plans, organizes and coordinates the Vendor Exposition within the designated budget.

It is the responsibility of the *Vendor Exposition Chair* to coordinate receipt of vendor fees and contributions, maintain full account of all receipts and disbursements, and reconcile

same with Treasurer.

The *Vendor Chair* serves as the primary contact for all vendor relations during Conference unless otherwise specifically assigned. Typically, it is through contact on the Vendor Expo that vendors express interest in sponsoring and/or participating in other events. Typical sponsorship opportunities include:

- Fishing Tournament (*in coordination with Fishing Tournament Chair*)
- May include sponsoring specific vessels, tournament prizes, refreshments, bait, equipment, transportation to and from the tournament site, etc.
- Golf Tournament (*in coordination with Golf Tournament Chair*)
- May include sponsoring specific vessels, tournament prizes, refreshments, equipment, transportation to and from the tournament site, etc.
- Delegate Reception (*in coordination with Food & Beverage Chair*)
- Monday Night Social (*in coordination with Social Chair*) Platinum \$1,500 or more Silver \$500 - \$999 Gold \$1,000 - \$1,499 Bronze Up to \$499
- Door Prizes (*in coordination with Door Prize Chair*)
- Hospitality Suites (*in coordination with Hospitality Chair*)
- Breaks (*in coordination with Food & Beverage Chair*)

The anticipated expenses include printing of the contract and marketing materials, postage, booth display services, audiovisual equipment (door prizes and/or announcements during Expo), and security services.

The *Vendor Exposition Chair* is responsible for all aspects that may include, but not be limited to:

- Development and printing of contract. MAGPPA has a standard contract that may be modified, as well as marketing samples from previous Expos.
- Development and printing of marketing materials
- Distribution through electronic means and USPO of marketing materials
- Contracting with convention display service vendor to provide appropriate booth setup (signage, pipe, drape, tables, chairs, wastebaskets, etc.). It is the responsibility of the *Vendor Exposition Chair* to work with the convention display service vendor to maximize the available space to allow as many booths as possible (standard size 8 foot x 10 foot).
- Prior to Conference, if budget allows, developing and distributing a vendor specific newsletter providing pertinent information regarding Conference activities
- Developing and coordinating onsite registration process for vendors during Conference, providing vendors with necessary information such as booth location, name tags, tickets to planned events, etc., as well as coordinating appropriate table setup and signage with *Facilities Chair*.
- Developing and coordinating incentive/game to encourage delegate visit to all booths
- Development, implementation and coordination of selection criteria for Best Booth Award (typically free booth at the next MAGPPA Conference)

- . Developing, encouraging and implementing vendor participation in appropriate Conference events (i.e., fishing tournament, golf tournament, Opening Ceremony, Monday Night Social, Banquet, etc.). Coordinating with the *Food & Banquet Chair* the required food/beverage if vendors participate in food/beverage events.
- . Compiling the information required for the Conference Program and Vendor Desk Reference to include at minimum
 - . Company name
 - . Contact name
 - . Mailing/Physical address
 - . Telephone and Facsimile numbers
 - . Web and email address
 - . Commodity and/or service provided
 - . Notifying *Photography Chair* of scheduled events so arrangements can be made to have the Conference Photographer present.
 - . Providing the necessary information to the *Registration Chair* so that vendor's name badges can be made.
 - . Coordinating breakfast selection with *Food & Banquet Chair* if continental breakfast provided to vendors during Monday morning booth setup
 - . Coordinating special meal event attendance by vendors with *Food & Banquet Chair* to ensure number is included in final guarantee to Hotel.

EDUCATION AND CERTIFICATION COMMITTEE

The purpose of the committee is to promote continuing education, certification and professionalism among the membership to organize and maintain a program of encouragement and assistance to members with the cost of continuing education and certification where a justified need is determined.

The President appoints a member to serve as Professional Development Coordinator (ProD) who serves as Chair of the Education and Certification committee. Ideally, this person should hold the CPPB or CPPO certification.

The Committee is responsible for soliciting membership interest in the courses to be offered for the calendar year.

The courses to be offered should include at minimum the NIGP core courses that lead to CPPB and CPPO certification (General Public Procurement, Intermediate Public Procurement, Advanced Public Procurement and Public Procurement Management), as well as the appropriate Review Sessions preceding Professional Certification Examinations.

The Committee is responsible for establishing the schedule for classes and confirming each with NIGP when appropriate. The schedule should be confirmed as soon as possible to allow full marketing of each class.

The Committee is responsible for negotiating contracts for locations and other support services (appropriate breaks, sleeping rooms, transportation, etc.) for each.

The Committee is responsible for marketing the education offerings to MAGPPA members through printed publications (News to Use and agenda notices), through electronic means (blast emails, Chapter website, NIGP website, and/or other Chapter websites), and at Association meetings.

The Committee is responsible for preparing, distributing and compiling appropriate registration forms.

The Committee is responsible for all aspects of on-site coordination of meetings to include:

- ⑩ Transportation of the presenter
- ⑩ Registration of participants (including the collection of fees, if any)
- ⑩ Coordination of appropriate food and beverages, if any
- ⑩ Distribution and collection of evaluation tools, if any

The Committee works in conjunction with the Treasurer in the collection of appropriate fees and the payment of appropriate expenses.

In the instance of NIGP seminars, the Committee is responsible for the collection of any unused materials and the return of same to NIGP, as well responsible for the review of all invoices to ensure appropriate charges and/or credits are issued.

The Committee is responsible for pursuing all suitable professional credit (CLE, CEU, etc.) for appropriate workshops and seminars. This includes coordinating with the awarding organization the preparation and distribution of required documentation for award.

EXECUTIVE COMMITTEE ADVISORY COUNCIL

The purpose of the Council is to keep the Executive Committee aware of specific educational needs, trends, and problems as well as technology relative to individual association groups. The Council will be composed of twelve members representing purchasing, property, information technology, receiving, travel, cities, counties, hospitals, school districts, state agencies, community colleges/universities, and utility districts.

The Advisory Council is responsible

- . for soliciting input from the membership with regard to the specific area they represent;
- . notifying the Executive Committee of any identified concerns of the membership; and,
- . recommending solutions for identified concerns or new programs of

benefit to the Association.

The President may request the Advisory Council represent the Association at events to market profession and Association.

HELP LINE COMMITTEE

The purpose of this committee is to serve as a resource for members. The committee is composed of individuals assigned specific areas: purchasing, property, information technology, and travel.

The Help Line Committee is responsible for responding to member inquiries for information and/or technical assistance.

The Help Line Committee should be available through multiple sources:

- . Email link from Association website; and
- . Email, telephone and fax contact information published in News To Use.

The Help Line Committee is responsible for tracking member inquiries to determine if a trend develops so the Association can take proactive steps to provide information and/or training to members through:

- . Articles in News to Use
- . Training at Quarterly Meeting Workshop and/or Conference
- . Recommended changes to legislation
- . Adoption of new programs

INFORMATION TECHNOLOGY COMMITTEE

The purpose of the committee is to seek out information, materials, and/or speakers that would be of interest to the membership and distribute through meetings, newsletter, or other suitable method.

LEGISLATIVE ACTION COMMITTEE

The purpose of this committee is to serve as liaison to the legislature, suggest draft legislation, organize events such as receptions and “call your legislature” initiatives, and report legislative actions and information to the membership.

The Committee is responsible for

- . soliciting input from the membership to determine modifications to the appropriate laws;
- . reviewing the suggested modifications and drafting appropriate language

if required;

- . securing a legislative author for each house;
- . notifying the membership of proposed changes through
 - . printed publications such as News To Use and Agenda Notices
 - . blast emails
 - . website article
 - . reports at meetings
 - . monitoring proposed legislation that affects profession and/or Association and notifying membership of same; and,
- . developing and implementing a member support program to include a “call in” campaign, visit to the Capitol on critical vote days, etc.

The Committee is responsible for reporting legislative activities and success of same to the membership through

- . News To Use
- . Blast emails
- . Website article
- . Reports at meetings

With regard to formal lobbying efforts, the Committee is responsible for

- . ensuring the Association has a registered lobbyist (traditionally the President); and,
- . ensuring the appropriate applications and reports are completed and filed timely.

The Committee is responsible for identifying an appropriate legislative appreciation event and coordinating same.

MEMBERSHIP COMMITTEE

The purpose of the committee is to encourage those persons who are eligible for membership and have not applied for membership to do so, conduct membership drives, and maintain and update the membership list. The Second Vice President is Chair of this Committee and appoints members.

The Membership Committee is responsible for the drafting and/or updating of the Association’s application/renewal of membership.

Once finalized, the Committee is responsible for the printing and distribution of the application to facilitate the timely renewal of memberships. The Committee should

- . Work with the Web Coordinator to ensure the application is available as a download from the Association website;
- . Work with the Newsletter Editor to include the application in the last edition of News to Use and the first edition of News to Use to facilitate timely renewals; and,

. Work with the First Vice President to include the application in the agenda notices for the 1st and 2nd Quarterly Meetings.

The Committee is responsible for the development of a marketing brochure that can be sent to potential new members. Once approved, the Committee is responsible for

- . Contracting with appropriate vendor for the production of the brochure;
- . Developing a marketing plan for the distribution of the brochures; and
- . Reporting results of the marketing plan to the membership

The Committee is responsible for the compilation and distribution of an Association members' directory. The directory may be published online or in printed form.

NEWSLETTER COMMITTEE

The purpose of the committee is to publish a quarterly newsletter distributed to the membership. The committee is charged with gathering, writing, and publishing information of general and specific interest to the membership. The committee is composed of Editor, appointed by the President and seven members to serve as reporters. The reporting areas include membership, purchasing, property, information technology, travel, conference, and NIGP.

The Association newsletter, News To Use, is published on a quarterly basis: March, June, September and December.

Special edition newsletters may be published at Association discretion. Examples of previous editions have been Conference Delegate Newsletter and Conference Vendor Newsletter.

The Committee is responsible for identifying an appropriate vendor for the production of the quarterly News To Use and negotiating a contract for the printing and mailing of same.

The Committee is responsible for

- . establishing standard columns such as
 - . President's column
 - . Calendar of Upcoming Events
 - . soliciting and/or writing appropriate articles for inclusion;
- . drafting newsletter for proof to be developed;
- . approving final proof before printing;
- obtaining appropriate mailing labels from 2nd Vice President; and
- . delivery of mailing labels to printer to facilitate distribution to membership.

The Committee is responsible for ensuring a minimum of three copies is provided to the Secretary to ensure historical file for Association.

Tips for Newsletter Committee:

- . Decide on a standard layout and stick to it. This will make compiling the newsletter easier.
- . Set a deadline for submissions for each edition, and stick to it. You should allow a minimum of two weeks for proof process, one week for printing and preparation for mailing, and one week for actual mailing to occur.
- . Once a deadline has been set, contact the printer so they will know when to expect the newsletter; contact Second Vice President to get set of labels for mailing.
- . Make sure President gets column to Editor as soon as possible. Something in President's column could drive the focus of that particular issue.
- . Encourage people who have information critical to the members to keep in contact with you. This includes Conference Committee, Education/Certification Coordinator, Regional Meeting Coordinators, officers, etc.
- . View the NIGP website at least weekly to determine if there is information that would be of interest to our members. Make sure you include all new CPPBs, CPPOs, and new members to MAGPPA and NIGP each edition.
- . At each meeting you attend, give deadline dates if possible and encourage folks to submit articles (recertification points).
- . Read periodicals, other newsletters, magazines. This will help you locate items of interest.
- . Ask at least one person at each quarterly meeting to give you their impression of the speaker, topic, location, etc. Ask them if they would like to "review" the meeting for the newsletter.
- . Consider professional book reviews. Solicit commitments from members to submit a review of a book they have read recently.

NIGP COMMITTEE

The purpose of the committee is to educate members to the benefits and services offered by NIGP and encourage individuals and entities to join. The committee is appointed by the President.

The Committee reviews NIGP programs and news releases to ensure membership is aware of new initiatives or information available from NIGP.

The Committee markets the benefits of NIGP membership and services to Association members.

The Committee solicits input from Association members who serve on NIGP National

Committees and requests reports of suitable items at Quarterly Meetings.

The Committee works with Newsletter Editor to identify newly certified members and new NIGP National members.

The Committee assists Conference Committee and other appropriate Committee Chairs when NIGP Executive Committee, Board Member and/or Committee Members are invited to attend or participate in Association functions.

The Committee works with the Education Coordinator to market NIGP seminars and workshops to membership.

The Committee monitors certification and recertification efforts to

- . Offer assistance in clarification of credit evaluation and documentation
- . Publicize success of members through printed publications
- . Recognize success of members at meetings.

The Committee is responsible for reporting to the membership actions and activities of NIGP Board of Directors and Committees through printed publications and/or report at Association meetings.

NOMINATING COMMITTEE

The purpose of the committee is to present to the membership names of persons nominated for election as Association officers. This committee is appointed by the President during the May Quarterly Meeting, and is composed of a Chairperson and two members, none of whom hold an elected office in the Association.

Offices for Election

. **President:** The President of the Association shall preside at all meetings of the Association, appoint all special committees, call special meetings as deemed necessary, and cast the deciding vote during Executive Committee meetings in the case of a tie vote. The President of the Association shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates.

. **First Vice President:** The First Vice President shall assist the President and shall preside in the absence of the President. In addition, the First Vice President shall carry out any other duties as directed by the President. The First Vice President shall be responsible for providing the program for each regular meeting. The First Vice President shall be responsible for notifying each member of the time and place of each meeting.

. **Second Vice President:** The Second Vice President shall be the Chairperson of the Membership Committee, lead in membership recruitment and retention, and shall carry out any other duties as directed by the President.

. **Treasurer:** The Treasurer shall receive and maintain all receipts and

records of financial transactions of the Association, collect and disburse all Association funds and keep an accurate record of same, and shall present a current financial statement to the membership at each meeting of the Association.

. **Secretary:** The Secretary shall record the minutes of all Association meetings, develop and maintain a current roster of all members of the Association including name, governmental unit, address, and telephone number of each; maintain custody of the other correspondence and Association records, excluding current financial statements. The Secretary shall also maintain a library of specifications, purchasing manuals, reference materials, and seminar and course materials and make them available for reference by the membership. The Secretary shall make available, at all regular Association meetings, the minutes of the previous meeting and list of committee membership assignments.

. **President-Elect:** The President-Elect shall assist the President in any duties assigned by the President. The President-Elect shall also serve as the Historian for the Association. The President-Elect shall succeed to the office of the President should the office become vacant and serve until their term of election is complete.

According to Bylaws, ARTICLE VI. Elections. Section 1. Nominating Procedure: The Nominating Committee will seek recommendations for new officers from the membership after the May meeting. The Nominating Committee will present a list of two or more nominees for each office at least two weeks prior to the August meeting. These nominees will have been polled by the committee as to their interest and willingness to run for the office for which they are nominated. A list of the membership will be available to those in attendance at the May meeting so that recommendations can be made to the Nominating Committee. At a minimum, the highest three (3) Chapter officers shall be required to hold either an Agency or Individual Membership in NIGP, per Section 1, Article XIV of the NIGP By-Laws. Further, Chapters should encourage non-national members to join through one of the types of membership offered by NIGP. The highest three Chapter officers consist of President, President-Elect and First Vice President.

Occasionally, additional positions may require action by Nominating Committee; for instance – National Forum Committee. Also, Conference chair(s), although elected by membership, are nominated by appropriate president/president-elect.

The Committee is responsible for

- . establishing deadlines for the submission of candidates and
- . publishing and/or soliciting deadline for nominations through web site, through blast email, through agenda notices, through newsletter .

The Committee solicits nominations that are compiled by Chair ensuring receipt prior to deadline. The Committee may extend deadlines should additional time be required. However, the extension should be publicized to entire membership.

The Chair prepares candidate information and submits to 1st Vice President for

inclusion in agenda notice prior to conduction of election.

The Committee is responsible for ensuring that all potential candidates meet qualifications required and are members in good standing before declaring them as candidates for specific office.

The Chair contacts each candidate to confirm attendance at conduction of election and desire to address membership. At the meeting when election will be held, the Chair arranges for candidate presentation prior to distribution of ballots.

The Committee is responsible for

- . conducting the election;
- . preparing the ballot and submitting to membership;
- . ensuring only members in good standing receive ballot;
- . counting ballots; and,
- . announcing results to membership.

The Committee members are responsible for the distribution, collecting and counting of all ballots. If the Committee requires assistance, the Chair will seek assistance for members in good standing who are not candidates for election.

Following the conduct of election, the Committee

- . arranges and coordinates photographer for elected board; and,
- . provides new officer information and photograph to newsletter editor for publication in News To Use.

The Committee provides a written report, including all candidates nominated and results of balloting, to President.

Election Procedures:

- 1) Before election day, the Chair secures a valid listing of all financial members from the 2nd Vice President and/or Treasurer.
- 2) Election day, the Chair checks the registration sign-in list against the membership list received from the 2nd Vice President and/or Treasurer to ensure the members present are in good standing.
 - a) If a member is in good standing, they will receive a ballot at the appropriate time.
 - b) If a member is not in good standing, the Chair informs the member in private of his/her standing and that they will not be given a ballot. The Chair also notifies the committee members present so they know who should and should not be given a ballot.
 - c) If the member who is not in good standing disputes the Chair's findings, the Chair directs the member to the 2nd Vice President and/or Treasurer for

resolution.

- 3) The Chair must ensure that all Committee members are present. If Committee members are not present, the Chair should ask members who are not on the ballot to assist, replacing only the Committee member who is absent. The Chair should meet with the Committee members beforehand to ensure they are present and ready to proceed.
- 4) At the time of the election (according to the agenda), the Chair introduces the candidates and allows them to address the membership.
- 5) Following presentation of candidates, the Committee distributes the ballots ensuring only members in good standing receive a ballot.
- 6) The Chair monitors the members present to allow sufficient time for everyone to vote (including the members of the Nominating Committee). Once members vote, the Committee members take up ballots.
- 7) The Committee members proceed to a separate room for the counting of ballots.
 - a) The Chair selects two Committee members to record the count on a blank ballot to verify the validity of the count. It is recommended that this task is preformed by the Chair and one other member.
 - b) The remaining Committee members, at minimum two others, read the votes on the official ballots
 - c) The votes are recorded by putting a mark beside the candidate's name on the blank ballot as it each is read. Once ballots have been read, the votes should be counted and reconciled.
 - d) The Chair records the results on two blank ballots. One is to be given to the President, and the second is placed on file with the official ballots until a pre-determined time to be discarded.
 - e) The winner is determined by majority votes only. Runoffs do not take place.
 - f) In the event of a tie vote, another ballot is cast for the tied office only.
- 8) The Chair provides the results of the election to the President.
- 9) The President announces the results.

PROPERTY COMMITTEE

The purpose of the committee is to seek out information, materials, and/or speakers that would be of interest to the membership and distribute through meetings, newsletter, or other suitable method.

PUBLIC SERVICE ACTIVITIES COMMITTEE

The purpose of the committee is to explore public service programs and activities in which MAGPPA can participate. The committee is responsible for organizing members for participation in selected events.

The Committee is responsible for

- . Identifying suitable public service activities for Association;
- . Marketing selected activity to membership;
- . Soliciting volunteers for selected activity;
- . Scheduling and coordinating volunteers; and,
- . Reporting to Association success of activity.

PUBLIC RELATIONS COORDINATOR

The coordinator is appointed by the President to develop and implement a public service campaign for the Association to highlight special events, public service activities, announce new certification recipients and other suitable information. The coordinator writes and distributes news releases to the appropriate media contacts.

The Coordinator is responsible for developing a marketing campaign to highlight the profession and work of the Association.

The Coordinator is responsible for the development and distribution of suitable press releases that should include but not be limited to:

- . Marketing March Purchasing Month Festivities
- . Award recipients throughout the year
- . Announcement of Elected Officers
- . Marketing Conference Activities
- . Recipients of professional certification
- . Awards members may receive outside MAGPPA

TRAVEL COMMITTEE

The purpose of the committee is to seek out information, materials, and/or speakers that would be of interest to the membership and distribute through meetings, newsletter, or other suitable method.

The Information Technology, Property and Travel Committee have the same

responsibilities relative to the specific topic assigned.

These committees are responsible for soliciting input from the members on specific issues of interest so those proactive steps can be taken such as

- . Articles in News to Use;
- . Development of workshops/training; and,
- . Identification of experts for presentation of workshops.

These committees are responsible for monitoring their respective area to identify trends, technology or processes that would be of interest to membership and sharing/reporting same through

- . Articles in News to Use; and/or
- . Development of workshops/training sessions.

SCHOLARSHIP REVIEW BOARD

The purpose of the Board is to develop a program of encouragement and assistance to members with the cost of continuing education and certification where a justified need is determined. The Board develops an application process through which MAGPPA members can apply for scholarship funding.

For details regarding Scholarship Board, see guidelines.

APPLICATION PROFESSIONAL DEVELOPMENT SCHOLARSHIP

Applicant Name: _____ Date: _____

Address: _____

Telephone: (W) _____ (H) _____ Fax: _____

Entity: _____

Official Position/Title: _____

Years in Public Purchasing: _____ Certifications: _____

Years in Public Property: _____ Certifications: _____

Title of Course/Seminar: _____

Sponsor/Host: _____ Fee: _____

Location: _____ Dates: _____

Per diem is limited to \$65.00 per day for the actual day(s) of the course or seminar, up to

a total scholarship limit of \$500.00, including course fee. How many days per diem will be required? _____ Applicant shall have requested funding from his/her entity. If the entity is unable to bear the cost of professional development, attach an affidavit from the entity's finance officer stating that the request is for an unbudgeted cost and would prove to be a financial burden to the entity.

Current and Paid Member of MAGPPA: _____ YES/NO

Have you attended the minimum number of quarterly meetings or other functions as outlined in the application criteria under Section III (A)? _____ YES/NO (If NO, please attach a brief explanation as to the circumstances and any other supporting documentation you would like to have considered by the Scholarship Review Committee.)

Signature: _____ **Date:** _____

MAGPPA Educational Scholarship Guidelines

I. Allowable course work eligible for scholarships:

- A. NIGP Basic Seminars Required for Certification
- B. NIGP Special Seminars and Workshops
- C. NIGP Certification Review Sessions
- D. NASPO Seminars and Workshops
- E. NPMA Seminars Required for Certification
- F. NPMA Certification Review Sessions
- G. NIGP and NPMA Certification/Examination Fees
- H. MAGPPA Educational Seminars and Workshops
(If not NIGP/NASPO/NPMA Programs)

- I. Exceptions as may be approved (applicant may petition committee for inclusion on any non-listed course)

II. Scholarship Benefits and Limitations:

- A. Actual course registration fees.
- B. Maximum per diem of \$65.00 per each actual day of course or session.
- C. No one scholarship to exceed \$500.00, total to include fees and per diem.
- D. Total annual MAGPPA's scholarship award funds not to exceed \$5000.00.
- E. Scholarship committee members shall not be eligible for educational scholarships.

III. Application Criteria:

- A. Applicant shall be a current and active member of MAGPPA for a minimum of 12 months. (Paid membership, attends three of four annual MAGPPA Quarterly Meetings OR two quarterly meetings and two or more regional meetings OR two quarterly meetings and actively serving on a MAGPPA committee.)

If the applicant does not meet the attendance requirements outlined above, a brief explanation as to the circumstances or conditions that prevented the individual's attendance should be provided for committee review and consideration. In addition, if the attendance/participation of the applicant was hindered due to time and personnel limitations of the agency or office, a brief verification of same by applicant's direct supervisor should be included, if possible.

- B. ONLY MAGPPA MEMBERS certified as CPPO, CPPB, CPPS, CPPA, or CPPM may apply for non-certification professional development programs.
 - C. Members without certification must apply for professional development courses required for certification or may petition scholarship committee for Special exception based on applicant's written justification. Committee's determination is final.
 - D. Applicant shall have requested funding from his/her entity. If the entity is unable to bare cost of professional development, the applicant shall file an affidavit from the entity's finance officer stating that the request is for an unbudgeted cost and would prove to be a financial burden to the entity.
 - E. Applicant shall make request for scholarship in writing to the Scholarship Committee Chairman.
1. 1. Request shall include the title of course, sponsor/host, fees, location (city

and meeting facility), dates.

2. 2. Any per diem shall be specifically requested.
3. 3. Must state name, address, telephone number, fax number, entity, official position title, certifications, years in public purchasing.

- IV. Scholarship Application Process:
 - A. Application and supporting documentation sent to Scholarship Committee Chair.
 - B. Committee Chair sends copies to each member of the Committee.
 - C. Each Scholarship Committee member critiques each request and forwards his/her determination to the Chair.
 - D. Three of five members must vote for award of the scholarship.
 - E. A maximum of two awards per same course offered at same dates and location is allowed.
 - F. If recommendation is to award, Committee Chair prepares written notification to President of Association recommending award of scholarship.
 - G. President reviews award with Treasurer; if funds available, award letter is sent the recipient notifying them of the award. (sample letter attached)
 - H. If no award is to be made, whether by Committee recommendation and/or budget considerations, the Committee Chair notifies the applicant in writing of the Committee's decision and/or budget constraint. (sample letters attached)
 - I. At conclusion of each applicant process, Committee Chair closes file and forwards to President for inclusion into Association's historical file.

.V. Recipient Responsibility:

- A. Upon receipt of award, recipient handles all registration and reservation required submitting all necessary documentation.
- B. If MAGPPA is to pay registration fee, applicant must submit completed registration form to the Treasurer at the earliest date possible so payment can be made timely.
- C. If applicant plans to use funds for travel expenses, a written request should be submitted to the Treasurer for amount requested, within scholarship guidelines, no less than 7 days prior to travel.

VENDOR RELATIONS COMMITTEE

The purpose of the committee is to coordinate and oversee all contact with the vendor community to assure integrity, consistency and fairness.

This committee shall be chaired by the Conference Vendor Chairperson and shall also consist of other applicable individuals that may have a need to provide input on vendor relations and vendor contacts. An example would be the individual responsible for March Purchasing Month activities. This committee would be responsible for raising any money or securing any in-kind gifts or services from the vendor community. In addition this committee may want to establish a mechanism of obtaining input from the vendor community on issues pertinent to MAGPPA.

Vendor Contributions – Raising money to aid in the operations of the organization is a vital issue. However, it must be done with integrity, consistency and fairness.

MAGPPA should officially solicit support from vendors only once each year. If the committee determines that additional solicitations are needed, they may do so. The original solicitation could be a mailing by the Vendor Relations Committee that would advise vendors of the ways they can support MAGPPA.

- A. They can sign up for a booth at the conference. Cost \$???. What they get: a 7x9 booth, a sign, 2 passes to the vendor-sponsored dance (this is just an example).
- B. They can choose an event to sponsor and/or co-sponsor. Cost depends on the cost of the event; the request for support should list the anticipated events and the costs. What they get: possibly a sign, recognition in a program, attendance at the event, etc
- C. They can choose to provide goods and/or services (printing, food, etc) Cost: \$ they would determine the true value. What they get: the in-kind contribution could be used to pay for a booth or they could receive recognition via sign and/or in program.
- D. They can offer to be available to meet other, unknown needs during the year. Cost is to be determined by the need. What they get: recognition attached to the event and/or need.

1. 2. The vendors would complete the ‘application’.
2. 3. The Vendor Relations Chair would maintain these on file.
3. 4. Any time a committee seeks funding they submit a request to the Board.
4. 5. Board determines if funds are available from current resources.
5. 6. If Board determines funds are not available or the Board prefers to seek Vendor support, Vendor Relations Chair is given a complete description of the need and submits a letter to all vendors that indicated, under D above, an interest in helping with unknown needs.

No other fund raising will be allowed in the name of MAGPPA.

WEB PAGE COORDINATOR

The coordinator is appointed by the President to develop and maintain the association web page.

The Web Page Coordinator is responsible for all aspects of web site development and modifications required by Association that may include but not be limited to the following:

- . In the fall of each year, begin working with the incoming Executive Committee to gather input regarding modifications/updates required for the web site to highlight the coming year’s focus
- . Work with all committees to gather appropriate information and updates to ensure

information is available in timely manner, to include at minimum

- . President's message
- . Updates to Officer and Committee information
- . Updates to all sections of "About MAGPPA"
- . Loading of all forms
- . Membership application
- . Registration form for Quarterly Meetings
- . Registration form for Purchasing Month
- . Registration form for Conference
- . Updates to annual, ongoing activities such as Purchasing Month, Agenda Notices, Newsletters, Conference information, NIGP Seminars, as well as Calendar of Events

Ensure that information available on the website is timely and appropriate.