

## NCMA DENVER CHAPTER

### LONG RANGE OPERATING PLAN FOR THE FISCAL PERIOD JULY 1, 2009-JUNE 30, 2010

#### A. **INTRODUCTION**

##### 1. Purpose of Long-range Plan

In order to grow, develop, and achieve our goals each year and facilitate the orderly transition of Denver Chapter's leadership, our Long-range Plan articulates the priorities and goals of the National Association, as well as those priorities and goals that are specific to the Denver Chapter.

##### 2. Perpetuating and Managing the Plan

The Long-range Plan consists of this plan, Denver Chapter Annual Operating Plan; and the Denver Chapter Membership Retention Plan.

The incumbent Denver Chapter President-elect is responsible for maintaining the timeliness of the Long-range Plan. Proposed revisions will be submitted as required. Planning is a dynamic process; therefore, the President-elect will perform ongoing analysis of the Plan and shall submit this analysis, including suggested revisions to the Plan, to the Board of Directors at their scheduled meetings. The President-elect will update the Annual Operating Plan and the President will monitor the update the Long-range Plan for the next five years and present the revised plan for approval at the first meeting of the Board of Directors.

Incoming Denver Chapter Officers for the next fiscal year (beginning July 1) shall submit detailed plans for the Annual Operating Plan revisions to the President by August 15th. The Board of Directors shall vote on approval of the Plan as the last step of finalization. As part of an orderly transition between incumbent and newly elected officers, the Plan will be subsequently forwarded to the incoming officers. The Denver Chapter President will forward a copy of the approved plan to the Chapter's representative in the National Association to provide input from our Chapter to coordinate inputs into national long-range planning efforts.

#### B. **Purpose, Objectives and Priorities of the Denver Chapter of NCMA**

##### 1. Our Purpose

The purpose of the Denver Chapter is to develop, grow and achieve the goals of the National Contract Management Association ("NCMA"). Specifically, the Denver Chapter's purpose is to foster the professional growth and educational advancement of its members and increase the awareness of and grow the organization. This includes the interchange of information, conducting, providing and maintaining standards of proficiency and ethics, encouraging a progressively more professional attitude toward

contract management, and uniting all persons interested in the profession toward the fulfillment of these purposes.

## 2. Our Objectives

- a. Advance the profession through educational, training and outreach opportunities and enhance the effectiveness of contract management profession through membership participation and commitment.
- b. Assist members in improving their contract management skills and maintaining currency in the field of contracting through educational programs and contact with other knowledgeable persons in the field of contract acquisition management to enhance personal, professional development and career growth.
- c. Provide local and national recognition for our membership.
- d. Provide a recognized safe politically neutral forum for the open interchange of ideas in the field of contract management.
- e. Introduce new literature, ideas, and improvements in the art of contract management.
- f. Enable members to share in the widest range of experience, knowledge, and social interaction represented by the NCMA membership as a whole.

## 3. Our Priorities

- a. Training/Education - To continually provide opportunities for contract managers to broaden their professional knowledge and education by continuing education.
- b. Professional Growth/Service to Members - To assist, promote and facilitate NCMA's National certification programs within industry and government as a professional designation and a major factor in promotion to all levels.
- c. Membership Growth/Retention - To retain and expand the current membership and to increase new membership.
- d. Research - To provide up to date information on the latest developments in the field of contract management.

- e. Public Relations: Professional/Organizational Recognition - To increase the awareness of the benefits of NCMA membership in the Denver community.
- f. Association Management - To adhere to the purposes and to achieve the goals of NCMA, and to do those things necessary and appropriate to promote the Denver Chapter within NCMA and the community as a premier chapter.

**C. Goals for the Next Five Years**

- 1. Training/Education
  - a. To promote the new certification training programs and encourages the application of members for certification designations.
  - b. To maintain a Chapter scholarship program for Chapter members to participate in NCMA-sponsored events and training.
  - c. To educate and promote the contract management career field to local colleges and Universities. This is to include, but not be limited to career fairs, mentoring, sponsoring student membership and encourage the establishment of contract management curriculums and a contract management library in and for local colleges and universities.
  - d. To conduct educational and training symposiums/seminars to the membership and general public.
  - e. To provide and conduct NCMA training seminars and/or mentorships with the small business community.
  - f. To identify and develop an effective network of contract management educators and mentors.
  - g. To maintain and enhance the Chapter Web page, newsletter and other cutting edge internet media opportunities.
- 2. Professional Growth/Service To Members
  - a. To annually increase the number of membership who pursues a NCMA professional certification.
  - b. Continue to maintain and improve the quality and relevance of the Chapter website and newsletter.

- c. To promote the contract management profession as both a career field and an academic discipline.
  - d. To improve the employment referral service to the membership.
  - e. To establish and maintain the NCMA Denver Chapter Membership Directory.
  - f. To identify chapter members who would be suitable candidates for Fellows status and to assist and encourage candidates to apply for Fellows status.
  - g. To develop appropriate local recognition for members and to seek out Denver Chapter members to nominate for national recognition.
3. Membership Growth/Retention
- a. To maintain an annual membership retention rate of 80%.
  - b. To increase active sustained (non-topic based) participation in monthly meetings.
4. Research
- a. Conduct workshops as appropriate stressing quality over quantity.
  - b. Initiate, develop and maintain a Denver Chapter Contract Management library.
5. Public Relations: Professional/Organizational Recognition
- a. Advertise meetings, symposiums and seminars to the broadest possible audience.
  - b. To be the primary source of reference material and job opportunities relating to the field of contract management within the Denver Chapter region.
  - c. To help develop an effective network of contract management educators and mentors.
  - d. To form effective relationships with other local and National professional organizations in the procurement/acquisition and contract management field.
  - e. To effectively use our Chapter Board of Advisors to further the vision and mission of the Denver Chapter.

- f. To continue our outreach to local businesses and provide appropriate benefits and recognition for our corporate sponsors.
6. Association Management
- a. Keep the dues and monthly meeting costs as financially prudent and low as possible.
  - b. To seek additional revenue from non-dues sources including Chapter corporate sponsors.
  - c. To seek ways to provide additional value of membership to members and their employers.
  - d. To solicit volunteers and back ups to help sustain an active group to draw on for Chapter activities.
  - e. To continue to strengthen the Chapter's planning and budgeting procedures.
  - f. To strengthen the leadership development program including establishing a list of local educators and a Mentor Program.
  - g. To increase the Chapter's representation in regional and national offices and directorates.

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