

NIGP's MISSION THROUGH GOVERNANCE

*Defining Expectations and Responsibilities as Keys to Success
In Developing, Supporting and Promoting Public Procurement*



NIGP Chapter Ambassador Committee

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> 1. Being the face of NIGP to our Chapters and our members 2. Relating the Mission and the Vision of the Institute to the Chapters 3. Ambassadors must encourage sustainable relationships with NIGP Chapters 4. Support Chapter and member to promote growth to be successful 5. Be a liaison and resource between local Chapter and NIGP for Chapter related inquiries 6. Acts as an extension of the Governing Board or one of the three Councils (Finance, Member and Talent) in the fulfillment of its responsibilities
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Ability to travel to Chapters 2-3 times a year 2. Execute, Evaluate, Monitor and Connect with the Chapters 3. Serve as a liaison between the NIGP Chapters and the NIGP Member Council 4. Collect data and communicate specific Chapter challenges/successes through post -visit surveys 5. Promote Chapter success stories and best practices 6. Serve as a continued resource for Chapters 7. Actively participate in discussion and dialogue on Nsite communities including but not limited to Chapter Ambassadors and Chapter Leaders
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. Consistent membership growth and Chapter Leaders being engaged within their local Chapter and NIGP 2. Consistent positive feedback received from Chapter Leaders after each visit 3. Chapter Leaders needs are being met on a consistent basis
Structure	
<i>Reporting Structure</i>	Reports to the NIGP Member Council
<i>Number of Members</i>	<p>A minimum of at least 2 Ambassadors per the 9 geographic areas with no more than 3 Ambassadors assigned total per Area based on need in geographic regions.</p> <p>Members cannot serve consecutively on another NIGP Board, Council, or Committee.</p> <p>Staff Liaison (Chapter Relations Manager) will be the main point of contact for specific tasks related to the functioning of the committee</p>
<i>Terms</i>	Three-year term; renewable once.

<p><i>Eligibility for Service</i></p>	<p>Must be a current or past Chapter Leader (leader defined as President, Vice President, Secretary, Treasurer, Immediate Past President or Chair of a Committee or Task Force or has demonstrated significant contributions to the Chapter or collegial association) and active or associate membership in NIGP and an NIGP Chapter or its equivalent.</p>
<p><i>Leadership and Duties of the Chair</i></p>	<p>The Chief Executive Officer shall appoint the senior staff member responsible for the program. The Committee shall elect its Chair, Vice Chair and Recording Secretary. These terms are for one year; renewable once.</p> <p>The Chair shall:</p> <ul style="list-style-type: none"> • work with the staff liaison to prepare the committee agenda items and supporting documentation and approve the final agenda • attend all Member Council calls and in person Council Meetings and present oral reports to the Member Council. • serve on the Member Council as a non-voting advisor and serve as Vice-Chair for the NIGP/ASPA Task Force. • build and nurture engagement of all committee members • provide consistent communications • work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur • coordinate with staff liaison <p>The Vice-Chair to take on special projects as requested.</p>

Expectations

<p><i>Engagement</i></p>	<ol style="list-style-type: none"> 1. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment 2. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences 3. Actively engage in discussions posted on the committee and Chapter Leader NSite Community 4. Request inclusion on each Chapter’s email distribution list in order to facilitate communications 5. May become members of more than one local Chapter to increase engagement and insight for their respective areas 6. Keep a pulse on the Profession and be knowledgeable of association best practices 7. Stimulate the use of the Resource Guide and assist with retrieving forms for Chapters by making contact with Chapter Offices within the area 8. Encourage Chapters to submit for NIGP annual awards 9. Evaluate the participations of the Chapter Awards program 10. Respond promptly to meeting requests (via Doodle) 11. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials and participate effectively in the meeting and in the best interest of the Institute. 12. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute 13. Understand and follow meeting protocols such as Roberts Rules of Order
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	<p>14. Notify the Chair in advance if an excused absence is necessary</p> <p>15. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs</p>
<i>Meetings</i>	<p>Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences. The Ambassadors that are in attendance will also meet face-to-face at NIGP's Annual Forum (typically mid to late August).</p> <p>Attendance at the annual Leadership Development Symposium (Typically mid-February). The Institute will fund committee member's participation on this event.</p> <p>Ability to participate in Chapter Leader calls that happen 3-times a year and create feedback summary of calls.</p> <p>Encouraged attendance at NIGP Annual Forum and the Chapter President's Luncheon during Forum.</p> <p>If a member fails to attend 2 consecutive meetings without an excused absence from the Chair, his/her membership on the committee shall be terminated automatically.</p>
<i>Skills</i>	<ol style="list-style-type: none"> 1. Demonstrates strong public speaking skills 2. Demonstrates strong interpersonal and communication skill 3. Self- motivation to engage Chapter prior, during and after Chapter visits.
<i>Abilities</i>	<ol style="list-style-type: none"> 1. Ability to work with other Ambassadors, Chapter Leaders and members 2. Ability to bear all travel related costs associated with attending NIGP's Annual Forum. The committee member's public entity is encouraged to support these costs. 3. Ability to modify provided resources by tailoring content presented for a specific Chapter visit 4. Ability to have flexible hours to manage all aspects of a Chapter visit.
<i>Measures of Evaluation</i>	<p>Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories:</p> <ul style="list-style-type: none"> • Participation in meetings/teleconferences • Participation in discussions • Maintaining a fundamental understanding of the team's initiatives • Timely response to correspondence and requests for information • Completion of assignments in a timely manner • Completion of assignments with quality work • Respects and works well with diverse personalities and perspectives