

ChaptersConnect



March 2018



Recruiting Volunteers for Chapter Leadership Vacancies

If you haven't already begun, March is the month for your chapter to concentrate on recruiting the volunteers needed to fill vacancies in the coming program year. Take the time to speak to potential volunteers and be sure to promote openings on your website, in your newsletter, and in social media. By promoting leadership

opportunities widely and making sure that everyone knows you are actively looking for volunteers, you may find additional candidates.

The elections for new chapter officers should be held in April. Selecting your new chapter officers in the spring has two benefits:

- 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.

The officer roster form used to submit the list of chapter officers for the upcoming program year is [here](#). Following the election, submit the list of new and existing chapter officers to NCMA headquarters by May 15.



Summer Chapter Leader Summit

Will you be joining us in Cleveland for World Congress? **Early registration** rates have been extended to March 23.

When registering, don't forget to add the Summer Chapter Leader Summit on July 22 from 1:00–5:00 pm. Program details will be released soon!

Chapter Operations

Phishing Alert

Unfortunately, chapters are continuing to report that they have been the target of phishing attempts, or email scams. To date, seven chapters have reported chapter presidents, or treasurers, being targeted.

If something seems wrong with an email you receive, trust your instincts. Several flags which may help you to detect a scam



include awkward grammar, a reference to an unknown vendor, or a strange "from" email address. While the phishing emails vary slightly, this is an example of a typical scam request:

Hello [Treasurer],

We have a pending payment in the amount of \$9,986.90 from a new vendor which needs to be processed as a same day wire transfer, I will forward the invoice once it's available.

Thanks, [President]

For the protection of your chapter, write policies into your bylaws reinforcing a commitment to always confirm requests to transfer funds by telephone, or in person. Only then should you follow the instructions in any email.

Member Involvement

"Join Today" Information on Chapter Websites

JOIN TODAY

Do you have a membership application form posted on your website? Quite a few chapters have outdated forms from several years ago. Rather than maintain the new version each year, we encourage you to link to the headquarters website. **This link** will take potential members directly to the most up-to-date membership information, so that you won't have to update your website when new forms and brochures are published.

Wow! Updated Chapter Rosters Now Available On-Demand

Updated chapter rosters are now available on-demand to provide you with the latest contacts! We think you will find it to be a big improvement over the old system, which had lists updated by NCMA headquarters just once monthly.

- To access the rosters, current chapter officers will 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.

The list you download will still contain join dates, expiration dates, and professional designations for your contacts. You may sort, filter, and save this information to reach your choice of contacts, then upload the list to your email tool.

If you have trouble logging in, or need additional support in learning to pull your current chapter roster, please contact chapterrelations@ncmahq.org.

Contract Management Education Award

Many NCMA chapters work closely with local educators and programs. If you know of a local college or university that would make a good candidate for the **Contract Management Education Award**, consider sharing what makes that institution special.

The award recognizes colleges and universities whose contract management curricula exemplify a standard of excellence and promote the competencies outlined in the *Contract Management Body of Knowledge*. Nominations are due April 1.

Member Services

March Updates for Chapter Newsletters and Websites

Salary Survey: The data on 2018 compensation and benefit trends in contract management is now being analyzed. All NCMA members will receive a free copy of the Salary Survey results in late April.



Board of Director Elections: In 2018, NCMA had 33 potential candidates who submitted statements of interest for Board positions and voting was up 55% over the prior year.

"In Your Own Words" Feature: Look for a new addition to *Contract Management Magazine*. The "In Your Own Words" column will focus on trending topics and comprises member responses to questions posed in **Collaborate**.

Member Spotlight

Blaine Ashworth Featured in *Contract Management Magazine*



In March, Blaine Ashworth of China Lake/Ridgecrest was featured in ***Contract Management Magazine***.

In the past year, Blaine has found NCMA's Collaborate to be a "great resource" for topics from contract management to "chapter membership and networking, to career discussions." He shares his thoughts on membership, the future of contract management, and NCMA in the **article**.

Reminders

We are always glad to add chapter events to the searchable national calendar to make events visible to a wider audience. To add your chapter event to the calendar (or your splash page if applicable) email your request to chapterrelations@ncmahq.org at least two weeks prior to the event. Be sure to include the date, time, location, title, and registration link.

Please share with us all of the exciting things your chapter is doing! Include chapterrelations@ncmahq.org in your newsletter mailing lists.

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