# NIGP’s MISSION THROUGH GOVERNANCE

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

## NIGP Diversity and Equity Committee

<table>
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<tr>
<th>Goals, Responsibilities, Success</th>
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<td><strong>Goals</strong></td>
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| **Key Responsibilities** | 1. Provide advice to the Member Council on Focused diversity activities identified by the Member Council.  
2. Maintain an on-going effort to identify and eliminate participation barriers as it relates to the Institute’s roles, programs and other activities referenced in 1 above.  
| **Measurements of Success** | 1. Development of a program or activity to engage the membership that promotes diversity at least annually.  
2. Make available a tool that allows the membership to inquire about diversity, for the Committee to receive feedback by the membership, and to allow for discussion relating to diversity issues. |

## Structure

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<tr>
<th>Reporting Structure</th>
<th>Reports to Member Council.</th>
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<td><strong>Number of Members</strong></td>
<td>A maximum of 11 voting members; with voting members either as public procurement practitioners or industry leaders. Public procurement practitioners shall hold the majority of the voting seats on the committee. Members can only serve only one Board, Council, or committee concurrently.</td>
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<td><strong>Terms</strong></td>
<td>Three-year terms; renewable once.</td>
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| **Eligibility for Service** | Public procurement practitioners: active or associate membership in NIGP  
Industry leaders: expertise in the discipline that impacts the work of the committee |
| **Leadership** | The Committee shall elect its Chair and Vice Chair. These terms are for one year; renewable once. |

## Expectations
| **Engagement** | 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’s NSite Community  
4. Keep a pulse on the Profession and be knowledgeable of association best practices  
5. Respond promptly to meeting requests (Doodle)  
6. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials  
7. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute  
8. Understand and follow meeting protocols such as Roberts Rules of Order  
9. Notify the Chair in advance if an excused absence is necessary  
10. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs |

| **Duties of the Chair** | -Facilitate and organize the efforts of the group  
-Build and nurture engagement of all committee members  
-Provide consistent communications  
-Track the work/progress of the group  
-Chair the group meetings including preparing items for the agenda  
-Work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur  
-Coordinate with staff liaison |

| **Meetings** | Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences; unless the Chair requires an in-person meeting.  
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. |

| **Skills** | Demonstrated interpersonal and communication skills. |

| **Abilities** | Ability to participate in conference calls during business hours when scheduled by the Chair. Ability to commit to at least ten hours per month during the term of the engagement. |

| **Measures of Evaluation** | Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories:  
- 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 |