

# **NCMA – DENVER CHAPTER**

## **A. ANNUAL OPERATING PLAN**

### **For the Fiscal Period JULY 1, 2009 -- JUNE 30, 2010 Specified Priorities and Goals for FY 2009-10 [duplicative of Section D, 'Long Range Operating Plan' doc.]**

Goals should be specific, measurable, achievable, relevant, and timely ("SMART"). The following specific goals in support of the long-range plan are considered priorities for FY 2009-10.

1. To promote the Chapter's value to its members, conduct a survey of the membership and implement suggestions to the extent possible and appropriate.
2. To promote the Chapter's visibility in the local community, visit two major local universities/colleges to describe the Chapter's value to students and their potential future career goals.
3. To promote professionalism in the contracting/acquisition career.
4. Encourage Chapter membership to submit articles to *Contract Management and other* publications during the program year.
5. To maintain and encourage active hands on support from the Chapter's Board of Advisors and promote business outreach, conduct a regular Board of Adviser meeting and extend specific and personal invitations to the senior managers of employers of both non-chapter and chapter members and the senior managers of a local business to attend each monthly chapter meeting.
6. To promote ethics in the contracting/acquisition profession, conduct an annual program that incorporates ethics training and discussion.
7. To promote adoption of "best practices" throughout the contracting/acquisition profession, conduct programs with speakers and topics that disseminate "best practices or current Hot Topics" information.
8. To promote and offer networking, hold meetings, seminars and social events that emphasize the importance of professional/personnel networking and maximize the opportunity for such networking.
9. To promote professional excellence of our members, maintain a practice of recognizing personal accomplishments or contributions of our members.
10. To improve participation and in support of "Green Initiatives" look into the viability and logistics in conducting at least one Chapter event using a broadcast media such as audio and/or video teleconferencing.

11. The President shall continue to monitor progress against all stated goals.
12. Conduct half and/or full-day Training Seminars/Symposiums, that address the needs of the membership and the Chapter.
  - a. To promote the new certification training programs and encourages the application of members for certification designations.
13. Encourage Chapter Membership to submit at least two articles from members to *Contract Management*.
14. Submit photographs to the Chapter Bulletin Board section of *Contract Management Magazine* and post the to the local Denver Chapter Web site..
15. Increase the recognition of our volunteers and corporate partners through:
  - a. Seeking publicity on them in local (print, audio and TV) media.
  - b. Identifying candidates and partners for local and national recognition.
  - c. Acknowledging their contributions through an annual recognition event.
16. Provide active assistance to our members in locating appropriate work situations and track and publicize placements resulting from Chapter assistance in either the Newsletter or on the Employment Section of the Denver Web Page..
17. Create an on-line Chapter membership directory.
18. Continue to improve the Chapter website and electronic capabilities by:
  - a. Revising the website and making its information current.
19. Continue the annual collection of personal contributions for community outreach programs from members at the December holiday meeting, striving to increase donations annually.
20. Increase corporate sponsorship through a valuable and flexible corporate partner program.

Identify, list and keep current a database of local and Chapter contract management educators
21. Have fun, too! Hold a December holiday party combined with volunteer recognition, and encourage all members to attend.
22. Leverage the Chapter's Board of Advisors' expertise and influence to improve membership growth and retention, the use of current information technology to enhance chapter services to the members, or other issues as mutually agreed upon by the BOA and the chapter officers.

**B. Board of Directors**

The following positions constitute the Chapter's Board of Directors.

OFFICER - President  
OFFICER - President-Elect  
OFFICER - Treasurer  
OFFICER - Secretary/Registrar  
President-Emeritus  
Webmaster  
Membership Chair  
Facilities Chair  
Employment Chair  
Newsletter Chair  
Fellows and Awards Chair  
Seminar Chair  
Scholarship Chair  
Nominations Chair  
Education Chair  
Sponsorship Chair  
Programs Chair  
Publicity and Photographer/Historian Chair

(Note: Each position will have delineated duties/responsibilities and performance schedule for same.)

**C. Responsibilities and Performance Schedules for Achieving the Chapter's Goals for FY 2009-10**

Common Requirements – All Board/Chair positions (excepting Webmaster):

- By August board meeting, submit proposed budget to the Treasurer.
- By August board meeting, provide new/updated biography information to the Webmaster.
- Evaluate members of the Chapter for future board member participation.
- Provide any information/details required to the Newsletter Chair no later than the 15th of the prior month; *i.e.*, July 15th for August newsletter.
- Request one article per program year from each chair, related to their positions and programs

**1. President**

- a. Duties and Responsibilities

- i. Encourage participation and increase attendance at monthly meetings and training sessions.
  - ii. Promote growth/retention of members of the Denver Chapter (goal: 80%).
  - iii. Maintain a succession process for Chapter officers.
  - iv. Actively promote contract management as a profession with employers and the business community.
  - v. Involve senior contracts management in Chapter activities by continuing a Chapter Board of Advisors.
  - vi. Update and submit Long Range Plan and Annual Operating Plan.
  - vii. Assist Chapter Secretary in completing annual report.
  - viii. Represent and attend the Mid-Year Leadership and World Congress Conference (if funds are available and Board of Directors approve).
- b. Performance Schedule
- i. On or before August 31 of each year, submit Chapter Annual Report, including Financial Report, Financial Audit Report and Volunteer Roster, to Regional and National NCMA Representatives. Review and approve chapter budget.

## 2. **President-Emeritus**

- a. Duties and Responsibilities
- i. The President-emeritus is the chapter president from the prior program year and accountable to the Chapter President for fulfilling assigned duties.
  - ii. The President-emeritus will be responsible to the Chapter President for the following:
    - (a) Serving as a member of the Chapter's Board of Directors.
    - (b) Serving as the Chapter's primary liaison to the Board of Advisors, on behalf of and at the direction of the chapter president.
  - iii. Assist Chapter Secretary in completing Graalman application.
- b. Performance Schedule
- i. On or before August 15, submit to the Chapter Board an Annual Operating Plan and Annual Budget request for the program year.

The Plan should include (as a minimum) a description of the President-emeritus' goals and the method of attaining those goals.

- ii. Prior to the end of the Program Year, send a letter to each Board of Advisor Member thanking them for their participation and inquiring as to their desire to sever on the BOA for another year.
- iii. In conjunction with the Board of Director Officers, continue to seek out qualified candidates to include as additional members of the BOA.

3. **President- Elect**

a. **Duties and Responsibilities**

- i. Assist President in President's duties and responsibilities listed above.
- ii. Evaluate and encourage members of the Chapter for future board member participation.
- iii. Primary responsibility for coordinating t Seminars/Symposiums for Program Year.
- iv. Promote use of technology in delivering services, including information, to members.
- v. Ensure the timely input by other Board of Directors to the Newsletter Chair.
- vi. Promote participation by Denver Chapter members in National offices and activities.
- vii. Call for items and assemble agenda for meetings of board of directors.
- viii. Represent and attend the Mid-Year Leadership Conference (if funds are available and Board of Directors approve).

b. **Performance Schedule**

- i. On or before August 31 of each year, assist President in submitting the Chapter Annual Report and attachments to Regional Vice President and National President.
- ii. Submit all data (agenda, costs, press release info, etc.) for any Seminar/Symposium to the Board at a minimum of 30 calendar days prior to the event.
- iii. Substitute for the Chapter President at all functions that the President is unable to attend.

4. **Secretary/Registrar**

a. **Duties and Responsibilities**

- i. Assist with Chapter correspondence as requested by the Board of Directors and Board of Advisors.
- ii. Take minutes of all Board of Directors meetings and distribute copies of such minutes to the Board of Directors.
- iii. Take minutes of all Board of Advisors meetings and distribute copies of such minutes to the Board of Directors.
- iv. Upon notification from the Newsletter Chair and/or Webmaster that the newsletter has been posted, send electronic notification to members.
- v. In coordination with the Membership Chair, update and maintain Chapter database.
- vi. Update and maintain email distribution list.
- vii. Run registration table and take reservations for any Chapter sponsored programs.
- viii. Distribute and collect evaluation forms at Chapter sponsored programs.
- ix. Maintain attendance records of Chapter events to assist members relating to certifications.
- x. Maintain continuous records to assist the President-Emeritus in completing year-end Graalman Application/Chapter Annual Report.

b. **Performance Schedule**

- i. Prepare Chapter correspondence as requested.
- ii. Distribute minutes within fifteen days of each Board meeting.

5. **Treasurer**

a. **Duties and Responsibilities**

- i. Maintain checking account and associated duties.
- ii. Coordinate with officers regarding budgeting and expenses, including bring check to meeting(s) and/or providing a check to the registrar in advance of meeting(s).

- iii. Prepare year-end Chapter Financial Report to be filed with the Chapter Annual Report.
- iv. Prepare a State Business filing by end of month September.
- v. Collect and compile individual annual budget requests and present to Officers for Approval.
- b. Performance Schedule
  - i. Provide monthly transaction financial report to the President to present to the Board of Directors at each monthly meeting.
  - ii. Assist with an annual audit.
  - iii. Complete and distribute Chapter Financial Report for inclusion in the Chapter Annual Report by mid to late August for financial period July 1 through June 30.
  - iv. Complete symposiums/seminars accounting within 50 days of program date.

6. **Webmaster**

- a. Duties and Responsibilities
  - i. Design, keep current and maintain the Chapter's Website.
  - ii. Ensure reliable and cost efficient website host, and efficient website design.
- b. Performance Schedule
  - i. Promptly upload new or revised material to the website.
  - ii. Review site monthly to ensure information is current accurate and complete; remove and/or replace dated material.
  - iii. Annually, present to the Board of Directors any recommendations for improvements, efficiencies, technological enhancements, etc.

7. **Membership Chair**

- a. Duties and Responsibilities
  - i. Contact potential new members to encourage and solicit their application to NCMA.
  - ii. Provide a letter of welcome and new member pin to all new members.

- iii. Maintain a membership table at each monthly meeting, in cooperation with the Chapter secretary/registrar.
- iv. Obtain and distribute membership and anniversary pins to members at monthly meetings (preference).
- v. Identify and contact individuals, companies and agencies who may be interested in joining or having employees join NCMA.
- vi. Coordinate with President/President-Elect to introduce new members at all NCMA functions.
- vii. On a monthly basis, provide the President, Newsletter Chair and Secretary with updated membership information. (Statistical Chart to per responsibilities)

b. Performance Schedule

- i. Prior to the next monthly newsletter, forward membership drop delinquent, due and new member reports to the Newsletter Chair.
- ii. Issue letters and pins to members as required.
- iii. Prepare and submit the membership retention plan to National by August 31. Support NCMA promotional products. Try to identify two or three "VIP" visits per year to companies and agencies interested in NCMA, to be represented by President and/or President-Elect and Membership Chair.
- iv. Track membership statistics and report as a minimum on a monthly basis at the monthly Board of Director meetings.

8. **Facilities Chair**

a. Duties and Responsibilities

- i. Provide facilities and meals at a reasonable price to members and nonmembers for monthly meetings, educational symposiums and seminars.
- ii. Maintain records on facilities and meals for future officers; i.e., copies of contracts, name and location of facility, number of attendants, quality of food, service, and willingness to work with the Chapter, facilities (*i.e.*, setup, enough space), including suggestions for new officers.
- iii. After each monthly chapter meeting, symposium or seminar, in conjunction with the Secretary and/or Treasurer, provide the Board of Directors with a financial analysis (cost/revenue benefit analysis)

iv. Annually, provide the Board of Directors with a trend analysis – analyzing each event to review cost effectiveness, trends, and provide any recommendations about meeting times, venues, locations, etc.

v. Locate and develop additional locations for meetings.

b. **Performance Schedule**

i. Locate and select facilities for the year's monthly meetings and work with the President and Board of Directors to execute appropriate contractual documents.

ii. In concert with the President-Elect, locate and select facilities for seminars/symposiums, as required.

iii. In conjunction with the Publicity/Secretary and Program Chair, provide menus and/or other details required to the Newsletter Chair no later than the 15th of the prior month; *i.e.*, July 15th for August newsletter.

9. **Employment Chair**

a. **Duties and Responsibilities**

i. Manage job/resume listings program; publicize employment openings and resumes in monthly newsletter and on the Chapter's website.

ii. Establish contacts at metro-Denver employment agencies/search firms/government contractors seeking to fill positions in contracting and procurement.

iii. Assist contracting personnel to identify employment opportunities in the metro-Denver area.

iv. Contact potential employers to let them know of the job/resume listings service.

v. Maintain records of job/resume listings program activities and other success stories.

b. **Performance Schedule**

i. Provide jobs listing and/or other details required to the Newsletter Chair no later than the 15th of the prior month; *i.e.*, July 15th for August newsletter.

ii. Get feedback from potential candidates and report successes either to the President or at monthly meetings.

10. **Newsletter Chair**

- a. **Duties and Responsibilities**
  - i. Prepare newsletter for either mass electronic mailing or posting on the web and notification to Secretary.
  - ii. Work closely with officers and members to acquire articles and announcements for publicity in newsletter on a timely basis.
- b. **Performance Schedule**
  - i. At least 12 to 15 days prior to a meeting or symposium, prepare the newsletter and have ready for posting on the web and notification to Secretary for electronic notice to members.

11. **Fellows and Awards Chair**

- a. **Duties and Responsibilities**
  - i. Promote and identify candidates for the Fellow awards in Chapter.
  - ii. Encourage members to apply for the Fellow designation.
  - iii. Encourage Chapter Fellows to assist in Chapter activities and functions.
  - iv. Process Fellow applications expeditiously.
  - v. Encourage and assist members in publishing articles in CM magazine.
  - vi. Make Chapter members aware of National NCMA awards and promote nominations.
- b. **Performance Schedule**
  - i. Provide a year end report describing the results of Fellow activities during the year.
  - ii. One time during the Program Year, provide an article for the Chapter's newsletter.

12. **Seminar/Symposium Chair**

- a. **Duties and Responsibilities**
  - i. Plan and execute seminars/ symposiums, as required..  
  
Coordinate with Secretary, Facilities and Publicity Chairs in submitting all data (agenda, costs, press release info, etc.) prior to a Seminar/ Symposium to the Board .
- b. **Performance Schedule**

- i. Hold seminars/ symposium generally in the fall and spring, that bring benefit to the Chapter and its membership. These can be half or full day events held through out the program year.
- ii. Coordinate location of symposiums with the Facilities Chair.

### 13. **Scholarship Chair**

#### a. Duties and Responsibilities

- i. Establish and maintain a scholarship program designed to award and administer scholarships for new membership dues and year expenses, including NES, Fall Symposium, and monthly meeting costs.
- ii. Identify and present to the Board of Directors a minimum of two such scholarships.
- iii. Request and obtain scholarship funding from National for the following year (if available).
- iv. In concert with the President, President-Elect and Education Chairs, strengthen interface with colleges and universities to promote the contract management profession.

#### b. Performance Schedule

- i. On or before December 1 of each year, submit a completed application for Hub O'Brien Scholarship funds to the Regional Vice President.
- ii. On or before January 15 of each year, submit a completed application for supplemental scholarship funds to the Regional Vice President.
- iii. First quarter of each program year, process applications for Chapter scholarship(s) and award such scholarship(s).
- iv. Provide any information/details required to the Newsletter Chair no later than the 15th of the prior month; *i.e.*, July 15th for August newsletter.

### 14. **Nominations Chair**

#### a. Duties and Responsibilities

- i. Recruit candidates for elected officer positions and Board of Directors' chairs.
- ii. Evaluate Chapter members for future Board of Directors participation.

- iii. Assure every Chapter volunteer, including Board of Advisors, receives recognition at least once during the program year.
- iv. Promote and recognize volunteer efforts during meetings, in the Chapter newsletter and on its website.
- v. Be the Chapter focal point for recruiting, nurturing, and placing volunteers who wish to serve the Chapter.
- vi. Arrange for and chair the annual Volunteer Recognition Celebration at the end of the program year.

#### Performance Schedule

- vii. Present slate of nominees for elected officers to members at the March meeting and conduct elections.
- viii. Work with the Officers to nominate the new President-Elect and chairpersons for the Board of Directors by March.

### 15. **Education Chair**

#### a. **Duties and Responsibilities**

- i. Publicize for Chapter members all NCMA National scheduled educational audio seminars (monthly coordination of host site facilities and subsequent Chapter member invitations).
- ii. Coordinate and promote training/study groups for association certification initiatives
- iii. Provide Education/Certification information as required to the Newsletter Chair no later than the 15th of the prior month; *i.e.*, July 15th for August newsletter.
- iv. Promote Chapter member certifications..
- v. Work with members and non-members to identify appropriate courses to be brought into the Denver area (coordinate this with Colorado Springs Chapter when and where possible).
- vi. Identify, list and keep current a database of local and Chapter contract management educators
- vii. Promote NCMA Educational products and services.
- viii. Encourage and assist members in writing articles for NCMA National publication.

#### b. **Performance Schedule**

- i. Solicit volunteers to lead and organize study sessions.

- ii. Promote the National Certification Program..

16. **Sponsorship Chair**

a. Duties and Responsibilities

- i. Establish a program to recruit corporate sponsors as a revenue or in-kind source of support for the Chapter.
- ii. Along with officers, determine and evaluate corporate sponsor value.
- iii. Ensure each Corporate Sponsor is initially recognized with a letter from the Chapter President, continued website logo positioning, and a mention in the newsletter.
- iv. Promote the value of Corporate Sponsorship on the website and in the newsletter.

b. Performance Schedule

- i. Submit corporate sponsor recruitment Plan to the Board for approval by end of the first program quarter.
- ii. Ensure each corporate sponsor is visited by the President and/or President-Elect at least once annually to thank them for their support and solicit their ideas on improving the execution and value of the corporate sponsor program.

17. **Programs Chair**

a. Duties and Responsibilities

- i. Promote educational opportunities to members through the monthly speaker program.
- ii. Solicit input from the members, Board of Advisors, corporate sponsors, and employers to determine topics of interest for the coming year.
- iii. Locate other volunteers as necessary for the proper performance of Chapter functions.

b. Performance Schedule

- i. Coordinate and obtain speakers at least three weeks prior to each regularly scheduled dinner or lunch meeting.
- ii. Provide biography and/or other information to the Newsletter Chair, Webmaster and Secretary/Registrar no later than deadlines as established by the Newsletter Chair.

18. **Publicity and Photographer/Historian Chair**

a. **Duties and Responsibilities**

- i. Arrange for a historical log of events by arranging for and preserving photographs (specifically of speakers) at each function.
- ii. Submit or arrange for a Chapter member to submit photographs to National for possible publication in the Bulletin Board of Contract Management magazine.
- iii. Send letters and/or articles to local television stations, newspapers, universities and affiliated businesses regarding upcoming events.
- iv. Distribute educational NCMA fliers at outside association meetings.

b. **Performance Schedule**

- i. Attend each function (or delegate this duty) to create a historical photo and electronic log of events.
- ii. Timely submittal of photographs to National and the Webmaster.
- iii. Timely submittal of press releases and/or articles to local television stations, newspapers, universities and affiliated businesses regarding upcoming events Provided a portfolio of items (photos, articles, releases), to the Board once each quarter.
- i.

The Chapter Board of Directors will evaluate the need for combining, expanding or establishing additional positions to meet the changing needs of the Chapter each year.