

**NCMA BATTLEFIELD- DULLES CHAPTER
OFFICER/COMMITTEE POSITION DESCRIPTIONS**

**ATTACHMENT 1
BATTLEFIELD-DULLES BOARD POSITION DESCRIPTIONS**

CHAPTER PRESIDENT

The Chapter President is elected by the members of the Chapter in accordance with the National By-laws and Chapter By-laws and is accountable to the National Board of Directors for the operation and activities of the chapter.

AUTHORITY

The Chapter President is the chief executive officer of the Chapter and chairs all Chapter Executive Assembly and Chapter general membership meetings.

DUTIES AND RESPONSIBILITIES

Subject to the Chapter Bylaws and to direction where applicable from the Chapter Board of Directors or Chapter membership, the Chapter President has the following general duties and responsibilities:

- Preside over meetings of the Chapter Board of Directors.
- Preside over the Monthly Workshop/Dinner Meetings.
- Lead the Chapter to ensure that the objectives of the Association are achieved and to specifically meet the professional needs of Chapter members.
- Manage the timely performance of all chapter activities by delegation of appropriate authority to Chapter Officers and committee chairpersons, and ensure implementation of all national policies within the chapter.
- Ensure preparation of the Annual Operating Plan and Annual Budget.
- Appoint a Nominations and Elections Committee for election of Chapter Officers for the coming year.
- Implement those policies and procedures developed or agreed to by the Chapter Board of Directors to maintain, improve, or enlarge the Chapter's service to its members and to better serve the local contract management community.
- Refer to the Chapter President's Functional Manual for more detailed guidance.

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PERFORMANCE SCHEDULE

Prior to July 15 appoint a Chairperson for each Chapter committee and send these names and the names of all elected chapter officers to the NCMA Office.

On or before July 31 review and approve the goals, schedule, and budget for each Chapter committee and office.

On or before September 1st submit to the National NCMA Office, an Annual Operating Plan covering the goals and objectives of the chapter for the program. The audit report of the chapter financial affairs for the preceding year should accompany the plan.

Prior to August 30 conduct an organizational or "team building" meeting for all chapter leaders (officers, committee chairs, etc.). The session should be a minimum of three hours in duration and should cover the annual operating plan, responsibilities and working relationships of chapter officers and committee chairs, and lessons learned from the activities of the past year.

On or before December 1 appoint the Chairman and members of the Nominations and Elections Committee.

On July 1 deliver to the incoming Chapter President all books, records, data, reports, and any other Association property.

Prior to December 31st, review the Chapter By-Laws for any necessary changes. Changes to the Chapter Bylaws must be passed by the Chapter General Membership.

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VICE PRESIDENT PROGRAMS AND OPERATIONS

The VP Programs and Operations is elected by the members of the Chapter in accordance with the National Bylaws and Chapter Bylaws and is accountable to the Chapter for the chapter program. The VP Programs and Operations will plan and present balanced and informative programs designed to assist Chapter members in their professional development through presentations at monthly meetings.

AUTHORITY AND SCOPE

The VP Programs and Operations follow the Chapter President in the line of Chapter. In the absence or incapacity of the Chapter President, the VP Programs and Operations shall assume the authority, duties, and responsibilities of the President and shall have such other authority as may be delegated by the Chapter President. The VP Programs and Operations has the authority necessary to produce a series of excellent programs for the benefit of chapter members.

DUTIES AND RESPONSIBILITIES

The VP Programs and Operations is responsible for organizing a series of excellent programs for the benefit of Chapter members.

The VP Programs and Operations also serves as a member of the Board of Directors.

Plan, budget, organize, and implement an effective program to enhance the professional development of Chapter members.

Plan and arrange the complete program for the entire program year. The plan will include the format of each session, topics to be covered, and recommended speakers and/or participants.

Develop an annual calendar of Chapter events; invite speakers and other program participants, wherever possible obtaining their biographical data, photographs, and information on how their topics will be represented; ensure their presence at meetings; convey expressions of appreciation at and after the meetings.

The program plan, together with a description of each program topic, (when available) biographical data, and photographs of speakers for each will be supplied to the Publicity Chair for inclusion in monthly membership program notices, Chapter Newsletter and the Chapter Website.

Conduct the workshop sessions of all Chapter meetings introducing the speakers(s) and other program participants. Plan and time the program sessions, discussion, and question and answer periods.

Develop a stand-by/back-up speaker for each chapter program to substitute for the scheduled speaker in case of a last minute cancellation.

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Make the necessary plans and arrangements for all regular and special events in the Chapter such as, but not limited to, special recognition, military appreciation, dinner dances, awards banquet, VIP Luncheon, golf/tennis tournament, holiday party, etc.

Establish and maintain records of Chapter program activities.

Serve as "Ambassador of Protocol" for all VIP's at Chapter functions.

PERFORMANCE SCHEDULE

Prepare a monthly report for the Board of Directors prior to the monthly Board of Director's meeting.

Within five days after each Chapter membership meeting, provide the Chapter Publicity/Newsletter Chairperson with a synopsis of the program for inclusion in the Chapter newsletter.

During the month of May, schedule a transition meeting for the outgoing and incoming VP Programs and Operations to arrange an effective transfer of responsibilities.

On or before July 1 the VP Programs and Operations will deliver to the successor in office all books, records, data, reports, and any other Chapter property for which the VP Programs and Operations is responsible.

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VICE PRESIDENT SECRETARY

The VP Secretary is elected by the members of the Chapter in accordance with the National Bylaws and Chapter Bylaws and is responsible and accountable to the Chapter President, and the Chapter Board of Directors.

AUTHORITY

The VP Secretary follows the VP Programs and Operations in the line of chapter authority. The VP Secretary is empowered and authorized to effectively manage and maintain accurate records of the Chapter. In the absence or incapacity of the Chapter President, VP Programs and Operations, the VP Secretary shall automatically assume the authority, duties, and responsibilities of the Chapter President.

At the discretion of the VP Secretary, a Chapter Secretarial Committee may be established to assist the VP Secretary in his / her responsibilities.

DUTIES AND RESPONSIBILITIES

Subject to the Chapter By-laws, the specific duties and responsibilities of the VP Secretary, individually and as the Chairperson of the Chapter Secretarial Committee, if established, are as follows:

Serve as a member of the Chapter Board of Directors.

Develop, in cooperation with the Chapter Officers, expense forecasts for the VP Secretary position.

Take minutes at monthly Board of Directors Meetings (recruit someone to substitute in your absence).

Take copies of minutes from last meeting to all Board meetings for approval.

Finalize minutes & update Action Items.

Take copies of Agenda to Board meetings

Prepare Board Meeting Attendance List for each meeting

Create & distribute program year calendar including:

- Board Meetings (including planning meetings)
- Educational Seminars
- Workshop/Dinner meetings
- Newsletter article due dates
- Award nomination due dates
- Plans/reports due to National
- Coordinate with Board members for award due dates

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World Congress, Conferences, etc.
Any other notable events

PERFORMANCE SCHEDULE

Keep roster current throughout the year. After the April elections of new Board of Directors, send the updated roster to National (in their format) prior to May 1st.

Keep Workshop/Dinner Speakers & Topics chart updated.

Order Board certificates, & nametags as needed

During the month of May, schedule a transition meeting for the outgoing and incoming VP Secretary Position to arrange an effective transfer of responsibilities.

At the June (year ending) meeting of the Board of Directors, submit a summary report of the affairs of the VP Secretary Position.

On or before July 1st, the VP Secretary Position will deliver to the successor in office all books, records, data, reports, and any other Association Property for which the Chairperson is responsible.

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VICE PRESIDENT TREASURER

The VP Treasurer is elected by the members of the Chapter in accordance with the National Bylaws and Chapter Bylaws and is responsible and accountable to the Chapter President, and the Chapter Board of Directors, where applicable, for chapter financial activities.

AUTHORITY

The VP Treasurer follows the VP Secretary in the line of chapter authority. The VP Treasurer is empowered and authorized to effectively manage and maintain accurate records of the Chapter's finances. In the absence or incapacity of the Chapter President, VP Programs and Operations, VP Secretary, the VP Treasurer shall automatically assume the authority, duties, and responsibilities of the Chapter President.

At the discretion of the VP Treasurer, a Chapter Finance Committee may be established to assist the Treasurer in his / her responsibilities. The Chapter VP Treasurer would be the Chairman of the Finance Committee and would appoint members.

DUTIES AND RESPONSIBILITIES

Subject to the Chapter By laws, the specific duties and responsibilities of the Chapter VP Treasurer, individually and as the Chairperson of the Chapter Finance Committee, if established, are as follows:

Serve as a member of the Chapter Board of Directors.

Develop, in cooperation with the Chapter Officers, annual income and expense forecasts for budget planning and forecasting. Provide assistance and guidance to all Chapter Officers and committees in developing annual budget requirements. With the Chapter President, prepare the Chapter Annual Budget for approval by the Chapter Executive Assembly.

Ensure that income producing projects are in concert with the National Bylaws, Mission Statement and Local, State, and Federal statutes.

Participate with the Chapter President in preparation of the Annual Operating Plan.

Exercise signatory authority for banking purposes.

Receive all Chapter income and deposit of it to the credit of the chapter in a bank or financial institution approved by the Chapter Board of Directors.

Pay all accounts payable in a timely manner.

Maintain custody and handle any Chapter petty cash fund(s) authorized by the Board of Directors. Collect and disburse money for meals and other charges at all Chapter functions, programs, etc., and for the payment of expenses authorized in connection with such functions.

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Ensure that collections and payments are reflected in formal reports of receipts and expenditures.

Maintain the official Chapter financial records and prepare monthly or other periodic financial reports in accordance with the guidance in Attachment 1.

Maintain oversight of all Chapter income, expenditures and commitments and provide recommendations for changes where needed.

Support the performance of an annual independent audit of chapter financial records by providing all appropriate information.

Have all financial books and records available at all times for inspection by the Chapter President, Executive Assembly, or an authorized National Officer.

Refer to the Finance Functional Manual for more detailed guidance.

PERFORMANCE SCHEDULE

Within 10 days of the Chapter's Strategic Planning meeting, or as directed by the Chapter President, submit to the Board of Directors an Annual Budget for the program year.

On or before each regular meeting of the Board of Directors, the VP Treasurer will prepare and distribute a formal, signed report of all Chapter financial transactions for the preceding month to the Chapter Board of Directors for approval with appropriate copies to committee chairpersons.

30 days prior to the conclusion of the Chapter's program year, the VP Treasurer will solicit the services of an independent auditor (who may be a Chapter member or team of members) to audit the chapter's financial books and records. The Independent Auditor must be approved by the Chapter President.

On or before the 15th working day following the close of the chapter's program year the VP Treasurer will prepare and distribute a signed (unaudited) report of the financial condition of the Chapter as of the close of the program year and accomplish the necessary changeover of banking signatory authorities, delivering to the incoming Chapter VP Treasurer all money, books, records, data, reports, and any other Association property for which the Chapter VP Treasurer is responsible and accountable.

The outgoing Chapter VP Treasurer should submit the chapter's annual financial report to the Chapter President for their inclusion with the Annual Operating Report which is to be submitted to the National NCMA Office to arrive not later than September 1st.

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VICE PRESIDENT MEMBERSHIP

The VP Membership is elected by members of the Chapter in accordance with the National By Laws and Chapter By Laws and is responsible to recruit prospective members for membership in the Association, to insure the retention of current members, and to help the chapter achieve steady and healthy growth.

AUTHORITY AND SCOPE

The VP Membership will be elected by the Chapter members. The VP Membership may appoint Membership Committee members. The VP Membership will be an elected chapter officer such as Chapter President, VP Operations, etc. The VP Membership has the authority necessary to achieve chapter membership growth and to fulfill the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES

The VP Membership serves as a member of the Chapter Board of Directors.

Immediately after election as the VP Membership, the VP Membership should select Committee members (and/or Subcommittee Chairmen) to begin planning and to perform other Committee work.

Refer to the Membership Functional Manual for more detailed guidance.

A. The VP Membership shall:

- Plan, budget, organize, and implement an effective program to recruit new chapter members and to retain current chapter members.
- Obtain and maintain current information with respect to eligible prospective members within the chapter territory.
- Provide additions to and subtractions from the chapter mailing list covering eligible potential members and maintain the member database.
- Organize specific membership recruiting campaigns for targeted audiences.
- At the monthly workshop/dinner meetings, address the chapter members. Introduce all new and first time attendees to the chapter members.
- Support national outreach plans to obtain members in various organizations and areas of interest.
- Periodically survey the membership to determine member needs and the level of satisfaction concerning chapter services, programs and benefits. Provide the survey results to the Board of Directors.

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- Seek information on achievements and promotions of members and publicize them at meetings and through the chapter newsletter.
- Arrange during each membership meeting to make presentations of certificates, pins, plaques, and awards of all kinds; publicly recognize achievements by members and express thanks and appreciation for services to the chapter and/or the profession.
- Plan and promote creative new ways to maintain the current members and attract new members.

PERFORMANCE SCHEDULE

On or before September 1st, prepare a Chapter Email Directory. This membership directory should include (but not limited to), list of Chapter officers & committees, chapter members, inclusive of email addresses.

During the month of May, schedule a transition meeting for the outgoing and incoming VP Membership and any Membership Chairmen to arrange an effective transfer of responsibilities.

On a monthly basis, download reports on chapter membership to keep track of members whose memberships are due or are lapsing or whose contact information has changed. Contact each lapsing member via phone, email, letter, etc.

On or before July 1st, the VP Membership will deliver to the successor in office all books, records, data, reports, and any other Association property for which the Chairman is responsible and accountable.

Make a monthly written report to the Board of Directors and also make a report of committee activities to the Board of Directors. The monthly report should include: Statistics on new, renewing, lapsed members, including programs that the VP Membership institutes to assist in increasing the chapter membership.

Assist and advise the Chapter President and Board of Directors as appropriate.

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VICE PRESIDENT EDUCATION AND PROFESSIONAL DEVELOPMENT

The Chapter VP Education is elected by the members of the Chapter in accordance with the National Bylaws and Chapter Bylaws and is responsible and accountable to the Chapter President, and the Chapter Board of Directors, where applicable, for chapter financial activities.

AUTHORITY

The Chapter VP Education is empowered and authorized to effectively manage and establish educational and professional development programs.

At the discretion of the VP Education, an Education Committee may be established to assist the VP Education in his / her responsibilities. VP Education would be the Chairman of the Education Committee and would appoint members.

DUTIES AND RESPONSIBILITIES

Subject to the Chapter By laws, the specific duties and responsibilities of the Chapter VP Education are as follows:

The VP Education is responsible for coordinating with the VP Programs and Operations in organizing a series of excellent educational programs for the benefit of Chapter members.

The VP Education also serves as a member of the Board of Directors.

Plan, budget, organize, and implement effective education seminars to enhance the educational development of Chapter members.

Coordinate with the VP Programs and Operations to plan and arrange the complete education program for the entire program year. The plan will include the format of each session, topics to be covered, and recommended speakers and/or participants.

Coordinate with the VP Programs and Operations to develop an annual calendar of Chapter educational events to include workshops and all day conferences; invite speakers and other program participants, wherever possible obtaining their biographical data, photographs, and information on how their topics will be represented; ensure their presence at meetings; convey expressions of appreciation at and after the meetings.

Develop an annual calendar of certification workshops or seminars.

The program plan, together with a description of each program topic, (when available) biographical data, and photographs of speakers for each will be supplied to the VP Programs and Operations for inclusion in monthly membership program notices, Chapter Newsletter and to the Chapter Publicity Chairperson for announcement in the Chapter Website.

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Conduct the educational seminar sessions of all the Chapter Educational Seminars, introducing the speakers(s) and other program participants. Plan and time the program sessions, discussion, and question and answer periods.

Develop a stand-by/back-up speaker for each seminar to substitute for the scheduled speaker in case of a last minute cancellation.

Serve as "Ambassador of Protocol" for all VIP's at the Chapter Educational Seminars.

Establish a Scholarship program to be approved by the Chapter Board.

PERFORMANCE SCHEDULE

Prepare a monthly report for the Board of Directors prior to the monthly Board of Director's meeting. The monthly report should address the current status of upcoming Educational Seminars.

Within five days after each Chapter Educational Seminar, provide the Chapter Publicity/Newsletter Chairperson with a synopsis of the seminar for inclusion in the Chapter newsletter.

During the month of May, schedule a transition meeting for the outgoing and incoming VP Education to arrange an effective transfer of responsibilities.

At the June (year ending) meeting of the Board of Directors meeting, submit a summary report of the affairs of this position.

On or before July 1 the VP Education will deliver to the successor in office all books, records, data, reports, and any other Chapter property for which the VP Education is responsible.

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ARRANGEMENTS CHAIR

AUTHORITY AND SCOPE

The Arrangements Chair will be appointed by the VP Programs and Operations. The Arrangements Chair has the authority necessary to fulfill the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES

Immediately after appointment the Arrangements Chair should select Committee members to begin planning and to perform other Arrangement Committee work.

Plan, budget, organize, and implement an effective program to assure that all chapter members and guests are welcomed and assured that they are valued professionals at all chapter activities.

Make arrangements for chapter meeting places including menus, meeting rooms, and audio/video support.

Arrange for greeters at chapter activities to welcome new members and VIPs.

Staff a registration/welcome table at chapter meetings to distribute program materials, name tags, record attendance, and collect payment.

Serve as Custodian of all NCMA facilities and equipment used at monthly meetings including the Chapter computer, overhead projector, etc.

Arrange for a lighted lectern, American flag, NCMA flag and speaker system at each monthly meeting.

Coordinate the number of reservations to be made at each monthly meeting and notify the caterer of the number to be expected.

Contract with the catering organization for meals and beverages to be served at monthly meetings and arrange with the Treasurer for payment by the close of each meeting.

Promote an atmosphere of hospitality and encourage all members to become acquainted at the general membership meetings. The specific purpose is to create an atmosphere to exchange ideas and to discuss the generalities of day-to-day operational problems.

Assign Committee members to assist at the registration desk, sell raffle tickets, etc.

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PUBLICITY CHAIR

AUTHORITY

The Publicity Chair will be appointed by the President. The Publicity Chair has the authority necessary to fulfill the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES

Subject to the Chapter By laws, the specific duties and responsibilities of the Publicity Chair are as follows:

Prepare a flyer (which describes forthcoming chapter dinner meeting guest speaker and workshop) for insertion into the monthly Chapter newsletter and/or posting to the Chapter website

- Email flyer to Chapter Pres, VP Operations and Programs
- Email flyer to colleagues and chapter membership
- Email flyer to other regional NCMA Chapters and applicable professional associations for their distribution as applicable.

Maintain the chapter website

Support publicity planning for Chapter seminars and conferences

As Chapter Photographer, take photos at monthly dinner/workshop meetings; email pictures to Vice President Operations and other officers shown

Submit Chapter meeting photos to the NCMA HQ at least 5 times per program year for Graalman Award credit and for publication in the Contract Management Magazine.

Contact local news media for chapter meeting/event publicity as applicable.

Prepare a Publicity Report for presentation at the monthly Chapter Board of Directors meeting

Support publicity and photography requests, as appropriate

During the month of May, schedule a transition meeting for the outgoing and incoming Chapter Publicity Chairs to arrange an effective transfer of responsibilities.

At the June (year ending) meeting of the Board of Directors, submit a summary report of the affairs of the Chapter Publicity Chair.

On or before July 1st, the Chapter Publicity Chair will deliver to the successor in office all books, records, data, reports, and any other Association Property for which the Chairperson is responsible.

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NOMINATIONS AND ELECTIONS CHAIR

AUTHORITY

The Nominations and Elections Chair will be appointed by the President. The Nominations and Elections Chair has the authority necessary to fulfill the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES

The chair and members of the Nominations and Elections Committee shall be responsible for filling the slate of officer candidates.

The committee shall operate within the guidelines of the national policy on "Nominations and Elections Committee" and ensure that chapter elections are completed by May 1 of each program year.

Officer candidates shall be nominated from the general chapter membership and elected by an affirmative vote of the majority of chapter members casting ballots.

Chapter elections will be conducted by electronic ballot. Association members in good standing, whose dues are paid in full and assigned to the Battlefield-Dulles Chapter, are entitled to cast a ballot in chapter elections.

Nominations shall be announced as open in the February/March membership meeting, and in the chapter newsletter.

(All candidates shall submit an introductory resume/biography by the scheduled deadline for publishing in the subsequent chapter newsletter or by other means.)

Chapter elections will take place in April via email or other electronic means to all Chapter members. The winners will be determined by a simple majority of votes by those members who voted. Voting shall be completed by April 30th, and the elected officers introduced on or before the June meeting. The ballot for the slate of proposed candidates for election will be provided to the membership prior to April 15th. Members may cast one ballot by 1:00 p.m., April 30th.

Elected officers shall be installed at the last meeting of the current program year so as to begin planning for the next program year over the proceeding summer of their elected leadership service year.