POLICY: #7
COMMITTEE POLICIES

Committees
Committee Appointments
Committee Descriptions

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COMMITTEES

These policies cover appointment to committees, explanation of the annual work plan to committee chairpersons, and committee structure. They also provide a framework for committee action, describe the various types of committees, and address committee meetings and reports. The subject of staff liaisons to committees is addressed.

Committee Classification and Structure

The standing committees are as follows:

- Audit Committee
- Awards and Scholarships Committee
- Budget Committee
- Forum Committee
- Forum Workshop Committee
- Education and Professional Development Committee
- Membership Committee
- Nomination Committee
- Policy Committee
- Newsletter Committee
- Registration Committee
- Reverse Trade Show Committee
- Silent Auction Committee
- Vendor Recruitment Committee

COMMITTEE APPOINTMENTS

Except as stipulated in the KPPA By-laws, delegated by the President or by restrictions identified, the President shall appoint all committee chairpersons. All KPPA committee chairpersons shall serve on the KPPA Board of Directors. The President shall recommend committee members based upon the member interest survey completed at the previous year’s KPPA Annual Forum. The appointed committee chairpersons shall be responsible for recruiting and selecting their committee members from the membership of KPPA. The KPPA President shall be an ex-officio member of all committees. The President shall ensure that all committee chairpersons receive all pertinent files, materials and information concerning their responsibilities by January of their assigned year term.

Eligibility to Serve on Committees

All individuals holding membership in KPPA are eligible to serve on KPPA committees as voting members. Retired and former public procurement professional members may serve on committees, but shall not be eligible to serve as a voting member on any committee. Committee members shall be
appointed to serve a one-year term. There shall be no restrictions regarding the number of terms that a member can serve on a KPPA committee.

Committee Size and Process for Conducting Meetings

Each committee chairperson shall conduct a meeting of his/her committee at least quarterly. Each committee chairperson shall conduct meetings of his/her committee on an as needed basis. When feasible, such meetings shall be held in order to facilitate KPPA officer interaction. The committee chairpersons shall provide an update of their committee meetings at the KPPA Board meetings. Minutes of all committee meetings shall be emailed to the KPPA President for review. Meetings may also be held through teleconferencing.

The size of the committee will be the number of members required to carry out the duties of the committee effectively as deemed by the chairperson and the President.

Roles and Responsibilities of the Committee

Prior to the first committee meeting each year, the President or former committee chairperson will conduct an orientation and training session for the newly assigned committee chairperson and other persons in order to promote a clear understanding of the roles and responsibilities of each committee. The President will also explain the relationship between the Board’s strategic plan and the annual work plan of the committees and its individual responsibilities and authorities there under.

Committee chairpersons and member shall become familiar with the limitations of authority, which are expressed in the KPPA By-laws.

Committees may not speak or act for the Board except when formally give such authority by the KPPA President. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the KPPA officers. Committees are to assist the Board by preparing policy additions and/or alternatives for the Board deliberations. Any proposals from the committees requiring the expenditure of funds shall be submitted to the KPPA President for Board approval. Committees shall develop programs and priorities consistent with the KPPA By-laws and Strategic Plan.

Committee Member Participation and Conflict of Interest

Members on all committees shall avoid any conflicts or apparent conflicts of interest. Individuals with a conflict, real or apparent, may serve as members of standing committees, attend meetings, ask questions, and provide information as necessary, but shall refrain from voting on any item that is a real or apparent conflict of interest.

COMMITTEE DESCRIPTIONS

Audit Committee

Perform annual audit of the Association’s account within the first three months of the calendar year. Present a report to the Board by the second scheduled board meeting of the year, typically in May or
June. A second audit may be required prior to the KPPA Annual Forum for presentation at the Board meeting preceding the KPPA Annual Forum. Advise Board of pertinent issues and recommended improvements.

**Awards and Scholarships Committee**

Develop, maintain and promote scholarship opportunities for KPPA membership. Enhancing the educational opportunities for all KPPA members should be the primary focus of this committee. Promote the Scholarship Programs through the “InVoice”, on the KPPA website and other means as appropriate. Publicize the monetary benefits that KPPA provides the membership through the Scholarship Programs and contribute articles about scholarship opportunities in the “InVoice” and on the KPPA website. Develop topics for the Annual KPPA Essay Scholarship Contest. Encourage membership to showcase the efforts of their agencies or fellow members by submitting entries for the Buyer of the Year, Manager of the Year and Agency of the Year categories. Promote participation of KPPA and members in the NIGP awards program. Committee will compile information related to annual entries for submission to NIGP for the national level awards on an annual basis. Present new scholarship program ideas to the Board of Directors and to the general membership after approval from the Board. Work with Treasurer to ensure funds are available to the scholarship winners. Report all committee activity to the Board of Directors.

Awards and Scholarship Sub-Committee

**Education Reimbursement Committee**

Comprised of the Chairs and one General Member of the Education Committee, Reverse Trade Show Committee, Awards and Scholarship Committee, KPPA President and Treasurer. Committee shall make an annual determination of the methodology for reimbursement to members of registration fees for NIGP seminars hosted by KPPA.

**Budget Committee**

Prepare a balanced annual budget for the Association and present it to the Board of Directors for approval at the first board meeting of the calendar year. Monitor expenditures and work with the Treasurer and Board members to ensure that the Association operates within the prepared budget. The KPPA Treasurer shall serve on the Budget Committee. Members with voting authority must include representatives of the membership and may include additional members of the Board of Directors. The Committee Chairperson shall conduct meetings of the committee on as needed basis.

**Forum General Information**

*Site Selection Criteria* – The Board of Directors encourages the Forum Committee to rotate the conference site within Kentucky when possible, being cognizant of the best value for the Association.
Proposals – The Forum Committee along with the KPPA Treasurer shall review proposals received for future conferences. Upon advice from the Forum Committee and the KPPA Treasurer, the Committee Chairperson shall present a recommendation to the Board of Directors for approval. The Board of Directors shall review the proposals, make recommendations and approve conference and seminar sites and rates.

Forum Management – The management of the conference shall be a collaborative responsibility between the KPPA Board of Directors and the Forum Committee. While the Forum Chairperson shall be responsible for the on-going planning and organizing strategies, this individual receives considerable support from others; the KPPA Board of Directors, committee members and the general membership as required.

Contract Execution – The KPPA Treasurer and the Forum Committee Chairperson shall execute all contracts that legally bind KPPA in accordance with the KPPA policies with the exception of the professional speaker fee contracts which will be executed by the Forum Workshop Chairperson and the KPPA President or Treasurer. These contracts shall include, but shall not be limited to, rental of public and private facilities and rental of equipment.

Forum Presentations – All presentations/workshops offered at the KPPA Annual Forum shall be complete with an explanation of the material to be presented. No presentations or workshops shall expressly market non-KPPA products or services without permission of the Board of Directors.

Registration – Each year the Forum Committee and the Treasurer with the approval of the Board of Directors shall review forum fees and ticket charges for:

1. Chapter Members
2. Non-Members
3. Retired Members
4. Complimentary
5. Daily Registrations
6. Booth Fees (single/double)
7. Luncheon Tickets
8. All applicable Tickets/Charges

Registration Cancellation – The registration fee for the KPPA Annual Forum includes two (2) components; registration to the forum and a KPPA membership fee beginning January 1st of the upcoming year. KPPA will refund advanced registrations, less a 5% administrative fee, as long as a written cancellation request is received no later than thirty (30) days prior to the KPPA Annual Forum. KPPA will retain the membership fee portion of the registration if the request is received less than thirty (30) days prior to the KPPA Annual Forum.

The Board reserves the right to review any reason for cancellation that is submitted in writing, and use its discretion to waive the cancellation policy on a case by case basis.
Complimentary Registration – KPPA shall determine all complimentary registrations and waive said fee based on the Board of Directors review and approval.

Daily Registrations – Prior to the KPPA Annual Forum, the Board of Directors will establish a daily registration fee. The fee will include entrance to the forum for one (1) day and KPPA membership beginning January 1st of the upcoming year.

Affiliate/Associate Members – KPPA extends regular member registration fees to affiliate/associate members. Notwithstanding, the member shall be employed by a public purchasing agency to be eligible to attend the sessions designated, “Only for Public Purchasing Officials”.

Retired Members – KPPA extends an invitation for retired members to attend the KPPA Annual Forum free of member registration fees. The retired members are only responsible for the costs of the meal functions and social networking activities that they plan to attend.

Cancellation of the KPPA Annual Forum – The Board of Directors may cancel or postpone the KPPA Annual Forum if an emergency arises, which in its judgment makes holding the forum inadvisable or not in the best interest of KPPA. Cancellation requires a two-thirds vote by the Board of Directors.

Financial Support from vendors for KPPA Annual Forum Operations and Local Planning Committees – The President/Treasurer is authorized to establish financial accounts and tracking systems for the express purpose of collecting and disbursing sponsorship funds from vendors of the KPPA Annual Forum.

The KPPA Board of Directors is authorized to solicit contributions from vendors to offset the operational cost of producing the KPPA Annual Forum. The President/Treasurer shall establish policies and procedures for collecting and disbursing forum sponsor payments from vendors.

The President shall have available to him/her a sum as designated by the budget each year to spend as deemed necessary to purchase memorials, honoraria’s, gifts, greeting cards, etc. The funds shall be budgeted each year. The President shall submit receipts to the Treasurer after purchase and these funds will be subject to audit.

**Forum Committee**

The Forum Committee shall be responsible for planning, organizing and administering the KPPA Annual Forum in cooperation with the KPPA Board of Directors and membership. The committee will work with the Forum Workshop chairperson to assure that all meeting rooms are set up to the individual speaker’s needs prior to the start of the forum. The committee shall also incorporate a social activity for the members one night of the forum in order to encourage professional networking. The committee shall work with the Vendor Recruitment Subcommittee chairperson to assure that all vendor recruitment and
registration activities are being performed. The Forum Committee is responsible for the organization and coordination of the Quality Control Team (QCT) members during the forum.

The Forum Committee is responsible for ordering all of the registration materials which will be handed out to the registrants which may include: bags, portfolios, mugs and pens. The Forum Committee is also responsible for the purchase of all gifts that will be given away during the Vendor Exposition from KPPA. This committee shall create and have the forum training material guide printed and ready for distribution with registration materials. This committee is in charge of compiling the following materials for the KPPA Annual Forum Training Guide: the seminar presentation training materials, vendor ads, the tentative agenda, the materials for the Vendor Exposition, and the evaluation materials.

This committee shall take quotes for facilities for seminars as designated by the President. The committee shall be in charge of submitting the site selection criteria, proposals and fees to the KPPA Board of Directors for approval. The committee is also jointly responsible for forum set-up and registration, forum management, and contract extension. This committee may also be asked to assist the Education and Professional Development Committee in locating and set-up of facilities for seminars, workshops, etc. This committee shall work with the Registration Committee in preparing a registration table for forums and seminars and distribution of informational packets as necessary.

FORUM WORKSHOP COMMITTEE

The committee is responsible for researching, planning, organizing educational workshops of interest to the KPPA membership and securing speakers for the KPPA Annual Forum in cooperation with the Forum Committee. The committee will make recommendations for workshops and speakers to the President by the July Board meeting.

Committee Responsibilities:

- Comprise an educational agenda for KPPA Annual Forum based on the following outline. Hours of training are approximate and flexible depending on the topic selected. Professional Development workshops include topics such as: customer service, team building, time management, etc. The Open Forum consists of a panel of contract and procurement experts who answer questions and discuss various topics selected by the audience. Procurement interactive activities include activities or procurement games that cause audience participation. The committee should always take into consideration when planning the agenda topics and/or speakers that are specifically requested by members, topics of current interest or related to current events, the latest procurement methods, trends in the profession, technology and Kentucky specific procedures.

  Keynote Speaker 1 hour
  Subject Matter Workshops 7 hours
  Beginner
  RFP
  IFB
Diversity
Legislature
Professional Development 2 hours
Open Forum or other procurement interactive activity 1 hour
Ethics 1 hour
Vendor Session 1 hour

- Contact and schedule presenters
- Confirm presenters for conference agenda and provide letters of confirmation to each speaker.
- Prepare Equipment Needs Spreadsheet for each presenter and provide to the Hotel Conference Center, QCT Committee and Forum Committee. Equipment needs may include LCD projectors and screens, laptops, microphone, flip charts, internet connection, etc.
- Collect presenters’ presentations and provide to the Forum Committee for publication in the Forum Handbook.
- Arrange for copies of handouts if necessary.
- Collect bios from presenters to be used for introductions at the forum and provide to the President.
- Update the agenda as necessary and provide revisions to the Forum Committee and the Website Committee.
- Assist with hotel lodging arrangements for presenters if necessary.
- Assist with presenters’ travel from airport to hotel if necessary.
- Confirm presenters’ arrival the morning of presentation.
- Assist with any special needs of presenters.

EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

In addition to the requirements outlined in Policy #5, **Education and Professional Development Program**, the purpose of the Education and Professional Development Committee is to encourage and support the following:

- The chairperson must be a NIGP member.
- Promote professional development through education and certification.
- Plan and coordinate all NIGP seminars based on training needs of the KPPA membership.
- Review conference evaluation forms submitted by attendees of the KPPA Annual Forum to determine which NIGP seminars are most requested.
- Work with forum Workshop Committee to schedule speakers for other educational sessions throughout the year (i.e. March Purchasing Month).
- Promote the idealism of professional development and share available information to assist the membership in any manner possible to obtain certification.
- Write articles for **InVoice** promoting education and professional development.
- Provide oversight of the KPPA Mentorship Program.
- Follow-up to ensure that KPPA receives the required rebate from NIGP for sponsoring seminars.
MEMBERSHIP COMMITTEE

The Membership Committee promotes KPPA to governmental procurement professionals who are not currently active or participating in the organization. KPPA values and seeks a diverse and inclusive membership of all public officials in the Commonwealth of Kentucky (both elected and non-elected), including agents, officers or employees of the Commonwealth and its political subdivisions and school districts that are involved in public procurement, contracting, budget, and/or materials management. Promotion of membership should be an invitation to strengthen and enhance the professional career of all governmental procurement professionals. KPPA views a diverse Membership as a means to growth and success and respects individual strengths, viewpoints and contributions. No one may be denied full participation in any aspect of KPPA activities on the basis of ethnic background, race, color, gender, creed, sexual orientation, national origin or disability. KPPA does not discriminate concerning membership eligibility policies; will comply with the Americans with Disabilities Act (ADA) and shall provide equal opportunity to those with disabilities in connection with the provision of public services and public accommodations.

The Committee shall obtain list of prior year’s conference attendance for comparison with most recent conference attendees. Develop outreach efforts for current KPPA members. This shall include contacting individuals to encourage future and continued participation in KPPA. Maintain a KPPA Membership Guide and coordinate mailings to prospective members. Write articles for KPPA newsletter which will encourage others to promote membership and highlight the benefits of membership such as; scholarship programs, professional development and certification, effective communication through the newsletter, and subscribing to the NIGP Code of Ethics.

Ensure that the Publicity Committee Chairperson receives the most current membership list in order that membership directory on the website is current. Report all committee activities to the KPPA Board of Directors.

NOMINATING COMMITTEE

The Nominating Committee’s primary responsibility is to develop a slate of candidates and carry out the procedures, detailed herein, for the Board of Directors election which is held during the Business Meeting during the KPPA Annual Forum (Forum).

The election of Officers shall be the responsibility of the Board of Directors per Article IV.C.3 of the KPPA By-laws.

Potential nominees may not serve on the Nominating Committee.

The Committee Chairperson shall present the nomination and election procedures in an easily understood and professional manner to the members during the Business Meeting. The Committee
Chairperson shall also make sure each Board member understands the procedures prior to the Conference.

The committee shall develop a pool of potential candidates to serve on the Board. To secure a cross-section of candidates, if possible, the committee should attempt to include candidates from various geographic areas and jurisdictions. In doing so, the committee shall contact eligible members to ascertain their willingness and commitment to serve on the Board of Directors. Prospective candidates should have displayed a high interest in KPPA and in the betterment of the Association. Prior to inclusion on the ballot, written authorization must be obtained from each prospective candidate.

The pool of potential Board candidates shall also be utilized in the event of a Board member resignation. If a resignation does occur, it is the Nomination Committee’s responsibility to select a candidate(s) from that pool and present the candidate(s) to the President via e-mail or at the next scheduled Board meeting. The Chairperson must be prepared to provide reasons as to why the person(s) is /are best suited to serve on the Board of Directors.

The slate of Board candidates shall be presented to the Board of Directors by the third scheduled Board of Directors meeting of the calendar year. (In addition, even though KPPA Officers are elected by the Board of Directors, the Nominating Chairperson shall submit a slate of Officers at the same Board meeting.)

Any Board member not “termed out” will automatically be included on the slate for election of Board members, is he/she so desires, as put forth in Article IV, Section C of the KPPA By-laws.

Before the slate is finalized and presented to the members for a vote, the Chairperson shall call for nominations from the floor during the Business Meeting. All current members are eligible to serve on the Board. The Board nominee must sign a “Board Nomination Form”, which will be made available during the conference, or an acceptable agreement to serve. The committee shall be responsible for tabulating the votes and announcing the results during the Business Meeting.

If directed by the President and/or the Board of Directors, the Nominating Committee shall be responsible to research nominating procedures utilized by other professional organizations and determine whether or not they would improve the current process while not being contradictory to the KPPA By-laws.

The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

POLICY COMMITTEE
Prepare and maintain a policy handbook delineating policies that have been enacted by the Board of Directors. The committee shall review minutes from past Board meetings for motions approved by the Board that affect the operations of the Association. These policies shall be recorded in an organized manner by topic. The most recent month of approved revision shall be noted on the front of the Policy Manual. This handbook will be used to orient newly elected members to the Board of Directors and provide consistent leadership for the organization.

**NEWSLETTER COMMITTEE**

Produce and publish the chapter newsletter quarterly. Actively solicit articles from membership and serve as liaison for members who have written or located pre-written articles on governmental purchasing or related issues. The committee will also be responsible for submitting some local chapter articles to NIGP for publication in the national newsletter. Work with KPPA Officers, Board of Directors and Committee chairpersons on utilizing the newsletter as a communication tool for disseminating pertinent news and information to the membership. Develop and coordinate other publicity material for use of or by KPPA.

Monitor and ensure that current information is maintained on KPPA website. Assure that the KPPA website is user friendly and comprehensive. Submit and direct information to the KPPA webmaster on a monthly basis and follow up to assure that the website is updated. Review accuracy of invoices from the webmaster prior to submission to the KPPA Treasurer. Report all committee activities to the KPPA Board of Directors.

Coordinate, plan and publicize KPPA Annual Forum and Purchasing Month activities and events.

**REGISTRATION COMMITTEE**

The committee is responsible for establishing the location and staffing the registration desk during the registration period at the Annual Forum. Since the registration committee members are the initial representatives that most registrants will meet at the Forum, the committee chairperson shall select personable members who will represent the Association in a positive and friendly manner. The committee will create and distribute all name badges, conference materials and information to the registrants in a friendly manner during the Annual Forum. This committee is also responsible for maintaining security of all items kept at the registration desk. The registration committee shall also sell KPPA items and secure the proceeds from the sale of items displayed at the registration desk.

**Reverse Trade Show**

The Reverse Trade Show Committee shall be responsible for planning, organizing and administering the KPPA Reverse Trade Show in cooperation with the KPPA Board of Directors and membership.

**SILENT AUCTION COMMITTEE**
The Silent Auction Committee is a fundraising event that is held annually during the KPPA Forum. The proceeds of which are used for the professional development of KPPA members.

The Silent Auction Committee shall be headed by a member of the KPPA Board of Directors, as assigned by the President.

The Committee may contact any vendor, organization or individual for the purpose of securing donations for the Silent Auction.

While the Committee is given significant discretion with respect to how the Silent Auction is run, there are guidelines that shall apply as follows:

- While it is open, the Silent Auction area shall be monitored at all times.
- The Committee Chair is responsible for ensuring that the Silent Auction area is secured and/or all items are stored in a safe and secure area.
- Forum attendees shall be made aware of the hours of operation and exact closing time of the Silent Auction.
- The Committee shall work with the Treasurer to ensure that a plan is in place to receive and receipt all monies.
- Results shall be announced prior to or during the Awards Luncheon.
- Bid sheets and copies of receipts shall be submitted to the Audit Committee for review.

BOARD MEMBER DONATIONS

Board donations may be made at the Board’s discretion.

RECOGNITION

Annual recognitions will be determined by the Silent Auction Committee.