

President

Authority:

The President is elected by the members of the Association in accordance with the By-Laws, and is responsible and accountable to the Executive Board. The President is the chief executive officer, and chief operating officer, of the Association and chairs all Executive Board and general membership meetings.

Duties and Responsibilities:

- Call and preside at all Executive Board Meetings
- Prepare Agenda for all Executive Board Meetings. Issues, reports, and budget requests by Committee Chairmen should be placed first on the Agenda, (prior to officers) to provide for their scheduling requirements.
- Call and preside at an Executive Board Meeting 90 to 120 days in advance of the Annual Conference in order to review all plans and arrangements for same. President shall inform Committee Chairmen and visitors that they shall not have the right to vote during the Executive Board Meeting.
- Preside at the Annual Conference and State Contract Workshop and all of its business sessions
- Management and timely performance of all Association activities, including advance detailed programming, planning and implementation of all policies formally handed down from the Executive Board, ensure compliance to the By-Laws.
- Select and invite "Welcome" speakers for opening General Session
- Make arrangements, select speaker and entertainment for banquet at Annual Conference (except when delegated to Banquet Chairman)
- Make all arrangements with hotels for Annual Conference and State Contract Workshop. Negotiate the contracts.
- Coordinate location and date of State Contract Workshop with the Director of Purchasing of the State of Florida. Request agenda.
- Appoint all committee chairmen as delineated in the By-Laws. Serve as Ex-Officio member of all committees. Notify chairmen of their appointment in writing.

- Appoint special delegations, committees, and task forces as required.
- Report status of the Association to members at the business meeting held during the Annual Conference
- Maintain proper and appropriate relations with other professional purchasing organizations
- Determine the effectiveness of any year long projects or programs, standing committees, ad hoc committees, and conference programs and take the leadership for recommended improvements.
- Promote long range objectives of the Association regarding professionalism through education and study.

Monthly Reminder
President

JUNE

As IMMEDIATE PAST PRESIDENT

- Send Thank You letters to officers, committee chairmen, and committee members for their assistance in the past year.

As PRESIDENT

- Send Thank You letters to speakers
- Arrange for "trading of chairs" meeting
- Finalize all committee appointments in writing, provide each with "Job Description" and any details, information, and guidelines as appropriate.

JULY

- Ensure all arrangements are made for the State Contract Workshop

AUGUST

- Arrange for gifts and/or certificates of appreciation for speakers at the State Contract Workshop
- Arrange for purchase & engraving of plaques.
- Send notice of Executive Board Meeting

SEPTEMBER

- Finalize plans for State Contract Workshop
- Send reminder notice of Executive Board Meeting
- Finalize agenda for State Contract Workshop and Executive Board Meeting

OCTOBER

- State Contract Workshop. Bring gavel and banner.

NOVEMBER

- Make arrangements with hotel for January Executive Board Meeting. Prepare agenda.
- Arrange for welcoming speakers and guest speaker for Banquet.

DECEMBER

- Receive preliminary reports and budget requests from officers and committee chairs for next month's Executive Board Meeting.
- Finalize agenda for Executive Board Meeting.

JANUARY

- Preside at Executive Board Meeting.
- Prepare budget for Annual Conference.
- Ensure Committee Chairs and Officers are prepared to report on their plans, and have budget requests at Executive Board Meeting.

FEBRUARY

- Coordinate with Resolutions Chairman, all those who will be receiving a resolution or a Certificate of Appreciation.

MARCH

- Ensure appropriate plaques are purchased and are on hand.
- Letter to all Past Presidents inviting them to the Annual Conference.

APRIL

- Finalize agenda for May's Executive Board meeting.

MAY

- Preside at Annual Conference.
- Bring gavel and banner.

Vice-President

Authority:

The Vice-President is elected by the members of the Association in accordance with the By-Laws, and is responsible and accountable to the President and Executive Board.

The Vice-President is second in command of the Association and shall act in the absence or incapacity of the President, until and unless the Executive Board appoints a new president.

Duties and Responsibilities:

- Serve as Chairman of the Nominating Committee
- Provide staff assistance to the President
- Attend all Executive Board Meetings
- Attend the entire Annual Conference and State Contract Workshop
- Preside at all meetings when the President is absent, or as directed by the President.
- Select a hotel for following year's Annual Conference & State Contract Workshop. Must be done at least 18 months prior to conference.
- Fill vacancies of Committee Chairpersons as required.
- **Serve as Annual Conference Program Chairman.**
- Select and coordinate all speakers for the Annual Conference (with the exception of the banquet & welcome speakers). Have all speakers engaged and confirmed 4 to 6 months in advance. Provide a list of speakers to the Membership Chairman for badges.
- Ensure the observance of proper protocol for guest speakers.
- Make all special arrangements for the Annual Conference speakers (transportation, sleeping room, etc.)
- Coordinate any audio/visual equipment required by speakers. Notify hotel or other provider well in advance.

- Introduce each of the speakers at the Annual Conference. Receive resume (bio) for each speaker at least 1 month prior to Conference for information regarding the introduction. Provide an alternate person for introductions during split sessions (past-presidents are preferred).
- If 3-ring binders, rather than pad-holders, are provided to the attendees at the Annual Conference, request all presenters to have all handouts 3-hole-punched.
- Verify that binders are ordered. Provide the following information in the binders; Conference Program, map, speakers' biography, re-certification point forms.
- Prepare and present to the Executive Board for approval, a rough draft of the Conference Program not less than 6 months in advance of the Conference. Schedule breaks as necessary. Round Table Discussion should be open discussion regarding tips and questions & answers, not "mini-seminars".
- Provide tentative program to the Secretary for advertisement in the Newsletter, beginning in January.
- Ensure, through the Secretary, mailing of Conference registration forms to the membership (at least 2 mailings to be made).
- Ensure that there are at least two (2) "backup" speakers in the event of a "no show" by a speaker. These backup speakers should be FAPPO members who will be in attendance at the Conference.
- Prepare and present to the Executive Board a program budget.
- Provide information regarding the program to the Secretary for inclusion in the monthly newsletter, giving the program schedule and any other pertinent information.
- Coordinate for reproduction (printing) of the Conference Program
- Serve as liaison between the hotel personnel, Association members, and guests.
- Make arrangements with the hotel for all meeting rooms.
- Send publicity and program of Annual Conference to local NIGP chapters, local NAPM chapters, NAEB, the Chamber of Commerce in the host city, and the State of Florida Purchasing Division (for inclusion into their newsletter).
- Any other duties as delineated by the By-Laws or as designated by the President.

Monthly Reminder
Vice-President

JUNE

- Finalize minutes for May Conference (as out-going Secretary)

JULY

- Contact prospective speakers for May Conference.

AUGUST

- Contact prospective speakers for May Conference.
- Publish minutes (within 4 months of May Conference)

SEPTEMBER

- Prepare tentative program schedule for approval by the Executive Board.
- Prepare tentative budget for informational purposes for the Executive Board.
- Send letter to prospective speakers verifying topics to be presented and time allowed, and scheduling information.

OCTOBER

- Attend Executive Board Meeting. Present tentative program schedule for approval by the Executive Board. Inform Executive Board of preliminary budget requirements.
- Attend entire State Contract Workshop

NOVEMBER

DECEMBER

JANUARY

- Provide Secretary with Program Schedule for inclusion in monthly newsletter.
- Arrange for back-up speakers. These persons should be members who will be attending the Annual Conference.
- Submit program to NIGP and NAPM for approval of program for points.

FEBRUARY

- Send publicity information to NIGP, NAPM chapters and the State Director of Purchasing for inclusion in their newsletters.
- Provide Secretary with hotel registration cards and conference registration form for newsletter.
- Provide Secretary with bio of each speaker for inclusion in newsletter and minutes.
- Have program professionally printed. This may have a long lead time.

MARCH

- Finalize arrangements for speakers.
- Purchase presidential plaque for outgoing President.
- Make hotel reservations and other arrangements for speakers.

APRIL

- Finalize bio for each speaker.
- Arrange for an assistant (Past President) to greet and introduce speakers at split sessions.
- Contact all speakers at least 2 weeks in advance to verify attendance. Follow up in writing.
- Review "Request for Consideration" candidates for officership.
- Finalize A/V listing. Coordinate with hotel (or other A/V provider).

MAY

- Attend entire Annual Conference.
- Introduce each speaker (with the exception of split sessions)

Secretary

Authority:

The Secretary is elected by the members of the Association in accordance with the By-Laws, and is responsible and accountable to the President and Executive Board.

The Secretary is third in command of the Association. The Secretary is empowered and authorized to maintain the official records of all Association activities, except for historical records and financial affairs.

Duties and Responsibilities:

- Attend all Executive Board Meetings
- Attend the entire Annual Conference and State Contract Workshop
- Conduct correspondence of the Association, including notification to the membership of all meetings and any other necessary information.
- Notify all officers of their election in writing, and include a current copy of the Officers' and Committee Chairmen's Guidelines to each.
- Record and prepare minutes of the proceedings of all Executive Board meetings. Provide President with draft copy for review, comment, and final approval. Mail approved minutes to all Executive Board members within one (1) month after each meeting. Minutes are not to be prepared verbatim. Sandra Bourhan (561) 640-4000 has been our official transcriber since approximately 1990.
- To ensure meeting Minutes are transcribed accurately and properly reflect actions taken by the Board as well as all discussions held, it is extremely helpful to the transcriber if the following are supplied:
 1. Tapes properly identified (date, tape number, & side number.
 2. Meeting agenda
 3. Secretary's notes
 4. Attendance sheet
 5. All handouts provided at the meeting

- Prepare and publish a MONTHLY newsletter. Provide President with draft copy for review, comment, and final approval. Newsletter is to be mailed to all members. Newsletter is to include congratulations for any new certifications, job opportunities, purchasing articles, list of upcoming seminars, seminar registration, etc.
- On a monthly basis, request list of upcoming seminars and seminar information and registration forms from Professional Development Chairmen. Publish in newsletter.
- Notify all Executive Board members (officers, past-presidents, and committee chairs) of every Executive Board Meeting at least two (2) months prior to meeting time.
- Be the official keeper of FAPPO records, including the By-Laws, and any other official documents of the Association, ensuring they are current.
- Be the official correspondent of FAPPO. Conduct all correspondence necessary to the business of FAPPO, including notification to the membership of all meetings and any other necessary information.
- Coordinate with previous year's Secretary as needed.
- Any other duties as delineated by the By-Laws or as designated by the President.

Monthly Reminder
Secretary

JUNE

- Prepare, publish and mail newsletter. Include list of Committee Chairmen.
- Include dues invoice in newsletter.

JULY

- Prepare, publish and mail newsletter.
- Send draft copy of minutes to current President for review, comment, and approval.
- Coordinate with Professional Development Chairman, publish list of seminars to be offered, course information, and registration forms.
- Begin advertising State Contract Workshop.
- Publish State Contract Workshop registration form in this and all forthcoming newsletters (through October only)

AUGUST

- Prepare, publish and mail newsletter.
- Advertise State Contract Workshop in newsletter.
- Finalize and mail Annual Conference minutes to membership.

SEPTEMBER

- Prepare, publish and mail newsletter.
- Advertise State Contract Workshop in newsletter.
- Pre-label audio tapes for Executive Board Meeting.

OCTOBER

- Prepare, publish and mail newsletter.
- Attend State Contract Workshop
- Bring recorders to State Contract Workshop.
- Bring extension cords
- Bring previously labeled blank audio tapes
- Record Executive Board Meeting.

NOVEMBER

- Prepare, publish and mail newsletter.
- Prepare minutes of Executive Board Meeting.
- Send President draft copy of Executive Board for review, comment, and final approval.

DECEMBER

- Prepare, publish and mail newsletter.
- Finalize and publish minutes from State Contract Workshop. Mail to membership.

JANUARY

- Prepare, publish and mail newsletter.
- Advertise Annual Conference.
- Attend Executive Board Meeting
- Record Executive Board Meeting
- Include tentative program in newsletter
- Get brochures and registration cards from hotel for inclusion in newsletter.
- Include registration forms and registration cards in newsletter.

FEBRUARY

- Prepare, publish and mail newsletter.
- Advertise conference in newsletter.
- Include registration forms in newsletter.
- Include program in newsletter

MARCH

- Prepare, publish and mail newsletter.
- Ensure tapes are pre-labeled for Executive Board Meeting.
- Advertise conference in newsletter.
- Include registration forms in newsletter.
- Include program in newsletter

APRIL

- Prepare, publish and mail newsletter.
- Advertise conference in newsletter.
- Include registration forms in newsletter.
- Include program in newsletter

MAY

- Prepare, publish and mail newsletter.
- Attend Annual Conference.
- Bring recorders
- Bring extension cords
- Bring previously labeled blank audio tapes
- Bring corporate seal

Treasurer

Authority:

The Treasurer is elected by the members of the Association in accordance with the By-Laws, and is responsible and accountable to the President and Executive Board where applicable for the Association's financial activities. The Treasurer is fourth in command of the Association. The Treasurer is empowered and authorized to effectively manage and maintain accurate records of the Association's finances.

Duties and Responsibilities:

- Attend all Executive Board meetings.
- Attend the entire Annual Conference and State Contract Workshop.
- Exercise of signatory authority for banking purposes. Timely payment of all bills authorized under functional budgets approved by the Executive Board. Ensure President approves payment of invoices as appropriate. Payment should be made within 2 weeks after receipt of invoice.
- Provide each of the members of the Executive Board with a preliminary copy of the Treasurer's Report at least one (1) month prior to each Board meeting for review and comment.
- Present an updated Treasurer's Report at every Executive Board Meeting. Treasurer's Report shall be prepared utilizing Generally Accepted Accounting Principles, and include an Income Statement, Balance Sheet, and Trial Balance.
- Present an overview of any required funding regarding the Treasurership and Membership Committee to the Executive Board.
- Have all financial books and records available at all times for inspection by any officer or Executive Board member.
- Coordinate accounting review of financial records of previous year.
- Check on service mark registration with State of Florida
- Act as the official purchasing agent of the Association. Obtain supplies and property as authorized.
- Receive registration forms and fees for Annual Conference and State Contract Workshop.

- Provide Membership Chairman with listings of members who have paid dues, on a monthly basis.
- Notify New Member Chairman of all new members on a monthly basis.
- Prepare for and supervise, in conjunction with the Membership Chairman, the handling of registration at Annual Conference and State Contract Workshop.
- Coordinate with previous year's Treasurer as needed
- Secure fidelity bonds covering all officers
- Ensure preparation and timely submittal of IRS Income Tax Returns
- Ensure preparation and timely submittal of Corporate Annual Report (see enclosed exhibit) to the State of Florida. The corporation will be dissolved if not filed. A fee of \$236.25 must be paid to reinstate -- therefore, it is imperative that this report be filed each year by the due date.
- Any other duties as delineated by the By-Laws or as requested by the President.

Monthly Reminder
Treasurer

JUNE

- Open bank account
- Send signature cards to other officers
- Open books
- Get computer disks from outgoing Treasurer
- Learn financial software
- Arrange for review of last year's books

JULY

AUGUST

SEPTEMBER

- Prepare financial statements for October Executive Board Meeting

OCTOBER

- Attend Executive Board Meeting
- Present financial statements
- Attend State Contract Workshop

NOVEMBER

DECEMBER

- Order pad holders or 3-Ring Binders (from PRIDE or other vendor). We often negotiate a free booth with the vendor.

JANUARY

FEBRUARY

MARCH

- Compile materials/stuffers for goodie bags

APRIL

- Appoint committee to handle registration desk in conjunction with Membership Chairman

MAY

- Stuff goodie bags
- Prepare to close out year financially

JUNE

- Close out books. Send to accountant for review.

Executive Board

The Executive Board shall consist of the four (4) current officers and all past presidents. Each shall have the right to vote. Additionally the Director of Purchasing for the State of Florida shall be an ex-officio member without the right to vote.

Committee chairmen shall be invited to attend the Executive Board Meetings in order to present to the Board an overview of the committee's activities and budgetary requirements.

Committee chairmen, their appointed committee members, and any other guests, who are not members of the Executive Board who attend Executive Board Meetings shall not have the right to vote. This shall be so stated by the President immediately upon calling the meeting to order.

The Board shall:

- Meet 90 to 120 days prior to the Annual Conference to review plans for the Conference and take any steps necessary to insure its success.
- Conduct all interim business of the Association, and all other business not requiring the vote of the membership.
- Make recommendations to the membership for changes in its By-Laws or may recommend on other matters also requiring the vote of the membership.
- Set a budget limiting the expenditure of funds for each fiscal year.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.
- Meet at the call of the President.

Banquet Chairman

- Attend all Executive Board Meetings
- Prepare and present a banquet budget to the Executive Board
- Coordinate with President regarding any specific requests he/she may have
- Negotiate food prices with hotel
- Provide for entertainment
- Provide Banquet Speaker, if delegated by the President. Speaker and topic to be approved by the President.
- Coordinate with the President regarding "theme" for the evening.
- Arrange, through the hotel or other provider as necessary, for decorations.
- See Exhibit section for meal cost reference information
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

By-Laws Chairman

Objective:

The By-Laws Chairman **should be** a long-standing member familiar with the history and inner workings of the Association.

Duties and Responsibilities:

- Attend all Executive Board Meetings
- READ and understand the current By-Laws in their entirety. Note any changes to be recommended.
- Prepare and present an annual budget to the Executive Board, if funding is required (i.e.; printing)
- Discuss with the President any changes suggested by the President, officers, FAPPO members, and By-Laws Chairman
- Present to the Executive Board all suggested changes for approval
- Present to the membership all suggested changes -- make a formal motion for their approval.
- Provide Secretary with a final draft of the By-Laws with all changes incorporated
- Any other duties as delineated by the By-Laws, or as requested by the President.
- Provide in disk format the finalized By-Laws to next year's By-Laws Chairman.
- Provide in disk format, the finalized By-Laws to Internet provider for inclusion in our WebSite
- Provide information, tips, guidelines, and suggestions regarding any other related duties of the committee to the editor of the Officers and Committee Chairmen's Guidelines.

Credentials Committee

The Chairman of the Credentials Committee shall serve as the Sergeant-at-Arms. Duties are as follows:

- Attend Executive Board Meetings.
- Appoint committee members as required (at least 2 per the By-Laws).
- Call members back into sessions at end of each break period during the Annual Conference.
- Coordinate balloting, and verify membership, through the Membership Chairman, during annual elections. Sergeant-at-Arms to be assisted by Past-Presidents.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Employment Chairman

Purpose:

To keep interested members apprised of any pertinent governmental purchasing positions which are available.

Duties and Responsibilities:

- Attend Executive Board Meetings.
- Review current want ads for available positions, i.e.; local newspapers, NIGP publications, chapter newsletters, NPI publications, NAPM publications, City & State, County News, NAEB, etc.
- Contact local government personnel departments and advise of this free service.
- Send copies of job advertisements to Internet Provider in a timely manner
- Send copies of job advertisements to Secretary for inclusion in monthly newsletter.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

First Timer Orientation Chairman

- Attend all Executive Board Meetings
- Receive listings of first timers from the Treasurer. Research, utilizing old membership lists, whether said members are actually new members or returning members.
- Prepare and present an annual budget to the Executive Board, if funding is required
- Arrange to welcome new members to the Annual Conference and the State Contract Workshop. Coordinate with Photographer to photograph first timers.
- Make suggestions to Executive Board regarding activities for new members.
- Purchase appropriate gifts for new members (i.e.; NIGP Dictionary of Purchasing Terms, business card with FAPPO logo, paperweight, pen)
- Coordinate with Treasurer to obtain a listing of who will be attending the Annual Conference, obtain a listing. Determine which members are attending the Annual Conference for the first time (they may be long-term members, but First Timers).
- Contact prior year's chairman for input and tips.
- Any other duties as delineated by the By-Laws, or as requested by the President.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Forms and Specifications Chairman

Duties and Responsibilities:

- Attend Executive Board Meetings. Present to the Board all plans for implementation, different "theme", i.e.; purchase orders, requisitions, change orders, miscellaneous forms, bid documents, etc., suggested, and any funding required.
- Obtain copies of purchasing forms from Association members and other available sources to be included on Information on Demand.
- Arrange with the hotel or Trade Show decorator for large bulletin boards to be utilized in posting titles of available forms and contact information for obtaining copies during the Annual Conference.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Historian

Purpose:

The development and maintenance of the historical records of the Association.

Objective:

The establishment and maintenance of an accurate, documented, historical record file of the Association's formation, growth, and activities. The Historian shall also assist others by providing information from these records upon authorized request.

Duties and Responsibilities:

- Attend Executive Board Meetings.
- Contact prior year's Historian for input and tips.
- Serve as official custodian of the Association's historical records.
- Develop a complete file of historical documentation of the Association's initial formation and initial operations. Clearly identify all key individuals associated with this formative period.
- Update Historical Report -- do not include financial data.
- Ensure professional printing of Historical Report
- Prepare/update an Association historical summary record book (3-ring binder type is recommended) for maintaining desirable summary data of the Association's history. This book shall be prepared to present a general appearance of an informational brochure. This is so that a perusal of the book by a guest or prospective member shall contribute to the Association's professional image. The content shall maintain its basic purpose of a historical documentary record of the Association. Use of photographs, newspaper clippings or reprints, and commentary type of reporting or writing regarding performance and activities is recommended.
- Prepare volumes (3-ring binder is recommended) of all newsletters, including newsletters from previous years, published by the Association.
- Maintain copies of past programs of the Annual Conference and Workshop.

- Present a Historical Overview to the new members at the Annual Conference. Coordinate with New Member Chairman.
- Present Historical Update to the general membership at the Annual Conference.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.
- Maintain and update Past-President's photo album.
- Maintain and update Association's picture albums
- Attend other Association's meetings and give presentations to inform them as to the Association's history and goals, as requested or authorized by the President.

Hospitality Chairman

- Attend all Executive Board Meetings.
- Provide for appropriate food and drink for members during the Annual Conference.
- Negotiate with the hotel for the best prices available
- Arrange for bar-tenders (Association members) for hospitality in the Presidential Suite.
- Order and pick up food and drinks for the Presidential Reception(s) held in the Presidential Suite, or negotiate with the hotel to provide same.
- Coordinate with President regarding any specific requested foods they may wish to be served.
- Negotiate with, and follow up with the hotel for providing food and beverages for any evening special event held at the hotel, except for the banquet.
- Provide for a continental breakfast for members each morning of the Conference.
- Provide for refreshment breaks for members during the Annual Conference.
- See Exhibit section of the Officers & Committee Chairmen's Guidelines for meal cost reference information.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Membership Chairman

The Membership Committee is appointed to inform prospective members of the Association, to provide such prospective members with the opportunity for membership in the Association, to insure the retention of current members, and to assist the officers in achieving a steady and healthy growth of the Association.

The Membership Chairman is additionally responsible for supervising the registration desk during the Annual Conference and the State Contract Workshop, and providing for all necessary items for the registration desk.

Duties and Responsibilities:

- Attend all Executive Board meetings.
- Coordinate an annual membership drive. Utilize membership lists from NIGP, NAEB, and NAPM Chapters, GPA Chapters, Co-ops, and old FAPPO listings.
- Receive a monthly list from Treasurer of members who have paid dues or recently joined; send out annual membership, membership cards, Code of Ethics (have professionally printed), membership directory, and receipt for dues when received. Additionally, send copy of the current By-Laws to new members.
- Arrange for the printing of membership certificates, membership cards, the Code of Ethics (to be mailed to each member upon receipt of dues), membership guide and all other print matter that might be necessary for the registration table. Coordinate with President and Secretary for them to sign Membership Certificates.
- Notify members of delinquent dues, in accordance with the By-Laws.
- Prepare and ensure, through the Secretary, that membership dues invoices are published in the monthly newsletter.
- Maintain a file of new member applications for presentation at Executive Board Meetings and to the general membership during the Annual Conference.
- Update the membership list on a semi-monthly basis.
- Provide Secretary with mailing labels for monthly newsletter
- Provide Professional Development Chairman with mailing labels for Pro-D advertisement

- Initiate and conduct a continuous and ongoing vigorous membership drive.
- Present an overview of any required funding regarding the Membership Committee to the Executive Board.
- Prepare and publish a Membership Directory on an annual basis (or ensure updates to the Internet provider). The Directory shall include member's name, professional certifications, title, entity, address, telephone, facsimile number, and E-Mail address. Additionally, it shall include a listing of Current Officers, Committee Chairmen, and Past Presidents.
- **Supervise the registration desk during the Annual Conference**
- Prepare packets for Annual Conference
- Arrange for helpers to assist in stuffing goodie bags at beginning of conference.
- Provide "goodie bags" for all registrants at the Annual Conference. Arrange for members to stuff bags prior to conference.
- Provide pad holders or 3-ring binders for all registrants at the Annual Conference.
- Prepare packet material for participants at Annual Conference
- Prepare for and handle registration at Annual Conference and State Contract Workshop.
- Ensure all registrants are provided with receipts.
- Provide name tags for Annual Conference and State Contract Workshop. Ensure name tags are prepared for attendees, speakers, officers, past presidents, and committee persons.
- Make arrangements for the procurement of, and provide ribbons for name tags for all officers, past-presidents, committee members, executive director, speakers, and first-timers.
- Coordinate with previous year's Membership Chairman as needed.
- Any other duties as delineated by the By-Laws or as requested by the President.

Monthly Reminder

Membership Chairman

JUNE

- Learn membership directory software
- Print membership certificates, membership cards & Code of Ethics
- Print membership guides

JULY

- Send Membership Certificates to President and Secretary for signature

AUGUST

- Initiate membership drive. Utilize NIGP, NAPM, and NAEB chapter lists of Florida chapters, and old FAPPO roster, contacting those whose membership has lapsed, etc.

SEPTEMBER

OCTOBER

- Attend Executive Board Meeting
- Attend State Contract Workshop

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

- Purchase ribbons
- Purchase name tags

MARCH

APRIL

- Appoint committee to handle registration desk

MAY

- Provide Vice-President with sign-in sheets for sessions
- Provide sign-in sheets for registration desk

Nominating Committee

Purpose:

To provide for a democratic process of nominating and electing officers of the Association.

Objective:

To provide the Association with qualified, active, high-caliber nominees for each office from as wide a geographic/employer dispersal as possible.

Duties and Responsibilities:

- Vice-President serves as Chairman. Committee consists of five (5) members:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Any Past President (appointed by the President)
- Provide Secretary with "Submit for Consideration" forms for the monthly newsletter in January.
- Actively recruit members to "run for office".
- Review qualifications of persons submitted for consideration.
- Qualifications to review include, but are not limited to: Committee work done, professional certification, supportive entity, dedication to the Association, number of years as an active member, interest/willingness to serve, and minimum requirements as per the By-Laws.
- Establish contact with each candidate, and verify that if elected, nominee can and will serve the Association as required, and has the support of their agency.
- Arrange for a meeting room for the Committee to meet early in the week during the Annual Conference.
- Committee to designate the nominee to bring forth to the membership.
- Chairman to nominate the entire "slate of officers" to the membership.

Parliamentarian

Authority:

The Parliamentarian is appointed by the President, and serves to ensure that proper procedures are adhered to during Executive Board meetings and general membership meetings. The Parliamentarian, additionally, is responsible for interpretation of By-Laws as required.

Duties and Responsibilities:

- Attend all Executive Board meetings and meetings of the general membership.
- Acquire a copy of the most recent publication of Roberts Rules of Order. Keep on hand during all official meetings of the Association.
- Read, and fully understand, Roberts Rules of Order.
- Read, and fully understand, the Association's By-Laws.
- Read, and fully understand Officers & Committee Chairmen's Guidelines.
- Give guidance to the President, the Executive Board, and membership at large as requested and/or required.
- Contact previous year's Parliamentarian for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Photographer

- Ensure processing of photos on a twice daily basis.
- Photograph sessions, presidential reception, banquet and evening activities.
- Photograph each speaker during the Annual Conference and the State Contract Workshop
- Photograph each booth during the Trade Show
- Photograph officers for inclusion into the Past President Album
- Photograph first timers (coordinate with First Timer Orientation Chairmen).
- Arrange, through the hotel, for large bulletin boards for the display of photos.
- Provide photos to Historian for input into historical records/albums.
- Provide photos to Website administrator for inclusion in FAPPONet. Only photos whose subjects have agreed to be published shall be provided.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Professional Development Chairman

- Attend all Executive Board Meetings
- Prepare and present an annual budget for Professional Development and regular budget updates to the Executive Board
- Prepare and present reports including number of seminars held, seminar topics and number of attendees to the Executive Board and the membership
- Select seminar/courses to be offered. Negotiate with national associations for any courses, which may be contracted.
- Arrange for instructors for all seminar/courses
- Appoint Pro-D Committee members and/or Seminar Coordinators
- Ensure arrangements are made for each seminar (including hotel arrangements and transportation for instructors). This may necessitate soliciting the assistance from Association members in the area where courses are held. Such persons are called "Seminar Coordinators" with duties listed on the following pages.
- Ensure proper advertisement of seminars is made to members, through the Secretary via the Internet or fax machine. This information is distributed either by direct mailings or through FAPPO newsletter which is available on the FAPPO website.
- Update and monitor the Professional Development page and the Schedule of Events calendar which are both located on the FAPPO-Net web site.
- Should the Pro-D Chairman delegate arrangements of course scheduling to instructors or other Pro-D committee persons ensure the duties of Seminar Coordinator are carried out.
- Once a seminar has reached its minimum enrollment, contact all registered students to confirm receipt of their registration and fee and that they are approved to attend.
- Create, sign and issue training certificates for all FAPPO sponsored seminars (this does not apply to any seminars that are sponsored by NIGP).
- Caretaker for the LCD projector that is owned by the Association. This may include shipments to seminars for instructors who do not have their own equipment.

- Update, revise, monitor and administer FAPPO's tuition reimbursement program.
- Request from Board a maximum dollar amount to be reimbursed for the Tuition Reimbursement Program, and suggest a per member cap.
- Review current membership directory to determine whether or not applicant is a current member in order to attend workshops as well as granting money for tuition reimbursement.
- Check membership list for prior two (2) years to ensure each registrant has been a member for at least one full year. In the instance of NIGP seminars, member who are not in good standing will not be eligible for FAPPO's discounted rate and will have to pay full NIGP tuition rates.
- Any other duties as delineated by the By-laws or as requested by the President.
- Update and revise, as needed, the Pro-D Chairman's written guidelines regarding the duties of the officers or committees to the Officers & Committee Chairman's Guidelines Editor for inclusion.
- Contact prior year's chairman for additional information as required.

Seminar Coordinator

- One Seminar Coordinator (or a member of their immediate agency) is allowed to attend the class at no charge. This applies only to the seminar for which they are providing the coordination.
- Choose a hotel and training room in the general vicinity of the coordinator's entity. If utilizing a hotel, it must be a GOOD QUALITY hotel with ample meeting space and accommodations. Do not contract with a motel.
- Negotiate with hotel. Sleeping room rates should be less than \$95 per night.
- It is recommended that the seminar be held at a facility owned/operated by the local agency . The intent here is to acquire a facility at little or no cost to FAPPO.
- If a locally owned facility is not available, it is acceptable to utilize the hotel's meeting rooms.
- Make sleeping room reservations for the instructor (NOTE: this is not necessary for any NIGP sponsored seminars). FAPPO shall pay the hotel directly for the room. A check may have to be issued by the Treasurer in advance of the seminar. Coordinate with the Pro-D Chairman.
- Usually if more than 50 sleeping rooms are sold for the function, the Association gets a free "comp room". This can be used by the instructor.
- Ensure that the meeting room is a "NO SMOKING" room.
- Make arrangements (either with the hotel, caterer, or on your own) for seminar breaks and refreshments. This will include an early morning set-up (½ hour prior to beginning of class) which might consist of danish/muffins, etc. and coffee, fresh juice, water, hot tea, etc. Lunches are not paid for by FAPPO. An afternoon refreshment can be scheduled (at approx. 2:00 p.m.) to include canned drinks and possibly cookies, fruit trays or some similar type of light snacks.
- All refreshments are to be set-up in the meeting room, not in the hallways outside.
- Sometimes by purchasing large quantities of food and drinks, or by guaranteeing a minimum number of hotel sleeping rooms, the hotel will waive the rental fee for the meeting rooms. Please be sure to research this when determining the seminar site location.

- Call the instructor at least 2 to 3 weeks before the seminar. Ask what he/she will be needing regarding audio/visual aids (i.e. overhead projector, screen, slide projector, flip chart, TV/VCR, etc.). FAPPO owns a LCD projector, which can be utilized if the instructor will be using PowerPoint or other software. The Pro-D Chairman is responsible for keeping the LCD projector. Contact him/her for shipping arrangements.
- Check to see if the instructor would like someone to pick them up at the airport. Send him/her a map showing where the hotel is. Request a brief resume to be utilized in introduction of speaker.
- Call the instructor a few days before the seminar to confirm requirements or identify any changes.
- Arrange with the hotel for a skirted registration table and 2 chairs to be outside the meeting room. Have this table manned 45 minutes prior to the starting time of the seminar, only on the first day. Supply a sign-in sheet, name tags, name "tents", pencils, hi-liters, and textbooks.
- Meeting room should be set up for 30 participants or the actual number of participants. Microphones usually are not necessary. Provide for a lectern and a skirted table at the front of the room.
- Seminar Coordinator shall introduce the instructor on the first day.
- FAPPO training certificates will be provided to you by the Pro-D Chairman prior to the beginning of the seminar. The Pro-D Chairman and the seminar instructor must sign these certificates.
- In the event that the seminar is sponsored by NIGP, the certificates will be supplied by NIGP National and will be issued by the NIGP instructor.
- Provide copies of the sign-in sheet for the instructor and participants. This will aid them in contacting their peers in the future. The sign-in sheet may also be utilized for verifying attendance for certification points from national purchasing associations.
- Pre-arrange for appropriate payment of hotel, i.e.: credit application completed and submitted, allowance for payment after function, or payment upon completion of seminar. Coordinate with Professional Development Chairman.

- Forward all expense reports, invoices and pay requests to the Pro-D Chairman for proper seminar cost documentation.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Professional Development Chairman who in turn will recommend changes to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Resolutions Chairman

- Attend Executive Board Meetings
- Prepare and present an annual budget to the Executive Board, if funding is required
- Request list of persons to receive resolutions or certificates of appreciation from President. Suggest to the President other resolutions the Resolutions Chairman deems appropriate.
- Prepare resolution for any retiring member
- Ensure all materials are assembled approximately 6 months prior to Annual Conference. Materials required are: certificates or parchment paper, blank resolutions (legal size paper), blue backing paper, red ribbons, gold seals.
- Gold seals need to be embossed with the Association's corporate seal (coordinate with the Secretary).
- Resolutions and certificates of appreciation are to be signed by the President, and attested by the Secretary; with the exception of the President's resolution or certificate which shall be signed by the Vice-President and attested by the Secretary, and the Secretary's resolution or certificate which shall be signed by the President and attested by the Vice-President.
- Suggest to the President (3 months in advance) gifts or certificates of appreciation, or other honors to be given to State Staff or other persons during the State Contract Workshop.
- Make photocopies of each resolution prior to affixing on the backing paper, and include in the Resolutions Chairman sample book.
- Any other duties as delineated by the By-Laws, or as requested by the President.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Spouse/Guest Program Chairman

- Research the city/county area of the Annual Conference location for prospective activities
- Make recommendations to the Executive Board as to the program for the week
- Prepare and present a budget to the Executive Board for approval
- Arrange for a private room for continental breakfasts each day, or as appropriate
- Serve as host/hostess during the Annual Conference. This should not be delegated.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Surveys Chairman

- Contact prior year's chairman for input and tips.
- Prepare and present an annual budget to the Executive Board, if funding is required
- Coordinate with President as to items to be included in annual survey
- Request from the membership, through the Secretary's monthly newsletter, input as to the items to be included in the annual survey.
- Mail surveys to each member. Labels to be provided by the Membership Chairman.
- Ensure that the survey is included in the FAPPO Website for members to download.
- Compile data
- Put results into final format.
- Mail results of survey to each member.
- Provide copies of survey results at Annual Conference.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Technology Chairman

- Communicate with the Executive Board about advances in technology which would be beneficial to all members of FAPPO.
- Monitor the FAPPO Website weekly to ensure that the information contained thereon is accurate, understandable and up to date.
- Act as the liaison between FAPPO and Information on Demand regarding updates and changes to the Website.
- Disseminate information and surveys which would help the end users and Executive Board in meeting the needs of its members.
- Assist the Executive Board in its various activities, meetings and conferences. This would include coordinating with the site that is hosting the event, scheduling and reserving of audio-visual equipment, Internet access, and all other requirements the speaker or presenter may require.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.

Trade Show Chairman

- Attend previous year's trade show. Preferably serve on previous year's Trade Show Committee initiating booth sales for upcoming year.
- Establish booth rental price based on number of booths to be sold. Decide whether or not to offer a discount for meeting a certain registration deadline. Decide whether or not to offer a reduced rate for multiple booths. Decide whether or not to increase booth prices after a certain deadline. Decide what to include in booth price (i.e.: lunch tickets, membership directory, invitation to special events, etc.). All must be approved by Executive Board.
- Receive vendor mailing list from previous year's chairman as well as copies of all trade show documents.
- Change documents to correspond with the current year's show (i.e.: date, location, etc.)
- Print trade show documents/applications/contracts for mailing (approximately 1000 sets).
- Coordinate with the appropriate person (s) placing the trade show documents on the Association's web site.
- Contract with decorator (Excel Decorators has been used in the past). Consider multi-year contract for possible cost savings (must be approved by the Executive Board).
- Determine colors for trade show as well as the entrance archway decor.
- Arrange security.
- Arrange insurance. Usually only required if trade show is at a location other than the host hotel.
- Submit floor plan to fire marshal for approval (may be handled by decorator).
- Send out invitations to participate to vendors; Initial mailing should be sent by the end of October; Follow-up mailing in February.
- Receive applications and agreements for booth rentals, payment of fees, etc., assign booths, forward fees to Treasurer.

- Provide copies of all booth assignments to decorator.
- Develop, print and mail trade show pamphlets/invitations to selected members (particularly those in the geographical area of the conference) to assist in soliciting trade show vendors as well as attendees.
- Provide for refreshments before and during the trade show.
- Arrange for trade show luncheon determining how many tickets will be provided per booth and the estimated number of attendees. Establish sale price for extra tickets.
- Send the schedule of events, invitations, copy of executed contract, receipts, etc. along with reminder about set up time, to vendor no later than March 1.
- Coordinate with the Vendor Seminar Committee the Vendor Seminar usually held in conjunction with the trade show.
- Promote seminar by including invitation in vendor registration packet.
- Coordinate sponsorships with Corporate Sponsorship Committee.
- Arrange for signage if applicable.
- Decide whether or not to conduct a vendor survey of those vendors in attendance (every other year is a good rule of thumb).
- Decide whether or not to have a validation system of booth visitation.
- Arrange for radios/cell phones for committee members on day of show to ease communication.
- Prepare trade show directory, including booth layout, booth assignments and vendor names. Print appropriate number for vendors' and members' registration packets.
- Set up booth headquarters and coordinate activities on day of show such as prize giveaways.
- Arrange for help on day of show to collect lunch tickets, assist with prize giveaways, etc.

- Prepare name tags for vendors (coordinate with Membership Chairman). Purchase all necessary supplies (i.e.: name tag kits, "Exhibitor" ribbons, etc.).
- Prepare registration packets for all exhibitors to include items such as membership directory, name badges, lunch tickets, trade show directory, etc.
- Initiate innovative ideas to allow for more vendor participation if booth space is limited such as a luncheon table sponsorship.
- Provide assistance to vendors and be available during entire set-up time as well as during the entire show.
- Assure all necessary supplies are available at vendor registration booth: extra lunch tickets, receipts, cash box, pens/pencils, markers, extra directories, plenty of extra name badges, clipboards, etc.
- Provide a floor plan, and a list which includes all exhibitors and booth numbers (Alphabetical and numerical).
- Conduct ribbon cutting ceremony.
- Provide updates on the trade show for the newsletter.
- Attend all Board Meetings and keep Board informed of budget requirements, schedule of events, etc.
- Send thank you letters to all participants no later than June 1st, unless they are included in the vendor registration packets.
- Contact prior year's chairman for input and tips.
- Provide information, tips, guidelines, and suggestions regarding any other related duties of the committee to the Officer Guidelines Committee Chairman for the inclusion into the Officers Manual.

Vendor Seminar Chairman

- Appoint Association Members who shall make presentations regarding "How to Do Business with Government" to vendors participating in the Trade Show. Members should be a "blend" of types of governmental entities: state, county, city, schools, special authorities, MBE enterprises, etc.
- Arrange with the hotel, through the Vice President, for a room large enough to accommodate anticipated number of attendees
- Arrange with the hotel for appropriate refreshments.
- Contact prior year's chairman for input and tips.
- Allow ample time for a question and answer period after presentations
- Provide information, tips, guidelines, and suggestions regarding any unspecified duties of the officers or committees to the Officers & Committee Chairmen's Guidelines Editor for inclusion.