

ChaptersConnect



APRIL 2018

Summer CHAPTER LEADER SUMMIT 2018

CLEVELAND

**Sunday, July 22, 2018
1:00 - 5:00PM**

Technology is changing the way NCMA chapters meet and engage with their members. How can chapters harness current and emerging technologies to benefit their members? From live or pre-recorded virtual meetings and other events, digital event registrations and payments, chapter website development, to connecting through social media, many NCMA chapters are already seizing the opportunities presented by these technological solutions. But what more can be done, and where do we go from here?

[Register Now!](#)

NOW RECRUITING CHAPTER TECHNOLOGY GURUS!

Are you the technology guru for your chapter? Can you identify one specific tool/new technology that you have successfully implemented to improve how your chapter functions? We are looking for three exceptional chapter leaders to prepare one 10-minute (TED-Talk-style) presentation each to share with other attendees at

the Summer Chapter Leader Summit. **Submit your statement of interest by April 30 for consideration.** Questions? Contact Luci Blodgett (Member & Chapter Relations Team Lead), at luci.blodgett@ncmahq.org.

Chapter Leadership

CHAPTER OFFICER ROSTER (PY2019)

All chapters should now be finalizing their officer rosters for Program Year 2019. At a minimum, your chapter must have at least four core executive leaders (president, vice-president/president-elect, secretary, treasurer). Please complete this [form](#) and email the final version to chapterrelations@ncmahq.org by May 15.

Why do we ask you to finalize the next year's roster before the program year starts (July 1)?

- It allows incoming and outgoing chapter officers ample time to work together on the year-end reports.
- It provides for a gradual transition so that important information on your chapter's processes can be passed down to the new officers.



CHAPTER OFFICER ONBOARDING

As your chapter officers prepare for the upcoming program year, you may find some of these tools useful for officer installation and onboarding. Has your chapter considered creating a binder of important information to share with new officers? This can be an effective way to make sure your officers are prepared with all the information they need to have a successful year.

[Officer Certificates](#)
[Sample Bylaws](#)

[Installation Script](#)
[Chapter Rosters](#)

[Chapter Guide](#)
[Collaborate](#)

Chapter Operations

MARKETING MATERIALS AVAILABLE TO CHAPTERS

Is your chapter planning a big event? Please see the list of marketing materials available to chapters [here](#). Requests need to be submitted at least two weeks prior to the event to allow adequate time for shipping. Materials available include printed brochures about membership, certification, etc. There are also digital resources available—download your chapter logo, use our standard PPT presentation, or integrate NCMA videos (hosted on YouTube) into your presentations.



CHAPTER EVENTS

Reminder: If you'd like to add your chapter's event to the national calendar and/or add it to your chapter splash page (if applicable), please send your request to chapterrelations@ncmahq.org at least two weeks in advance.

[View the NCMA Calendar](#)

Member Involvement

UPDATED CHAPTER ROSTERS NOW AVAILABLE

Hopefully you've all had a chance to see the new chapter rosters now available from the [Chapter Leader Resource Page](#). This roster is being pulled (live) directly from our membership database—they are now available on-demand to provide you with the latest contacts! Thank you to everyone who has provided feedback on these new rosters—we appreciate it, and we hear you! Some edits to the live rosters were made last week, and there are a few more coming in the next couple weeks.

- To access the rosters, current chapter officers must first log in to NCMA's website.
- From "Connect With Peers," go to "Local Chapters," then navigate to "**Chapter Leader Resources.**"
- Next click "My Chapter" from the left-hand navigation to generate your chapter's list.

You can export the full list, which contains original join dates, expiration dates, and professional designations. You may sort, filter, and save this information to reach your choice of contacts, then upload the list to your email tool.

Please note: Current chapter presidents should be receiving email notifications when chapter members achieve new certifications. That is the easiest way to keep track of who you need to congratulate or recognize at your next chapter meeting.

If you have trouble logging in, or need additional support, please contact chapterrelations@ncmahq.org.



ELMER B. STAATS CONTRACTING PROFESSIONAL EXCELLENCE AWARD

The Procurement Round Table, in cooperation with the National Contract Management Association, will award \$5,000 to a federal acquisition professional who has contributed significantly to contracting operations or acquisition policy.

Applications are due by April 27. View the call for nominations and the application form [here](#).

Member Services



NEWS & INFORMATION

Please consider sharing the following information with your chapter members in your chapter newsletters, websites, etc.

Collaborate

Want to know what NCMA members are fired up about? Check Collaborate. As you plan your chapters' activities for the next program year, consider browsing through recent conversations on Collaborate to find out what topics are inspiring the most active dialogue.

Lifetime Certification

Members who currently hold a Lifetime Certification from NCMA have been notified by email that the Lifetime status option has been **discontinued**. A letter from the executive director will also be sent out soon. This policy change was required as NCMA pursues accreditation, and in order to be compliant with OPM standards of certification. If you or any of your chapter members have any questions about this policy, please do not hesitate to reach out to certification@ncmahq.org or by calling 800-344-8096.

NEW Digital Membership Certificates

Members now have the ability to view and print their membership certificate whenever they need it! Tell members to login (www.ncmahq.org) and click on "My Profile". There is a "View/Print" button just under their membership information (if they are currently in good standing). For best results, adjust your print settings to

remove the header & footer, and increase the scale to 135. These settings will help the certificate fill a standard 8.5x11 sheet.

NEW Learning Pathways Course: Developing a Negotiation Strategy

In this case study–driven course, you play the role of lead negotiator and take seven steps toward developing a negotiation strategy, from conducting market research to establishing clear targets, ranges, and alternatives.

Subject Matter Experts

Our education department is currently looking for experts in commercial contract management to assist in developing CCCM materials. Interested members should email Samantha Williams (swilliams@ncmahq.org) for more information.

Reminders



21740 Beaumeade Circle, Suite 125, Ashburn, Virginia 20147 | 571.382.0082 | 800.344.8096 | 703.448.0939 fax