



MONTHLY PROGRAM PROCEDURES

Program Committee Protocol

Two Program Committee members will manage a monthly program. They will follow the Monthly Program Protocol, sharing the responsibilities as determined. Both members will be responsible for executing the entire program and may include other committee members as needed.

When appropriate, both members will collaborate with members from other committees when the program is a joint effort. They may delegate certain activities to committee members involved in the planning of the meeting. This will sustain continuity with the programs throughout the year and clearly define the particular tasks each member is responsible for.

The Program Committee may collaborate with the Special Events Committee for meeting location, theme, sponsors, and any special events during the meeting. Evaluations for each monthly program will be distributed, submitted, and tallied electronically. The evaluation is a requirement of National, and a summary is to be provided to the President for inclusion in the chapter's monthly report.

Program Timeline

2 Months Prior

- If the topic was not previously approved by National, send it to Garland Preddy at least 45 days in advance for approval.
- Obtain speaker/facilitator's introduction.
- Obtain speaker/facilitator's handouts and make appropriate copies (may also be sent electronically, if speaker agrees).
- Announce the program at the meeting prior to the assigned program.
- Ask Membership Chair to prepare a speaker badge

One Week Prior

- E-mail speaker/facilitator to confirm meeting day, date, time, and location.
- Check on handouts, confirm A/V arrangements and introductions.

Night of Program

- Oversee A/V setup and test.
- Distribute handouts.
- Greet speaker and introduce to chapter president and board members.

- Introduce speaker/facilitator
- Present speaker with gift when appropriate.

One Week After

- Send thank-you note to speaker/facilitator.
- Prepare 2–3-paragraph article for next newsletter (see Newsletter Production Schedule).
- Send tally of program evaluations to president for monthly report.
- Prepare a final report that includes copies of all correspondence, promotion, handouts, and evaluation summary.

Adopted by the SGMP Georgia Peach Chapter Board on January 20, 2015.



TRANSITION MEETING

Policy

It is the responsibility of the outgoing leadership team consisting of the President, Vice Presidents, Secretary, Treasurer, Directors, and committee chairs to set up a time to meet with the incoming board **prior** to the beginning of the new chapter year. During this meeting the following should take place:

- Give the documents maintained during the year to the incoming person.
- The notebook, which should be maintained by each person during the year, is given to the incoming person.

Adopted by the SGMP Georgia Peach Chapter Board on January 20, 2015.



SILENT/LIVE AUCTION

Policy and Procedure

The Silent/Live Auction is held to raise funds to provide scholarships.

The Special Events Chair is responsible for selecting a working committee to assist with the following activities related to the auction.

- Send out e-mails to members and non-members requesting items for the auction. Verbal requests for items are also appropriate.
- Maintain a running list as items are received.
- Fill out the form for placement on the table by the item as items are received
- As items are received, determine into which auction the item will be included.
- Place the item number on the form after the deadline for receipt of items.
- The items for each auction should be numbered in sequence. Use 1, 2, 3, etc. for the silent auction and start with 101, 102, 103, etc. for the live auction.
- Maintain a separate master list for both auctions as items are received. Finalize and print out this list several days prior to the event.
- An auctioneer member is recruited for the live auction.
- An auction registration table must be set up with adequate room for signing in and the distribution of a list of all items up for bidding and other materials, as necessary.
- Those participating in the auction are given a numbered card. When registering, the number is recorded by their name.
- The silent auction items usually start at 10% of the value of the item and the bidding proceeds in \$5.00 increments. This \$5.00 increment information should be noted on the card by the item.
- The live auction items usually start at 10% of the value of the item and the bidding proceeds in \$2.00 increments.
- Periodically throughout the time allocated for bidding, it is announced as to how much time remains, usually at 10 minutes, 5 minutes, and the final call for bids is at 1 minute. It is then announced that all bidding must stop and the committee members collect the bidding sheets.
- While the Silent Auction bidding sheets are being tallied, the Auctioneer proceeds with the Live Auction.
- Two individuals act as “Vanna” to walk around and show the item up for bid.
- One individual is needed to record the items bid on and the number and name of the winner.
- A list of the winners is posted for both events.

- Several (3 is most likely adequate) individuals are at a table where payment is made for the items. Payment must be in the form of cash or a check. The Treasurer should not collect money but should be in the area to answer any questions that may arise or assist, if needed.
- It should be noted on information distributed that if a check does not clear the bank, the individual is responsible for the fee charged to the Chapter.
- The committee is responsible for any kind of cleanup that might be necessary.
- Thank-you letters are sent to all who donated items for the event

Adopted by the SGMP Georgia Peach Chapter Board on February 18, 2015.



GOOD FINANCIAL STANDING FOR SCHOLARSHIPS

Purpose

To ensure that those owing the chapter money are in good financial standing before applying for scholarships being awarded by the chapter.

Policy

The chapter will not award scholarships to those members who currently owe money to the chapter. These delinquent funds could be a result of late payment of membership dues, registration payment to chapter or regional meetings, or events being held that benefit the chapter.

Adopted by the SGMP Georgia Peach Chapter Board on February 18, 2015.



HONORS AND AWARDS

Honors and Awards Protocol

The SGMP Georgia Peach Chapter will have an annual formal recognition of outstanding achievement among the membership of the SGMP Georgia Peach Chapter. The following awards shall be presented, each in the form of a plaque or other professionally recognized award item:

- Planner of the Year (government or contract planner)
- Supplier of the Year
- Members Choice Award of Merit
- President's Award

The Honors and Awards Committee shall present a budget each year to the Board of Directors for approval. The Board of Directors shall approve a budget for the purchase of the four plaques.

Planner of the Year

The Board of Directors shall determine this award. Both government planners and contract planners are eligible for this award. Only the President and the Honors and Awards Committee shall know the balloting results. Prior to the presentation, consideration for this award should be given to the planner who represents outstanding achievement during the year, as determined by each member of the board casting a vote. The award shall be presented at the annual holiday party. The previous year's recipient or a suitable replacement determined by the Honors and Awards Committee Chair will present the award to the current recipient.

Supplier of the Year

The Board of Directors shall determine this award. The balloting results will be known only by the chapter president and the Honors and Awards Committee members. Prior to the presentation, consideration for this award should be given to the supplier who represents outstanding achievement during the year, as determined by each member of the board casting a vote. The award shall be presented at the annual holiday party. The previous year's recipient or a suitable replacement determined by the Honors and Awards Committee Chair will present the award to the current recipient.

Members Choice Award of Merit

Consideration for this award should be given to the planner, supplier, contract planner, or retiree who represents outstanding achievement during the year as determined by each member of the Chapter casting a vote. Members will be notified to nominate a candidate through the chapter newsletter. Members will then send in their nomination to the chapter's post office box and include their name and the name of the nominee. A member may nominate a candidate only one

time. The recipient of this award is by popular vote. The balloting results shall be known only by the Honors and Awards Committee members prior to the presentation. The previous year's recipient or a suitable replacement determined by the Honors and Awards Committee Chair will present the award to the current recipient.

President's Award

The recipient of this award shall be determined by the Georgia Peach Chapter President. The award shall be presented by the current president at the annual holiday party.

Other Recognition

Recognition and verbal praise for accomplishments among the membership are encouraged and recommended. Certificates for sponsorship of meetings shall be presented at each meeting. Other certificates may be presented by approval of the Honors and Awards Committee.

Adopted by the SGMP Georgia Peach Chapter Board on January 20, 2015.



PRESIDENT'S MEETING EXPENSES

Policy

The Georgia Peach Chapter shall pay the full expenses of the Chapter President for the Georgia Education Conference or regional conference.

The Chapter President is the official representative of the Georgia Peach Chapter at these meetings. If the President cannot attend these meetings, he/she will designate the First Vice President or other planner officer to attend said meeting.

Expenses may include the following:

- Air fare
- Hotel
- Meals (up to the federally reimbursed rate per day)
- Map mileage (if driving) (federal mileage rate)
- Transportation to and from airport
- Original receipts are needed for all of the above except mileage

The Chapter President will follow all federal per diem reimbursement guidelines.

For all meetings, original receipts must be provided for documentation to support the expense.

If expenses exceed the amount allocated, in order to be reimbursed, original receipts must be provided.

Chapter reimbursement will be consistent with SGMP National's reimbursement policies.

Adopted by the SGMP Georgia Peach Chapter Board on January 20, 2015.



REIMBURSEMENT

Policy

In order to be reimbursed for money spent relating to the Georgia Peach Chapter of SGMP, the procedure is as follows:

- All transactions involving chapter funds to be spent for official use must be approved by the Chapter Treasurer or by a majority Chapter Board vote. Amounts under \$500 for regular chapters and amounts under \$1,500 for large chapters may be approved by the Treasurer or by the Chapter President, in the absence of the Chapter Treasurer. For expenditures above these thresholds, the Chapter Treasurer must seek and obtain approval from a majority of the Chapter Board. Items are purchased first, paid for by the individual making the purchase, and then reimbursement will be made.
- The original receipt must be presented.
- Requests for reimbursement must be submitted within 30 days of purchase.
- Fill out the reimbursement form (see attachment) and attach the original receipt.
- Specify what has been purchased and for what purpose.
- Give the reimbursement form with original receipt attached to the Treasurer.
- A check will be issued to the person requesting reimbursement within two weeks of receiving the request.
- Make all requests for reimbursement before the end of the fiscal year (June 30).

Adopted by the SGMP Georgia Peach Chapter Board on February 18, 2015.



REMOVAL OF A COMMITTEE CHAIR

Policy

The President of the Georgia Peach Chapter appoints committee chairs and each President may remove them.

Adopted by the SGMP Georgia Peach Chapter Board on January 20, 2015.