

# **NIGP-CWC Operating Manual**

The manual is to be used as/to:

- 1) A Historical Document.
- 2) To show the Chapter's Mission, Vision and Values.
- 3) A current set of Bylaws, which will serve as a living document requiring updating in future years and for future Boards.
- 4) A guide to new and existing Board and Committee Members (also known as Officers).
- 5) A guide to members at large.
- 6) A guide to NIGP and Chapter supported ethics in procurement and supply management.
- 7) To show the Operational Plan.
- 8) To show the current Strategic Plan, Goals and Objectives and the resulting accomplishments at the end of each year.
- 9) List the current Board and Committee Members.

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**1.0 Canada West Chapter of NIGP became a Charter of the National Institute of Governmental Purchasing on August 1, 1989.**

Copy of the original Charter.



# National Institute OF Governmental Purchasing, Incorporated

Hereby certifies that a Charter has been granted to

## Canada West Chapter of NIGP

and that the following members are designated as

### CHARTER MEMBERS

Dave Altheim, COUNTY OF PARKLAND - Ken Babich, ALBERTA LIQUOR CONTROL BOARD - Heide Baker, WESTERRA INSTITUTE OF TECHNOLOGY - Brian Barclay, EDMONTON PUBLIC SCHOOLS - Doug Byer, CITY OF EDMONTON - Marg Cattoll, UNIVERSITY OF ALBERTA - Leo Connolly, EDMONTON SEPARATE SCHOOL BOARD - Bruce Everitt, CITY OF ST. ALBERT - Keith Grisdal, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Gerald Harris, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Joe Hasler, FAIRVIEW COLLEGE - Fred Leonard, BRITISH COLUMBIA PURCHASING COMMISSION - Loretta Mauro, FORT McMURRAY PUBLIC SCHOOL DISTRICT # 2833 - Donna Moon, ST. ALBERT PROTESTANT BOARD OF EDUCATION - John Myroon, LEARNING RESOURCES DISTRIBUTION CENTRE - Roman Osinchuk, CITY OF EDMONTON - Robert Peyton, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Jeff Thomas, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Jim Thornton, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Jim Whitnack, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES - Jim Wilson, CITY OF FORT McMURRAY - Joan Wiltse-Charters, ALBERTA PUBLIC WORKS, SUPPLY AND SERVICES

The granting of this Charter constitutes the establishment of a duly authorized Chapter entitled to participation in the activities of the Institute. This Charter has been granted and shall remain in full force and effect subject to the provisions of the By-Laws of the National Institute of Governmental Purchasing, Inc.

In testimony whereof, the said association has caused this Charter to be signed by its duly authorized officers and sealed with its official seal, this first day of August, Nineteen Hundred and Eighty Nine.

*Lucia G. Wabbel* 1990  
PRESIDENT



*Robert J. ...* 1990  
EXECUTIVE VICE PRESIDENT

## 2.0 **Mission Vision and Values**

In the absence of a Canada West Chapter created Mission, Vision and Values, and as a Charter created by the NIGP, Centre for Public Procurement, we have adopted the NIGP Nationals' Mission, Vision and Value until such time as the Chapter creates their own. The NIGP National Mission, Vision and Values may be found on <http://www.nigp.org>

Mission, Vision and Values must be supported through a vote of the Board and any other members they choose to involve in the creation of these.

Mission, Vision and Values should be reviewed a minimum of every four (4) years to ensure they still reflect true Mission, Vision and Values of the Chapter and in support of NIGP.

## 3.0 **Membership**

3.1 Membership in the Canada West Chapter shall be open to all Public sector and Quasi-Public Sector employees involved in Supply and Materials Management, including Construction, Procurement, Warehousing and/or Logistics. Membership is also available to students enrolled in any supply management program.

3.2 To gain membership, the applicant must fill out and sign the membership form and submit it with payment of membership fees.

3.3 Invoicing may be arranged through the Membership Chairperson.

3.4 **Retired Membership:** Retired membership may be granted a lifetime membership within the Canada West Chapter, by a unanimous vote of the Executive Board. This is open to Canada West Chapter members in good standing and upon their retirement from the workforce. Any member can put a name forward for Lifetime Membership that meets the above qualifications.

3.4.1 Retired members shall not be entitled to vote or hold office and shall not pay membership dues. Retired members are welcomed to remain active in Canada West Chapter by helping the Board or Committees but shall not hold the position of Chairperson.

3.4.2 For purposes of this classification, "retired" shall be defined as retired from a public purchasing organization with retirement benefits and neither self-employed nor employed in the private sector. However, individuals may be self-employed and still considered to be a retired member if their self-employed work is strictly limited to service as an instructor or consultant for NIGP on a national or regional basis and receives less than \$25,000 per calendar year from NIGP for these services.

## 3.5 **Benefits of Membership**

- Credits towards your recertification when

- attending educational sessions at meetings
- writing procurement related articles for Chapter
- standing as a member of the Executive or Board
- teaching or speaking at an NIGP event or meeting

- Networking with local colleagues

- Building a network of procurement experts
- Procurement courses
- Volunteer opportunities
- Keynote speakers
- General meetings
- Electronic communication, articles, job postings, events

#### **4.0 NIGP Chapter Leadership**

NIGP volunteer leaders are essential to the ongoing success of our professional association. NIGP is the largest association of public procurement officials in North America. NIGP members have the great opportunity to develop and contribute their leadership skills by volunteering on the Chapter Board and Committees which contributes to the ongoing support of your profession and your colleagues locally. You will find many opportunities to serve through your NIGP chapter. The Canada West Chapter hosts educational programs and four (4) networking general meetings per year that rely on the volunteer efforts of its members to ensure their programs' success.

Through participation on the NIGP Chapter Board and Committees, the member will expand their awareness of NIGP and ensure that the Chapter continues to support the needs of the members and the profession.

The Chapter invites and encourages all participation in the ongoing success of NIGP Canada West Chapter

#### **5.0 Board and Committee Officer Position Descriptions**

##### **5.1 Board of Directors**

The governing body of the association will be an executive Board consisting of the President, Vice-President, Recording Secretary, Treasurer and Past President and shall be known as the Board of Directors. All Directors in each of these positions shall attend all Chapter Executive Meetings. If unable to attend, a report is to be forwarded to the Secretary for submission to and reading at the meeting. Each Director is allowed one vote.

##### **5.2 Committee Chairpersons**

The Committee Chairpersons of Professional Development, Membership, Communications, and Programs, Nominations and Awards shall be known as part of the governing body and considered members of the executive. All Chairpersons in each of these positions shall attend all Chapter Executive Meetings. If unable to attend, a report is to be forwarded to the Secretary for submission to and reading at the meeting. Each Chairperson is allowed one vote.

##### **5.3 Executive**

Canada West Chapter has a small Board therefore to achieve a greater Chapter involvement in the decision making, the Board decided to allow the Committee Chairpersons a vote. In the case of a Board member also being the Chairperson of a Committee, that member would only be allowed one vote in the position of the Board, not the Committee.

Elections are held every two years and each position is held for two years. A position may be reelected for more than one term however it's encouraged to allow for as much

membership leadership involvement as possible. Should a position become available prior to the two year term, the Board has the authority to decide to appoint a person that is willing to assume the position *or* if multiple people are, then to vote the person in at the next Chapter General Meeting.

## **5.4 Duties of Officers**

### **5.4.1 Executive Position Descriptions**

#### **BOARD OF DIRECTORS**

##### **President**

The President shall exercise general supervision over the affairs of the Chapter, act as a Chapter Relations Officer and responsible for the following:

- ◆ Ensuring the implementation of directives and policies established by the Board of Directors and Committee Chairpersons.
- ◆ Attend and Chairs all monthly Executive meetings.
- ◆ Attends and Chairs all Chapter General meetings.
- ◆ Participates in conference calls with NIGP National on an Adhoc Basis
- ◆ Promotes a monthly to quarterly message to be posted on the website home page.
- ◆ It is recommended that the President not hold office as President for more than 2 terms (4 years).

##### **Vice President**

The Vice President shall perform duties as assigned by the President. This position is responsible for the following:

- ◆ Assumes the duties of the President in their absence.
- ◆ Assists the President, Board and Committee members where required.
- ◆ Attends and Chairs all monthly Executive meetings.
- ◆ Attends all Chapter General meetings.
- ◆ Participates in conference calls with NIGP National on an Adhoc Basis.
- ◆ Typically will move up to be elected into the President position once the current President's term has been completed.

##### **Recording Secretary**

The Recording Secretary shall maintain the records of the Chapter and is responsible for the following:

- ◆ Develops the agendas for all meetings.
- ◆ Records all votes and minutes at all meetings of the Governing Board and Committees.
- ◆ A resource for historical events within the Chapter.
- ◆ Maintains all historical records.
- ◆ Participates in conference calls with NIGP National on an ad hoc basis.
- ◆ Attends monthly executive meetings and if unable to attend, finds someone to record the minutes.

- ◆ Prepares correspondence for signature for banking, confirmation of attendance at meetings and of membership and any other formal communication, as necessary.

### **Treasurer**

The Treasurer shall be responsible for all funds of the Chapter, maintain the financial records and is responsible for the following:

- ◆ Processes all invoices and deposits all income within the Chapter.
- ◆ Shall maintain a complete record of receipts and disbursements.
- ◆ Develops and provides a detailed and true monthly report describing the current financials of the Chapter and any outstanding payables not yet accounted for.
- ◆ Provides recommendation on expenditure decisions based on budget forecasts.
- ◆ Coordinates the filing of taxes for each fiscal year.
- ◆ Ensures the Chapter is registered appropriately with Governing bodies.
- ◆ Registers the current bylaws, as required by law.
- ◆ Participates in conference calls with NIGP National on an ad hoc basis.
- ◆ Attends monthly executive meetings and if unable to attend, forwards report.

### **COMMITTEE CHAIRPERSONS**

#### **Professional Development Coordinator**

The Professional Development Coordinator is responsible for the following:

- ◆ Schedules seminars for the Canada West Chapter, which includes securing location for seminar and coordinating with NIGP directly on dates and instructor.
- ◆ Provides hotel information to instructor and communicates directly with the instructor prior to the course to review any site or class details.
- ◆ Receives course material for seminar from NIGP.
- ◆ Attends the seminar the first day to deliver materials to instructor and ensure facility is set up.
- ◆ Attends the seminar the last day to retrieve remaining materials, take class picture for newsletter, distribute and collect feedback forms.
- ◆ Courier feedback forms to NIGP (waybill will be provided by NIGP), send back to NIGP remaining course materials (less costly method is Canada Post).
- ◆ Responds to enquiries from members and non members on seminars and designation requirements.
- ◆ Participates in conference calls with NIGP on an ad hoc basis.
- ◆ Attends monthly executive meetings and if unable to attend, forwards report.
- ◆ Provides a "Pro-D" update to be posted on the Chapter Website.
- ◆ Generates upcoming seminar information to seek participation and enrollment.

Note: NIGP coordinates ALL payments on NIGP National seminars. If the Chapter runs a non NIGP National seminar, the Chapter is responsible to collect all the seminar fees.

## **Membership**

The Membership Chairperson is responsible for the following:

- ◆ Maintains membership database.
- ◆ Provides annual "Chapter Member Data Report" to NIGP National.
- ◆ Provides all membership change of information updates to the Treasurer for invoicing and other communications.
- ◆ Annually prepares all invoicing for Chapter Membership renewals and tracks the receipt of the payments and membership renewals.
- ◆ Provides all email address and name change updates to the Communications Chairperson for electronic mailings.
- ◆ Responsible for overseeing membership growth and retention programs.
- ◆ Attends monthly executive meetings and if unable to attend, forwards report.

## **Program, Nomination and Awards**

The Program, Nomination and Awards Chairperson is responsible for the following:

- ◆ Plans and organizes all 4 General Chapter Meetings.
- ◆ Researches and obtains speakers for 2 of the 4 General Meetings.
  - March, Purchasing Month (Speaker and Dinner)
  - May, Fun Night (Dinner)
  - September, Member Networking Evening (Hor Dourves)
  - November/December, Christmas Meeting (includes spouses) (Inspirational/Self Development Speaker and Dinner)
- ◆ Prepares a meeting notice and electronically communicates the event to all the current members and any potentially interested participants.
- ◆ Runs all chapter elections at meetings, except in the case where you are a nominee. The past President or other designate may temporarily run the election during that period.
- ◆ Attends monthly executive meetings and if unable to attend, forwards report.

## **Communications**

The Communications Chairperson is responsible for the following:

- ◆ Searches for feature article ideas and then obtains written submissions for posting on Chapter website.
- ◆ Provides member a printed copy if not able to access the electronic version.
- ◆ Develops and maintains a current website to ensure ease of use and clarity to the Chapter Members.
- ◆ Posts electronic communication and/or teaches Board and Committee members how to post on their site.
- ◆ Sends all notices out electronically to the membership.
- ◆ Follows up on blocked or old emails.
- ◆ Develops and maintains a new Chapter membership brochure for mailing out to organizations and potential new members.
- ◆ Attends monthly executive meetings and if unable to attend, forwards report.



## 6.0 Current Board and Committee Officers

### Board of Directors – 2015-2016 Executive

**President****Marcy Soehn, CPPO, CPPB**

Manager, Corporate Purchasing  
Procurement Services, Government of Alberta  
9<sup>th</sup> Floor, South Tower, Seventh Street Plaza  
10030 – 107 Street  
Edmonton, Alberta T5J 3E4  
Tel: 780-427-3270  
Email: [marcy.soehn@gov.ab.ca](mailto:marcy.soehn@gov.ab.ca)

**Vice-President**

Vacant

**Treasurer****Stephanie Galba, CPPO, CPPB**

Manager, Purchasing & Contract Services, Financial Services  
Edmonton Public Schools  
Centre of Education  
1 Kingsway NW  
Edmonton, Alberta T5J 3E4  
Tel: 780-429-8203  
Email: [stephanie.galba@epsb.ca](mailto:stephanie.galba@epsb.ca)

**Recording Secretary****Gwen Barr, CPP, MBA**

Procurement Manager – Design & Construction  
City of Edmonton  
4<sup>th</sup> Floor, Century Place  
9803 – 102A Avenue NW  
Edmonton, Alberta T5J 3A3  
Tel: 780-496-2779  
Email: [gwen.barr@edmonton.ca](mailto:gwen.barr@edmonton.ca)

**Past President****Donna Zeeh Chorley, CPPO, CPPB**

Procurement Specialist, Procurement Services  
Supply Management Services  
3rd Floor Materials Management Building  
University of Alberta  
Edmonton, Alberta  
Canada T6G 2R3  
Tel: 780-492-2034  
Email: [refreshyourvision@shaw.ca](mailto:refreshyourvision@shaw.ca)

## **Committee Chairpersons - 2015-2016 Executive**

### **Professional Development**

#### **Jackie Ruttan, CPPB**

Senior Purchasing Officer  
Service Alberta, Procurement Services  
Government of Alberta  
9th Floor, South Tower, 10030 - 107 Avenue  
Edmonton, AB T5J 3E4  
Phone: 780-427-2641  
Email: [jackie.ruttan@gov.ab.ca](mailto:jackie.ruttan@gov.ab.ca)

### **Membership**

#### **Lisa Kutzner, CPPB,CID**

Facility Designer  
Central Services, Seniors Housing  
14420 109 Avenue  
Edmonton , Alberta T5N 4B3  
Tel: 780-447-9217  
Email: [Lkutzner@gef.org](mailto:Lkutzner@gef.org)

### **Communications**

#### **Joanne Caissie, CPPB**

Enterprise License Agreement Specialist, Procurement Services  
Corporate Purchasing, Government of Alberta  
9<sup>th</sup> Floor, South Tower, Seventh Street Plaza  
10030 - 107 Street  
Edmonton, Alberta T5J 3E4  
Tel: 780-638-5601  
Email: [joanne.caissie@gov.ab.ca](mailto:joanne.caissie@gov.ab.ca)

### **Programs, Nominations, and Awards**

Vacant

**7.0 Strategic Plan, Goals and Objectives**

To be developed

**8.0 Record of Amendments to Operations Manual**

Amended April 20, 2016

**Article 1 Canada West Chapter of NIGP became a Charter of the National Institute of Governmental Purchasing on August 1, 1989.**

Amendment is due to adding the original NIGP charter

**Article 6 Current Board and Committee Officers**

Amendment is due to the update of Officers for the 2016/2017 Term

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Amended March 5, 2015

**Article 6 Current Board and Committee Officers**

Amendment is due to the update of Officers for the 2015/2016 Term

**Article 3.5 Benefits of Membership**

Amendment due to the update of Benefits of Membership

**Table of Contents**

Amendment is due to updating the Table of Contents

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Amended April 10, 2014

**Article 3.4 Retired Membership**

Amendment is due to the addition of Article 3.4.2