## LEADERSHIP ASSESSMENT COMMITTEE

### Goals, Responsibilities, Success

| Goals | 1. On an on-going basis, evaluate volunteer experience – individual and group – through appropriate assessments, that align with the appropriate SKAs and group goals, to assure a mutually beneficial volunteer experience.  
2. Provide remediation or access to remediation to address poor evaluations or less than optimal volunteer experience.  
3. Support chairs and staff liaisons in their roles to remediate issues  
4. Report to Talent Council the state of the volunteer experience with recommendations for optimizing. |
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| Key Responsibilities | 1. Develop a standardized assessment program for the ongoing evaluation of volunteer leader performance  
2. Develop a separate assessment program to measure the effectiveness of the Governing Board and three Councils  
3. Develop and implement all remedial training tools and resources  
4. Establish goals for tracking the effectiveness and accountability of leaders |
| Measurements of Success | 1. Issue timely assessments that result in at least a 80% return from all volunteers as well as GB and Councils  
2. All committee/councils are participating in an annual assessment process.  
3. Tracking of remediation activities and success of those. |

### Structure

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<tr>
<th>Reporting Structure</th>
<th>Reports to the Talent Council</th>
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| Number of Members | A maximum of 11 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.  
At least one of the voting members shall be a liaison who serves as a member of the Talent Council.  
Members can only serve on one committee concurrently.  
Additional non-voting members may be appointed to serve at the pleasure of the Committee Chair in an advisory capacity. |
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<tr>
<th>Terms</th>
<th>Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.</th>
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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 at least 10 hours per month during the term of the assignment |
| 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