



# **ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS**

## **NATIONAL CAPITAL AREA CHAPTER**

**Operating Procedures  
(Revised – Approved)  
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## **OPERATING PROCEDURES**

### **1.0 Purpose**

The purpose of this document is to define Operating Procedures (OP) for the National Capital Area Chapter (NCA) of the Association of Proposal Management Professionals (APMP). These procedures document the Chapter Name, Mission Statement, Objectives, Membership, Board of Directors (BOD), Officers, Committees and operational roles and responsibilities. These Operating Procedures may be altered, amended or repealed, and new procedures may be adopted by a majority of the Directors present at any regular meeting.

### **2.0 Chapter Name**

The name of the organization is the ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS - NATIONAL CAPITAL AREA CHAPTER (hereafter referred to as APMP-NCA).

The Chapter will retain an address in the Washington, D.C. metropolitan area.

### **3.0 Bylaws**

The Chapter operates under and is bound by the bylaws of APMP and the Operating Procedures described herein.

### **4.0 Mission Statement**

The mission of the APMP NCA chapter is to support our members in advancing their professional goals and increasing their capabilities to win business.

### **5.0 Objectives**

The objectives of the APMP-NCA are to:

- Advance the arts, sciences and technology of business development, capture, and proposal development
- Promote professional growth through education, mentorship, scholarships, and encouraging members to attain APMP certification
- Stimulate the exchange of information by means of publications, social media, blogs, meetings, alliances, speaker series, networking events, and conferences
- Recognize contributions of Chapter members for promoting and achieving organization goals
- Encourage networking within the Chapter, within the larger APMP organization, and outside of APMP-NCA with other professional organizations serving similar audiences

- Provide a source of best practices, guidance, and industry wisdom through a Body of Knowledge (Resources on Demand)
- Partner with industry, academia, and government to unleash the power of business development, capture, and proposal management
- Provide a forum for the discussion and examination of problems, solutions, applications, and ideas relevant to the industry
- Disseminate information regarding developments in the profession
- Advance the general and specific purposes of the APMP and the Business Development Institute (BDI)
- Attract, develop and retain leadership to ensure the future of the organization.

## **6.0 Membership**

Article II of the APMP Bylaws will govern membership in APMP-NCA. In general:

- Membership is open to persons concerned with business development, capture, and proposal management. No one will be barred because of race, color, national origin, gender, religion, or political affiliation.
- Any person shall qualify and become a member of the Chapter upon payment of the national membership dues and the indication of their desire to affiliate with the NCA Chapter. Each individual shall remain a member in good standing for as long as they pay the annual APMP membership dues (and meet all other qualifications for membership).
- Individuals must apply for membership with an official APMP application form. Dues (as set by APMP) must be submitted with an application for membership. The application should be submitted directly to APMP. See [www.apmp.org](http://www.apmp.org) for more information.
- Members in good standing may receive all NCA Chapter publications and event announcements (with options to opt-out), and shall have access to the APMP-NCA Body of Knowledge.
- Members in good standing may attend any meeting, conference, convention, workshop, or any other event sponsored by the Chapter, at the member rate.
- Members in good standing shall have the right to exercise their right to vote for APMP-NCA officers and directors by e-mail vote or other Board-approved means, i.e. the APMP-NCA web site.

By accepting membership in the APMP-NCA, each member agrees to abide by its governing documents, work toward achievement of its mission and objectives, and act in accordance with its precepts.

## **7.0 Board of Directors**

### **7.1 General Powers**

The APMP-NCA elected Board of Directors (BOD) shall manage the affairs of the Chapter.

### **7.2 Number, Tenure and Qualifications.**

**Number.** The number of Directors shall be not less than five (5) or more than fifteen (15) as determined by resolution of the BOD.

**Tenure.** Each Officer shall hold office for a period of 24 months or until a successor has been elected (whichever is less). Each Director shall hold office for a period of 12 months or until a successor has been elected (whichever is less).

**Qualifications.** Any APMP-NCA member in good standing may be selected as candidate to become a Board Director-at-Large as a result of the annual election. Any member who has served as a Director-at-Large for a minimum of one year may be nominated as a candidate to become a Board of Directors Officer (see Section 8.0 below). Nominations are accepted from NCA Chapter members in good standing or by self-nomination.

**Voting Rights.** Each elected Board member is entitled to vote on each matter submitted in writing to the BOD by e-mail or at a meeting at which the member is present.

### **7.3 Meetings**

**Regular Meetings.** The BOD Officers shall hold a regular meeting prior to each monthly BOD meeting.

The regular meeting of the BOD shall be held on the first Tuesday of the month, or at such other time and place as determined by the BOD. BOD meetings will allow committees and interested committee members to report their committee's status and allow the Board members to act on any matter needing BOD approval or concurrence. The meeting shall also include a review of progress toward established objectives and metrics. An open general session can follow this meeting. The open session will allow interested parties an opportunity to interact with Board members to explore new ideas.

**Special Meetings.** Special meetings of the BOD may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the BOD may fix any place, as the place for holding any special meeting of the BOD called by them. The business to be transacted at any special meeting shall be limited to that specifically mentioned in the call.

At least two days' notice shall be given each Board member prior to a special meeting being held. Written notice sent by e-mail to each Director at the address shown by the records of the Chapter is required. If e-mailed, such notice shall be deemed to be delivered when the notice is sent. Any Director may waive notice of any meeting.



The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

#### **7.4 Quorum**

A majority of the BOD shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the directors are present at said meeting a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the BOD, unless the act of a greater number is required by law or by these bylaws. Directors may cast their votes at a meeting where they are physically present. They may also vote telephonically or by proxy.

#### **7.5 Vacancies**

Any vacancy occurring in the BOD may be filled by the affirmative vote of a majority of the Officers. A Director elected to fill a vacancy shall serve until the next general election.

#### **7.6 Compensation**

Directors as such shall not receive any stated salaries for their services. Nothing herein contained shall be construed to preclude any Director from serving the association in any other capacity and receiving compensation therefore.

### **8.0 Board of Directors and Officers**

The APMP-NCA BOD will conduct the official business of the Chapter. Members of BOD will include the Officers (President, Vice President, Secretary, and Treasurer), and Directors-at-Large. Board Committee Members (MBC) will assist the BOD with the operational functions of the Chapter.

#### **8.1 Board of Directors Election and Tenure of Voting Members**

The APMP-NCA members shall directly elect a President, Vice President, Secretary, Treasurer and Directors-at-Large. The BOD may also elect or appoint Committee Members (CM) to support the operations of the Chapter and fulfill the Chapter's mission. All Officers serve two-year terms. All BOD members serve one-year terms. CMs may serve for as long as their services are necessary. See Committees (Section 9.0 below) for a discussion of CM requirements.

The Officers (President, Vice President, Secretary and Treasurer) have the power to appoint Officers or Directors-at-Large to open positions or remove subordinate Officers or Directors-at-Large by majority vote. Any two or more BOD positions may be held by the same person, except the offices of President and Vice President. Each BOD member so elected or appointed



shall continue in office until his/her successor shall be elected or appointed and shall qualify, until his/her earlier removal, resignation, or death.

## 8.2 Duties

The Officers are responsible for the day-to-day operations of the Chapter. All Officers are expected to regularly attend and support Chapter events and respond promptly to inquiries from both members and non-members. Officers keep their SOPs updated and posted to Privia and provide input to the Annual Report of Accomplishments.

Officers have the authority to make decisions and authorize expenditures within budget up to \$500 without consulting the Directors-at-Large. Planned expenditures above \$500 must be approved by majority vote of the Board. For expenditures above \$5,000, the Officers must issue a competitive RFP to solicit bids. The RFP must undergo peer review by the Officers prior to release to at least three bidders. The Officers shall appoint a proposal review committee to make recommendations to the Board for final approval. All contracts must be reviewed by the President and Treasurer prior to execution.

The President will review the Treasurer's reports to verify approved budgets are not exceeded. The Treasurer will send and the President will acknowledge by email any invoice that commits the Chapter to paying more than \$1,000. The President has the authority to approve all invoices for ongoing operational expenses as long as the expenditure is within the approved budget.

**President.** The President shall be the chief executive officer (CEO) of the Chapter and shall have general charge, supervision, and authority over the affairs and business of the Chapter, and over its BOD members, subject, however, to the control of the BOD. He/she shall, when present, preside at all meetings of the BOD. He/she shall provide leadership regarding attainment of the goals of various committees of the APMP-NCA. The President shall conduct an annual review at the end of each year of the Chapter's Operating Procedures. He/she provides the vision and direction for the local Chapter. Other duties may include but are not limited to:

- Sets strategic vision, establishes strategic plan, and monitors and reports on the achievement of strategic goals, as well as key performance indicators.
- Provides general charge, supervision, and authority over the property, affairs, and business of the Chapter and its Officers.
- Ensures Board members are executing their duties as prescribed in their SOPs on schedule.
- Identifies potential risks, including schedule, cost, technical, or member satisfaction, and leads Board members in developing mitigation strategies.
- Conducts monthly Officers and BOD meetings. Initiates meeting agendas. Establishes and communicates the meeting location and time. Ensures all Board members and committees routinely report on activities. Tracks action items from each meeting.
- Ensures the NCA Chapter operates on a solid financial footing based on reports provided by the Treasurer for review and approval.



- Prepares NCA Chapter business announcements for each NCA Chapter-sponsored event, including introduction of new members, announcing upcoming events, and conducting special recognition(s).
- Provide recommendations for improvements to the APMP International Board.
- Endorses email broadcast announcements to promote the NCA Chapter's education and networking events.
- Helps promote events over social media.
- Writes a column for the NCA Executive Summary eZine, and ensures that all important events and Chapter business are reported in the eZine.
- Maintains co-signature check signing responsibility with the Treasurer and serves in his/her absence to ensure bills are promptly paid.
- Serves as a point of contact with regional chapters, APMP regional director, and APMP International for chapter communication.
- Promotes interaction with other associations and chapters, and co-sponsored events.
- Issues or oversees issuance of competitive RFPs for Board expenditures above \$5,000..
- Prepares an Annual Report of Accomplishments to the membership, and sends a copy to APMP International.
- Splits oversight of the committees with the Vice President, dividing up Committees over which each has primary responsibility for leadership and guidance.
- Works with the Committees to develop and maintain SOPs.

**Vice President.** The Vice President shall be the chief operating officer (COO) of the NCA Chapter. At the request of the President, or in his/her absence or disability, the Vice President shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. He/she shall also have responsibility for assisting and working with other members of the BOD who have been elected or appointed to their respective positions. The Vice President chairs the NCA election nominating committee. Other duties may include but are not limited to:

- Attends monthly Officers and BOD meetings, contributes constructive ideas to improve the NCA Chapter, and reports on activities.
- Assumes additional duties and leads special activities as requested by the President or in the President's absence.
- Provides strategic direction and participates in various NCA committee activities as assigned.
- Helps promote events over social media.
- Develops the slate of candidate Board Officers and Directors for the annual election, presents them to the membership in November, runs the election, and reports results.





- Drafts, receives input from the BOD, and delivers the Chapter's nomination(s) for annual APMP Chapter Awards.
- Splits oversight of the committees with the President, dividing up Committees over which each has primary responsibility for leadership and guidance.
- Works with the committees to develop and maintain SOPs.
- Initiates the review of the Chapter Operating Procedures/Bylaws, and individual SOPs and provides recommended changes to the BOD as required.
- Oversees and coordinates all surveys to the membership.

**Secretary.** The Secretary shall perform such duties and shall have such powers as may from time to time be assigned to him/her by the BOD or by the President. In addition, the Secretary shall perform such duties and have such powers as are incident to the office of Secretary, including without limitation, the duty and power to give notice of all meetings of the BOD, to attend such meetings, and keep a record of the proceedings, and to be custodian of corporate records. Other duties may include but are not limited to:

- Maintains all historical records for APMP-NCA in Privia (or other online repository as designated).
- Solicits and consolidates BOD monthly reports.
- Captures discussion, decisions, and action items from Board meetings, and combines these with the BOD monthly report inputs.
- Provides comprehensive minutes of Board meetings to the BOD and submits copy to APMP International. Maintains a record in Privia.

**Treasurer.** The Treasurer shall perform such duties and shall have such powers as may from time to time be assigned to him/her by the BOD or by the President. In addition, the Treasurer shall perform such duties and have such powers as are incident to the office of Treasurer, including without limitation, the duty and power to be custodian of all corporate financial records. The Treasurer receives monies collected by the program coordinator for all chapter-sponsored events, pays NCA bills, maintains NCA's checking account and financial records, and prepares all required financial reports. Other duties may include but are not limited to:

- Maintains all financial records for the NCA Chapter.
- Safeguards all NCA Chapter financial instruments including checks, credit card, debit cards, etc. Protects the security of log-in information for bank (currently Wells Fargo) and transaction (currently PayPal) accounts.
- Reviews and approves contracts.
- Reviews committee budgets.
- Establishes an overall Chapter budget and monitors budget items including return on investment on each event/activity.
- Prepares and delivers financial reports to the BOD monthly and as required.



- Reviews bills for accuracy and pays bills in a timely manner.
- Ensures that bills exceeding an amount set by the BOD are reviewed and approved by the President prior to payment.
- Reimburses Board members for appropriate expenses such as supplies, printing, etc.
- Provides the BOD and APMP International with an annual report, plus three quarterly reports in accordance with APMP-stipulated requirements.

Note: The Secretary and Treasurer positions may be filled by the same individual.

**Directors-at-Large.** Directors-at-Large positions may be committee chairs. Directors-at-Large, along with the four Officers, are responsible for making any necessary decisions by majority vote pertaining to the operations of APMP-NCA.

As appropriate, all Directors-at-Large shall establish SOPs and budgets for the operation of their committees. These budgets must be approved by the four Officers. Committee Chairs may approve expenditures within their approved budget, but must bring expenditures above budget, contracts, SOP changes, and other impactful decisions to the full BOD for vote.

### **8.3 Resignations and Removal**

Any Officer or Director may resign at any time by giving written notice to the President or Vice President. Such resignation shall take effect on the date specified therein and no acceptance of the same shall be necessary to render the same effective. Any Officer or Director may at any time be removed by the affirmative vote of a majority of the BOD members. The Secretary will send written notification of removal from office.

### **8.4 Succession and Replacement**

The order of succession is Directors-at-Large to Treasurer to Secretary to Vice President to President, dependent on the willingness of the next person in line accepting the vacated position. The BOD will ratify by vote (email or voice) its acceptance of the succeeding Board member.

If succession is impractical, the remaining Officers will conduct a search of the NCA Chapter membership to find a replacement. The Officers will concur by vote, its acceptance of the replacement candidate. The candidate will be presented at the next general meeting to allow the BOD and any NCA Chapter members present to ratify the Board's action and acceptance of the new Board member.

## **9.0 Committees**

Appointment and tenure of Committee Members: The voting members of the BOD may appoint non-voting members as CMs. These CMs serve for terms determined by the BOD. Each member so appointed shall continue in office until his/her successor shall be appointed or until



the earlier of the following conditions: the usefulness of the committee has expired, a removal, a resignation, or death.

There will be two classes of Committees: Standing and Ad Hoc.

## **9.1 APMP-NCA Standing Committees**

Members of the BOD, by resolution adopted by a majority of the Directors in office, may be designated and appointed to one or more committees. Each Director may appoint committee members from the NCA membership without consulting the BOD. Directors must regularly attend BOD meetings and report on activities, participate in NCA Chapter planning and decision-making, regularly attend and support Chapter events, keep their SOP updated and posted to Privia, and provide input to the Annual Report of Accomplishments.

As applicable, all Standing Committee Chairs must prepare committee budgets and submit them to the BOD. For events, the budget must include break-even attendance numbers.

The BOD has the authority to increase or decrease the number of Standing Committees. The Standing Committees may include the following:

### **Annual Events Committee**

The Annual Events Chair:

- Plans, organizes, and executes the schedule, speakers and content of the Chapter's annual events, which includes the Mid-Atlantic Annual Conference and Expo.
- Issues Call for Speakers.
- Prepares content for event website and marketing materials in coordination with the Publicity Chair.
- Coordinates training offered by outside vendors at the annual event.
- Coordinates with the Event Logistics Chair on venue logistics and with the Corporate Sponsors Chair on the Expo.
- Solicits support for all programs from the members and colleagues of the organization.
- Develops and conducts satisfaction survey(s) of event attendees.

### **Corporate Partner Program Committee**

The Corporate Partner Program Chair:

- Manages the Corporate Partner Program.
- Develops and proposes to the BOD the levels, benefits, and fees associated with Corporate Partner membership.

- Ensures that appropriate Corporate Partner fees are collected in coordination with the Treasurer. Prepares promotional materials (with help from the Publicity Committee as required) to inform prospective Corporate Partners of program benefits.
- Solicits participation by corporate entities who have an interest in our organization.
- Supports Corporate Partners at events (logistics, advertising, etc.).
- Works with Corporate Partners to promote our chapter and our events through their websites, other venues and networks.
- Solicits sponsorships from organizations that are not in the Corporate Partner program. This includes defining sponsorship opportunities associated with the Chapter at-large (e.g. web-site sponsor, job fair sponsor), and individual events (e.g. lunch sponsor, nametag sponsor; program sponsor), etc.
- Organizes and coordinates resources for webinars and other promotions/activities that may be offered at specific Corporate Partner levels.
- Coordinates with the eZine Chair and the Publicity Chair regarding Corporate Partner advertising.
- Coordinates with all chairs on Corporate Partner participation.

### **Event Logistics Committee**

#### The Event Logistics Chair:

- Establishes, monitors, and/or reviews all event budgets (in addition to overall committee budget).
- Coordinates all event arrangements with hotels, including negotiating contracts, menu selection, room setup, minimum meeting attendees, billing rates, AV equipment, etc. (The Logistics Chair is delegated the authority to sign contracts with the event venues).
- Reviews and approves all catering requirements in advance of event.
- Prepares nametags for event attendees that include name and organization.
- Maintains necessary supplies to support event logistics, such as name tags, holders, ribbons, trays, signage, banners, table cloths, and collection baskets. Provides (or coordinates with the BOD) secure storage for all NCA-owned supplies and equipment.
- Recommends to the BOD the purchase of physical property items (e.g. easels, projectors, microphones, cameras, etc.) for which there is a demonstrated recurring need that would otherwise have to be met through per-event rentals.
- Manages event registration lists.
- Is the principal administrator of any registration software used by the organization (e.g., RegOnline).
- Collects and distributes communications, promotional items, or other items for each event. Procures and provides speaker gifts, give-aways, etc., as required.

- Advises other Directors of the arrival of new first-time members at a function so that they may extend a special greeting to the new member and introduce that person to other members of the Board and Chapter.
- Coordinates with the Membership Committee to ensure membership status of event attendees.
- Provides the Membership Committee and the Publicity Committee with registration lists to support publicity, email list maintenance, and the recruitment of new members.
- Manages/staffs the registration desk at events.
- Captures metrics for the BOD regarding registration, registrant profiles (member/non-member, geography, job category, and chapter affiliation), attendance, no-shows, and walk-ins.

### **eZine Committee**

The eZine Chair:

- Solicits content for the NCA Chapter's newsletter.
- Establishes the schedule for publications.
- Edits, produces, and publishes the Chapter's Executive Summary eZine.
- Maintains a record of previous newsletters and articles about the Chapter.
- Coordinates with the Marketing and Publicity Chair to publish the eZine on the NCA Website and in the Body of Knowledge.
- Coordinates, as required, with publication resources or consultants to format and produce final copy for the newsletter.
- Explores and introduces new ways to format and produce eZine content.
- Explores ways to measure the effectiveness and value of the eZine to NCA members.
- Considers new and innovative ways to ensure eZine content is useful (and read), and to re-use eZine content in other ways to benefit members (for example, re-posting articles as blogs or on social media).
- Identifies ways to attract new writers/contributors.

### **Marketing and Publicity Committee**

The Marketing and Publicity Chair:

- Coordinates market research activities.
- Creates marketing communication strategies and tactics to promote NCA Chapter programs, services, and events.
- Develops and maintains promotional website and social media (Facebook, LinkedIn, and Twitter) content.



- Coordinates website maintenance with webmaster, including the Body of Knowledge.
- Coordinates with APMP International to promote and communicate Chapter events and activities.
- Works with other chapters to conduct joint communications, or to inform them of APMP NCA chapter activities.
- Maintains a process for maintaining the email mailing list.
- Explores ways to periodically tap members who have opted out to see if they would like to opt back in.
- Works to resolve bounced emails through updated membership lists, registration lists, etc.
- Plans and implements marketing communications strategies and tactics to promote NCA Chapter programs, services, and events, and to:
  - Enhance visibility and awareness of the NCA Chapter.
  - Design press releases, promotional products, and related promotional materials.
  - Increase awareness and use of NCA resources such as the Body of Knowledge, social networks, and blog.
  - Increase traffic to the NCA website through search engine optimization and metrics monitoring.
  - Create a positive image of the organization and the profession.
  - Use social networks to create visibility and awareness of APMP-NCA.
  - Provide recommendations to the BOD on policies and programs to advertise and promote the organization.
  - Promote an awareness of the rewards associated with a career as a BD, capture, or proposal professional.
  - Communicate how APMP-NCA can help professionals further their career.
  - Attract young professionals to the industry.
  - Enhance brand recognition and public relations.
  - Help the Corporate Partner Chair attract corporations and Corporate Partners to invest, support, and promote NCA and our activities/ services.
  - Generate and sustain member's excitement and enthusiasm.

## **Membership Committee**

The Membership Chair:

- Encourages and promotes membership in APMP and the NCA Chapter through various functions and activities and by creating a membership benefits brochure and other materials.
- Maintains and updates the NCA Chapter roster of all current members.

- Coordinates membership rosters with APMP International each month.
- Provides an up-to-date membership mailing list to other Directors or fulfillment personnel on a recurring basis or as required for mailings such as the newsletter, event announcements, email lists, promotions, special invitations, etc.
- Identifies all new members from the APMP International listing, newsletter, or other sources each month. Sends (or causes to be sent) an individual welcoming message to each new member, which includes a reminder to register on our website for email blasts, explains the benefits of membership, and informs them of upcoming events and chapter news. Provides new member list to event coordinators to ensure that new members are especially welcomed and identified at the first Chapter event they attend.
- Coordinates all activities with other Directors to ensure retention of existing members and promotion of new membership.
- Meets and welcomes new members and colleagues and provides them information about the organization and events, answers questions, and makes introductions to other members and colleagues.
- Manages a membership registration booth at events, as required and feasible.
- Uses event registration lists to identify and reach out to potential new members.
- Captures metrics regarding membership growth (or decline), retention rates, renewals, geographic distribution, diversity (BD, capture, proposal, commercial, government), and any other available metrics that may be of value in improving membership figures, attracting participation at events, selecting programs or venues, defining member value and achieving member satisfaction.

## **Professional Development Committee**

### The Professional Development Chair:

- Administers the mentorship program to match mentors and protégés with similar career goals to help promote the future growth of the mentee; encourage certification in APMP; and create an informal forum to share ideas and learning tools.
- Coordinates with the Treasurer to obtain, distribute, and track mentor stipends and to secure other funding necessary to administer the program.
- Identifies way to measure the success of the mentorship program and reports the results to the BOD.
- Administers the APMP-NCA Scholarship Program to provide scholarships (covering registration costs only) to up to two junior proposal professionals to attend the APMP International conference each year, in an effort to support their future growth by exposure to other chapters and proposal professionals from all over the world.
- Creates additional activities to further the APMP Certification programs.
- Maintains metrics regarding number of NCA Chapter members who hold various APMP certifications.

- Coordinates with the APMP Education Chair, the Certification Chair, and other chapters as necessary to remain current on education and certification initiatives in our industry, to share our professional development successes, to bring back insights from those entities, and to collectively develop new ideas and initiatives to promote professional development.
- Manages instructors and programs for tracks or activities associated with certification or specialized training (BD-CMM) at Chapter events such as the Mid-Atlantic Annual Conference and Expo.
- Determines and shares information related to the number of Continuing Education Units (CEUs) members may earn by participating in Chapter activities and events.

### **Speaker Series Committee**

The Speaker Series Chair:

- May appoint event Chairs or Co-Chairs to plan and manage individual events.
- Plans a calendar of speaker/educational events, including topics, moderators and speakers.
- Coordinates with other APMP-NCA Committee Chairs on SOPs, logistics, registration, publicity, and sponsors.
- Ensures event Chairs identify moderators and speakers, prepare program planners, collect bios and releases, and if needed, obtain speaker presentations in advance, as well as schedule dry runs prior to each event.
- Prepares Speaker Series meeting announcements and flyer information.
- Coordinates with speakers and the event Chairs prior to each event to ensure readiness.
- Holds regular committee meetings.
- Helps publicize events through e-mails, eZine, social media, website, and other Chapter communication paths.
- Coordinates the contribution to the NCA eZine, reporting the Speaker Series events.
- Set goals and monitors attendance and other appropriate performance metrics for speaker series events.
- Explore ways to determine satisfaction with Speaker Series, topics, speakers, venues, format etc., to identify improvement strategies.

### **Special Events Committee**

The Special Events Chair:

- Provides input and suggestions for networking activities at all NCA Chapter functions.
- Solicits support for all programs from APMP-NCA members and non-members.
- Plans networking and/or other events and activities, either in coordination with other NCA Chapter activities or on a stand-alone basis. These events and activities will



complement the Speaker Series program so as to offer additional opportunities to engage with Special Interest Groups (SIGs) within the NCA Chapter, to encourage networking, as well as to attract new members.

- Conceives, plans and delivers networking events and programs targeted to segments of the membership, e.g., by job (BD, capture, proposals), geography (DC, MD, VA), format (virtual, breakfast, lunch, dinner), or customer (federal, commercial). Considers new ways to provide member value, such as webinars, happy hours, socials, job search/match events, or a volunteer fair where members can speak with committee chairs and get involved.
- Establishes alliances with APMP International and other chapters, and other professional organizations and industry groups, to partner, collaborate, and co-host events.

## **Technology Committee**

The Technology Chair:

- Develops website concepts, structure and features together with Marketing and Publicity chair.
- Maintains an inventory of all technology assets of the Chapter, including points of contact, access ids and passwords, license agreements, and usage guidelines.
- Monitors and implements (subject to BOD approval) electronic subscriptions and license renewals.
- Resolves or works to resolve issues related to tools and technologies used by the Chapter.
- Coordinates with APMP International for system interfaces and access to APMP data that is relevant to and available for use by our Chapter (e.g., membership database, webinar tools).
- Oversees website hosting and coordinates website maintenance with Marketing and Publicity committee and webmaster.
- Serves as the lead technology strategist for the NCA Chapter.
- Oversees NCA Chapter and BOD emails, hosting and maintenance.
- Evaluates, helps select, and supervises contractors or vendors the BOD hires to implement new and/or maintain existing technology.
- Makes recommendations to replace existing applications with improved technology and oversees the implementation and support of said technology.
- Identifies ways to measure the quality and effectiveness of technology resources (e.g. web site hits, broken links).
- Explores new ways to improve the effectiveness of chapter programs, events, promotions, and communications, and to provide member value through technology (mobile, live stream, video, etc.).
- Manages and ensures the availability of a registration system (RegOnline or other), records repository (Privia or other), membership database, website, and other electronic



tools and capabilities as required (like WebEx, GoToMeeting, PayPal, Teleconference, Videotaping and editing).

- Works with the Publicity Committee to provide the infrastructure to publish photos, videos, and promotional materials on the website.

## **9.2 APMP-NCA Ad Hoc Committees**

Ad Hoc committees not having and exercising the authority of the BOD in the management of the NCA Chapter may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, the NCA President shall appoint the members of each committee. The person or persons authorized to appoint such members may remove any appointed Ad Hoc committee members whenever, in their judgment, the best interests of the NCA Chapter shall be served by such removal.

### **Term of Office**

Each member of an Ad Hoc committee shall serve for as long as the mission of the committee is deemed necessary by the BOD. The BOD may terminate committees at any time for any reason. Committees may petition the BOD to terminate the committee or suggest alternative structures or forums.

**Chair.** One member of each Ad Hoc committee shall be appointed chair by the person or persons authorized to establish the Committee.

**Vacancies.** Vacancies will be filled from the Chapter at large.

**Quorum.** Unless otherwise provided in the resolution of the BOD designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

## **10.0 Indemnification**

APMP Bylaws Article VI covers indemnification.

## **11.0 Contracts, Checks, Deposits and Funds**

APMP Bylaws Article VII covers the handling of Contracts, Checks/Drafts, Deposits, and Gifts.

## **12.0 APMP-NCA Books and Records**

The NCA Chapter shall keep correct and complete books and records of its financial accounts and shall also keep minutes of the proceedings of the BOD and committees having any of the authority of the BOD.

