**NIGP 2.0 FAST FORWARD**

**Frequently Asked Questions**

*Update: March 1, 2016*

**What is the objective of NIGP 2.0?**

- To place the right leaders in the right positions on boards, councils, and committees
- To provide a strategic focus on driving the profession and the Institute
- To empower members with expanded opportunities to engage in governance and influence organizational outcomes in meaningful ways
- To foster thought leadership and a diversity of perspectives
- To leverage stakeholder and industry expertise for optimal decision-making
- To engage leadership development and provide a mechanism for talent recruitment and succession planning

**How will the objectives be accomplished with the new structure?**

The new structure involves four distinct governing bodies that provide direction, resources, and oversight:

The **Governing Board** is the ultimate governing body and retains 25 of the current NIGP Board roles and devolves the remaining 42 roles to three Councils:

- The **Member Council** is a centerpiece of the new model. Its purpose is to represent the interests of the membership and decide on all member-centric issues.
- The **Talent Council** is the leadership recruitment arm of the governance model.
- The **Finance Council** oversees all financial matters affecting the Institute.

The governance is supported by the Chief Executive and professional staff through the execution of board and council directives and the management of ongoing programs and operations.

To further support of the work of the Institute, the committee and task force structure either supports governance as a Board or Council Committee (and reports to the Governing Board or one of the three Councils) or supports staff as an Operations Committee (and reports to the CEO or an Executive Director). Based on the four governing bodies, the alignment of committees is as follows:
Audit reports to the Governing Board
• Awards reports to the Member Council
• Board Policy reports to the CEO for coordination
• Chapter Ambassador reports to the Member Council
• Diversity reports to the Member Council
• Forum reports to the CEO and staff
• Legislative and Position reports to the Member Council
• Knowledge Management reports to the CEO and Staff
• Scholarships reports to the Finance Council

Essentially, the objectives are accomplished in the following ways:

• By providing clearer roles for each of the four governing bodies, the Institute aligns talents and skills of volunteers with those specific roles...thereby ensuring that the right leaders with the right talents and passions are serving in the right positions.

• By devolving 42 roles to the three Councils, the Governing Board engages a strategic focus on driving the profession and the Institute.

• By expanding the former NIGP Board of 13 regions and 15 members to a cluster of four governing bodies comprised of 40 leaders, NIGP 2.0 expands opportunities for members to engage in governance and influence organizational outcomes.

• By including thought leaders on the Governing Board and the three Councils, the Institute creates a more inclusive governance structure that invites experts and external stakeholders
– representing a diversity of perspectives - to engage in decision-making. This collaboration enhances understanding, opportunity, and optimal decisions for the Institute.

- By centralizing the recruitment, selection and development of leaders within the Talent Council - and giving the Talent Council the responsibility for proactively and holistically recruiting leaders - the Institute fosters an intentional pathway for developing and retaining leaders.

What are the roles and responsibilities of each of these bodies?

As the ultimate governing body, the Governing Board is responsible for:

✓ Vision, Mission, Purpose
✓ Goals & Objectives
✓ Strategic Planning
✓ CEO Selection & Performance
✓ Policy
✓ Budget Philosophy & Adoption
✓ Ratification of Position Papers
✓ Joint Ventures
✓ Appeals Process for Member/Chapter Revocation

The Member Council is responsible for:

✓ All Issues Related to Member Governance: Eligibility & Conditions
✓ All Issues Related to Chapter Governance: Charters, Reinstatements, Chapter Relationships
✓ Member/Chapter Revocations (Subject to an optional appeal to the Governing Board in an effort to provide due process)
✓ All Issues related to the Chapter Ambassador Program to include program design and outcomes and the appointment of Ambassadors
✓ Position Papers
✓ Resolutions (Subject to Ratification by the Governing Board)
✓ Ethics & Professional Conduct
✓ Honors and Awards

The Talent Council is responsible for:

✓ Eligibility Criteria for all Appointments and Elections
✓ Elections of Member Council via Slate
✓ Appointment Recommendations to the Governing Board and the Finance Council
What is the composition, eligibility and selection process for each of these four bodies?

The Governing Board

*Composition: Nine Members*

- 4 public procurement practitioners at large
• 2 public procurement practitioners holding positions as the Chair of the Finance Council and the Chair of the Member Council
• 3 thought leaders selected for their expertise in a component of the strategic plan that contributes to the Institute’s success in achieving its mission
• The Chair of the Talent Council as well as the Chief Executive serves as non-voting advisors to the Governing Board.

Eligibility

• Bachelor’s Degree required; Masters/Advance Degree preferred
• NIGP Institute Member employed in the public sector with procurement responsibilities
• CPPO or CPPB certified
• Minimum three years’ experience as a volunteer on a procurement-related board; experience within NIGP or our Chapter affiliates preferred
• Independent contractors of NIGP are ineligible to serve on the Governing Board

Selection

• Self-appointed by the Governing Board upon recommendation by the Talent Council
• Three-year terms; renewable once

The Finance Council

Composition: Eleven Members

• 7 to 8 public procurement practitioners (practitioners hold the majority of seats)
• 3 to 4 thought leaders selected based on their expertise in investment strategies, profit/loss ratios, financial performance monitoring, and/or risk assessment
Eligibility

- Bachelor’s Degree required; Finance related field preferred
- NIGP Institute Member employed in the public sector with procurement responsibilities
- CPPO or CPPB certified
- Minimum three years’ experience in financial or budget planning for a public sector or non-profit organization with annual revenues in excess of $4 million
- Independent contractors of NIGP are ineligible to serve on the Finance Council

Selection

- Appointed by the Governing Board upon recommendation by the Talent Council
- Three-year terms; renewable once

The Member Council

Composition: Eleven Members

- 11 public procurement practitioners
- 1 of the 11 seats is reserved for a member of the NIGP Young Professionals Council (under the age of 40 as of the first day of the term)

Eligibility

- Associates Degree or equivalent required; Bachelor’s Degree preferred
- NIGP Institute Member employed in the public sector with procurement responsibilities
- CPPO or CPPB certified
- Minimum three years’ experience as a volunteer within the leadership of a professional procurement society (experience within the Institute or chapter affiliates preferred)

Selection

- Elected by the membership at large via an electronic ballot based on a competitive slate presented by the Talent Council
- Three-year terms; renewable once
The Talent Council

Composition: Eleven Members

- 7 to 8 public procurement practitioners (practitioners hold the majority of seats)
- 2 of the public procurement practitioners shall be former Governing Board members
- 3 to 4 thought leaders selected for their expertise in volunteer leadership development, recruitment, selection, and assessment

Eligibility

- Bachelor’s Degree required; HR, organizational development, or related field preferred
- NIGP Institute Member employed in the public sector with procurement responsibilities
- CPPO or CPPB certified
- Minimum three years’ experience serving as a volunteer for leadership development

Selection

- Appointed by the Governing Board upon recommendation by the Talent Council
- Three-year terms; renewable once

It appears that there is no opportunity for members who do not a bachelor’s degree. Why?

This was a bold risk by the NIGP Board to require a bachelor’s degree for the Governing Board, the Finance Council and the Talent Council. The decision was based on trends however. It is consistent with the new eligibility requirements to apply for the CPPO designation as set by the UPPCC Governing Board. And NIGP’s member demographics are trending towards higher education degrees – with two-thirds of the membership holding a bachelors or advanced degree. Equally important, a bachelor’s degree requisite is the trend for volunteer leadership within non-profit associations; particularly those that serve highly regarded professions such as legal, medical, engineering, accounting, etc.

However, there are many opportunities for members who do not have a bachelor’s degree. The Member Council requires a minimum associate’s degree or equivalent – and 4 of every 5 NIGP members qualify at this level. Further, there are no educational requirements to serve on one of the Institute’s nine committees and task forces; nor are there any educational requirements to serve in the Chapter Ambassador Program.
Why is there an emphasis on talent?

Authoritative literature on non-profit associations concludes that the volunteers of today are looking for a different experience based on:

- An alignment with values and purpose
- An ability to enhance one’s understanding of the profession
- An ability to gain career-related experience through still development
- An ability to strengthen social relationships
- An ability to contribute talents to meaningful outcomes

When it comes to talent within volunteer organizations, it means that someone joins a governing board, council, or committee with a special ability to contribute to the success of the organization. Some volunteers are comfortable speaking before a large audience. Others enjoy event planning. Some volunteers are visionaries and focus on strategies for the future while others prefer the details of a daily operation. Volunteers may enjoy working with numbers - or writing position papers. The bottom line is that volunteers want to contribute their time based on their talents and passions. With limited free time to balance work and a personal life, volunteers want to contribute to something purposeful so that their efforts translate into meaningful results.

For NIGP 2.0, the emphasis is for the Talent Council to proactively discover the unique talents of each member and find a creative way to place them in a leadership position that benefits the volunteer and the Institute. This approach reverses the traditional process where openings were announced and volunteers submitted applications for a specific position without regard to skills and talents.

What is the Chapter Ambassador Program?

The Chapter Ambassador Program (CAP) was not part of the original NIGP 2.0 structure; but it has evolved as a centerpiece in addressing significant challenges facing the Institute in the past:

- The burden placed on the NIGP President and Board members to visit chapter affiliates on a consistent basis; while remaining strategic in the board room and faithful to their full time career and families
- The need to provide a consistent message to chapter members regarding the work of the Institute and the value of NIGP membership
- The need to create a longer-term relationship between an Institute and the chapter leadership through a liaison who fosters bilateral communications between the two organizations
To resolve these challenges, the NIGP Board adopted the CAP for implementation in July 2015.

**Primary CAP Roles and Responsibilities**

- Conducts Chapter Visits so that each chapter receives one visit every two years
- Participates in training on standardized presentations developed by NIGP staff
- Provides reports and feedback to NIGP staff after each Chapter visit
- Participates in quarterly chapter leaders conference calls
- Encourages chapter participation in the chapter awards program
- Addresses/responds to any chapter issues that may arise
- Monitors compliance of all legal/policy requirements by chapters
- Moderates and contributes to chapter leaders Nsite discussion list
- Participates in the annual leadership development symposium
- Attends the ambassador meeting face-to-face at the Annual Forum
- Participates in the annual chapter president’s luncheon at Forum

**CAP Structure**

- North America is divided into nine geographic areas based on chapter locations and NIGP membership. Canadian provinces are linked to northern states to form a geographic area; providing greater coordination for chapter affiliates on both sides of the Canadian/US border
- Two Chapter Ambassadors per geographic area; 18 total
CAP Eligibility

- Ambassadors must be a current or past chapter leader (leadership defined as the President, Vice President, Secretary, Treasurer, Immediate Past President, Chair of a Committee or Task force, or a contributor to a major program)
- Ambassadors must hold current NIGP membership
- Individuals serving on the Governing Board or one of the three Councils are ineligible to serve as a Chapter Ambassador. However, individuals serving on a NIGP committee or task force are eligible to serve as a Chapter Ambassador.

I want to be considered for a leadership position in the new NIGP 2.0 structure. What steps should I take?

Your first step is to consider your talents, skills and interests and determine how your attributes align with many opportunities available through NIGP 2.0. To be an effective leader, you need to apply your talents and follow your passion.

Your second step is to consider your time and travel constraints. There are three types of volunteer engagement:

1. Episodic volunteerism. This opportunity typically supports a single activity or event and the commitment is usually about 2-3 hours.
2. Short Term volunteerism. This opportunity typically supports the work of a Task Force where a group of volunteers work on a narrowly-focused topic and provide recommendations or solutions. The commitment is usually 2-3 months and work is performed via teleconferences.
3. Long Term volunteerism. This opportunity supports NIGP committees including Chapter Ambassadors, Councils and the Governing Board. The commitment is based on appointment terms which usually run three years.

Service on the Governing Board and the three Councils requires limited travel for at least one face-to-face meeting which is funded through the Institute. Service as a Chapter Ambassador will require travel to chapter affiliates each year; funded through the Institute. However, most board, council, committee and task force work is performed via teleconferences and video conferences throughout the year. As you consider time requirements, also consider the length of service.

Your third step is to optionally speak with, or write to, a member of the Talent Council if you need to further understand all of your options. Their role is to proactive recruit talent on a 24/7
basis so that the Institute gets the right leaders in the right seats. Seek them out as consultants. Their contact information is included in this FAQ.

Your **fourth step** is to **apply** based on your passion to contribute and your understanding of all the options. A single application process is utilized for all volunteer positions.