

NATIONAL CONTRACT MANAGEMENT ASSOCIATION  
SAN DIEGO CHAPTER  
DUTIES AND RESPONSIBILITIES  
Updated 2014

Incumbents of the following comprise the voting members of the Board of the Chapter and are elected on an annual basis:

President	Membership Director
Vice President	Secretary
Arrangements Director	Treasurer
Education Director	

The unexpired term of an elected officer that vacates a position is filled in accordance with the Chapter Bylaws.

The remaining positions, committee chairpersons, “Chairs,” are advisory members of the Board and are appointed by the Chapter President. They serve 1-year terms of office and may be re-appointed to the position for an indefinite number of terms. The President appoints a replacement to fill any unexpired term as the vacancy occurs.

General duties of all Board members are:

- Attend each monthly Board meeting by in-person or teleconference, if available
- Participate in workshops and seminars as required by duties of specific position and, if not otherwise required, as personal schedule permits
- Participate in Chapter social events; greet Chapter members.

Task No.	Description	Action Due Date
<b>1.0</b>	<b>President</b>	
1.1	Update Long Range Plan (LRP)	Every 5 years
1.2	Develop Annual Report (AR)	Ongoing
1.3	Conduct Board meetings	Monthly
1.4	Appoint various Chairs	Jul – As required
1.5	Collect inputs and submit AR to Headquarters Chapter Relations Manager for the program year just completed	Aug 31
1.6	Host team building meeting	Sep 30
1.7	Appoint Nominating Committee	Feb
1.8	During workshop and seminar events: <ul style="list-style-type: none"> <li>a. Make opening announcements</li> <li>b. Recognize individual accomplishments</li> </ul>	Monthly As required
1.9	Support Home Page on Chapter website; provide inputs to Website Administrator	As required
1.10	Establish active liaison with senior level managers of other professional organizations	Ongoing
1.11	Send letters and emails of appreciation	As required
1.12	Lead Chapter to insure NCMA Chapter goals are achieved	Ongoing
1.13	Deliver to incoming President all books, records, etc.	Jul 1

<b>2.0</b>	<b>Vice President</b>	
2.1	Act on behalf of President in President's absence	As required
2.2	Solicit and coordinate speakers & themes	Monthly
	a. Plan subject matter, biography	
	b. Coordinate with Website Administrator to maintain current notices of workshops and seminars	
2.3	Confirm workshop and seminar speakers	2 mos. prior to each event
2.4	Order speaker gifts, make available for seminars & workshops	As required
2.5	Work with Outreach Chair to set up workshops & seminars	As required
2.6	Coordinate facilities and audio visual requirements for programs with Arrangements Director	Monthly
2.7	Provide input to President for Annual Report	Aug 31
2.8	Support Chapter Schedule and Events module on Chapter website; provide inputs to Website Administrator	As required
<b>3.0</b>	<b>Arrangements Director</b>	
3.1	Coordinate with Chapter VP and Education Director to schedule seminars and workshops	Ongoing
3.2	Coordinate with hotel on head counts, room arrangement and food selection	Monthly
3.3	Coordinate head table, name tags, etc. for events	Monthly
3.4	Provide for registration for seminars & workshops:	Monthly
	a. Coordinate with Website Administrator to verify info on website is correct (cost, food, etc.)	
	b. Reconcile event payment collection and coordinate with Treasurer	
<b>4.0</b>	<b>Education Director</b>	
4.1	In conjunction with VP, set up seminars and workshops	As required
4.2	Coordinate NCMA certification study groups & study material	As required
4.3	Prepare and distribute NCMA certification and other education publicity information (via handouts, quarterly newsletter, website)	As required
4.4	Coordinate and facilitate scholarship and certification reimbursement programs	As required
4.5	Prepare receipts, evaluation forms and continuing education certificates for each workshop, webinar and seminar	Monthly
4.6	Coordinate with speakers and/or VP for audio-visual support and handouts at workshops and seminars	Monthly
4.7	Prepare flyers and forward to Publicity for distribution	Monthly
4.8	Obtain copy of presentation material from speaker(s) following each workshop or seminar; if possible, obtain permission to post on Chapter website. When permission obtained, provide material to Website Administrator	Monthly
4.9	During workshop and seminar events, coordinate with VP to:	Monthly
	a. Make closing announcements	
	b. Announce future workshop and seminar events	
	c. Set up Chapter's laptop & projector; store between events	
4.10	Support Presentations and Education modules on Chapter website; provide inputs to Website Administrator	As required

<b>5.0</b>	<b>Membership Director</b>	
5.1	Report on gains and loss in membership	Monthly
5.2	Maintain Chapter membership email list (from Headquarters)	Monthly
5.3	Add new members & other interested parties to Chapter mailing list	Monthly
5.4	Prepare a list of 5-, 10-, 15-, 20-, 25-, 30-, 35-, and 40-year members for recognition at a workshop or seminar	October
5.5	Obtain and present award plaques	Annually
5.6	Promote new membership enrollment at meetings & events	Monthly
5.7	Provide email distributions to members and non-members for events	Monthly
5.8	Support Membership module on Chapter website; provide inputs to Website Administrator	As required
<b>6.0</b>	<b>Secretary</b>	
6.1	Publish minutes of Chapter Board meetings	Monthly
6.2	Maintain calendar of Chapter activities and coordinate with Publicity Chair	As required
6.3	Provide calendar inputs to Website Administrator	As required
6.4	Support the Board Member Page module (Position Description and Chapter Bylaws buttons) on the Chapter Website	As required
6.5	Transmit to National any Chapter-approved changes to the Bylaws for its review; notify Board when revisions approved by National	As required
6.6	Transition all minutes to incoming Secretary	Jun 30
<b>7.0</b>	<b>Treasurer</b>	
7.1	Prepare year-end financial statements for Chapter, to be submitted by President with the AR	Aug 31
7.2	Arrange for outside auditor to review and certify Chapter year end financial statement for the AR	Aug 31
7.3	Develop with Board and prepare the annual budget	Aug
7.4	Set up revenue collection at workshops and seminars including on-line and credit card payments	Monthly
7.5	Approve and pay accounts payable in a timely manner	As required
7.6	Prepare monthly financial report	Monthly
7.7	Deposit all receipts in bank or financial institution as approved by the Board	As required
7.8	Exercise signatory authority for banking purposes	Jul 30-As required
7.9	Coordinate with Website Administrator to ensure payment information on website is current and accurate for all events	Ongoing
7.10	Transition all financial information to incoming Treasurer when vacating the position	Jun 30
7.11	Exercise signatory authority for banking purposes; obtain from the Secretary necessary paperwork to revise check signing authority with changes in officers	Jun 30
<b>8.0</b>	<b>Employment Chair</b>	
8.1	Maintain Job Opportunities module on the Chapter website obtain openings from interested companies	As required
8.2	Receive and maintain résumés from Chapter members seeking employment	As required
8.3	Make announcements regarding job openings or other job-related information at seminars and workshops	Monthly

<b>9.0</b>	<b>CART Chairs</b>	
9.1	Coordinate Contract Administrators' Round Table (CART) Meetings for designated central or North County location:	Monthly
	a. Host or arrange for host (provide space) of meetings	
	b. Facilitate or solicit a facilitator	
9.2	Prepare and provide CART flyers to Publicity Chair	Monthly
9.3	Prepare Continuing Education Certificates for each CART	Monthly
9.4	Support CART section of the Chapter Schedule & Events module on Chapter website; provide inputs to Website Administrator	As required
<b>10.0</b>	<b>Newsletter Editor</b>	
10.1	Maintain an electronic newsletter	Ongoing
10.2	Publish and distribute electronic newsletter quarterly	Quarterly
10.3	Take or collect photos at events and write articles	As required
10.4	With Board discussion, assign newsletter articles, collect input and edit to format suitable for publishing	2 months prior to each newsletter
10.5	Support NCMA News: Newsletter module on Chapter website	Quarterly
<b>11.0</b>	<b>Outreach Chair – College</b>	
11.1	Provide NCMA membership information and benefits to College of Extended Studies at SDSU and other universities and law schools	As required
<b>12.0</b>	<b>Outreach Chair – Small Business and Government</b>	
12.1	Act as liaison between various professional organizations to coordinate workshops or seminars for the benefit of small business	Ongoing
12.2	Promulgate NCMA events pertinent to contracting activities within the military contracting administration and the Small Business Advocates	Ongoing
<b>13.0</b>	<b>Publicity Chair</b>	
13.1	Coordinate publicity effort with Chapter VP	Ongoing
13.2	Take photos and write articles for Chapter newsletter on each workshop, seminar and other event	Monthly
13.3	Support updates to Chapter website, including the News & Links module; provide inputs to Website Administrator	As required
13.4	Provide article and photos of chapter activities to National for potential publication in the <i>Contract Management Magazine</i>	As required
<b>14.0</b>	<b>Website Administrator</b>	
14.1	Maintain the Chapter's website	As required
14.2	Manage account with the website provider	As required
14.3	Present invoices for website fees to Treasurer for review, approval and payment	As required
14.4	Enter website information in a timely manner as requested by Chapter officers and chairs	As required
14.5	Remove outdated information from active (visible to public) Chapter website by either deleting or moving to the inactive (not visible to public) part of the website	As required
14.6	Establish and maintain a standard format for website pages	As required

14.7	Make recommendations to Board on website-related issues, such as how much inactive data will be maintained and/or stored on website and the website provider with associated costs	As required
14.8	Coordinate with Treasurer on on-line payment transactions	Monthly
14.9	Solicit Updates from board members for the Directors & Chairs module and other website modules as appropriate	As required
<b>15.0</b>	<b>Fellow Chair</b>	
15.1	Distribute Fellows requirements to members	As required
15.2	Identify members who may be eligible for Fellow status	Jan
15.3	Review Fellow applications and assist applicants in preparation	As required
<b>16.0</b>	<b>Immediate Past-president</b>	
16.1	Prepare the AR for the term (program year) just completed; provide report to incoming President	Aug
16.2	Serve as an <i>ex officio</i> member of the Chapter Board	Monthly
16.3	Provide advice to the President regarding Chapter governance	As required
<b>17.0</b>	<b>Community Service Chair</b>	
17.1	Identify potential organizations for NCMA donations	As required
17.2	Make recommendations to the Board on community service events	As required
17.3	Attend community events on behalf of NCMA	As required
17.4	Help create and support Chapter Website Outreach	As required
<b>18.0</b>	<b>DoD Liaison</b>	
18.1	Provide input on Department of Defense (DoD) contract matters	Ongoing
18.2	Identify and encourage opportunities for DoD contracting professionals to participate in Chapter events including CART meetings and as speakers or panel participants at seminars and workshops	Ongoing