

## NIGP's MISSION THROUGH GOVERNANCE

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



### NIGP TALENT COUNCIL

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Ensure continuity of leadership and succession planning for NIGP</li> <li>2. Maintain all phases of the NIGP volunteer process</li> <li>3. Promote the value of NIGP membership through the NIGP volunteer program</li> </ol>
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Set the overall volunteer talent management mission and strategy</li> <li>2. Assess, on an ongoing basis, the organizational needs of NIGP in consideration of volunteer interests and capacity (long-term, short-term, episodic) to ensure a sustainable ecosystem of volunteers</li> <li>3. Establish eligibility criteria for leadership positions based on the organizational needs of NIGP</li> <li>4. Oversee the outputs and results through delegated authority to committees</li> <li>5. Recommends Governing Board, Council, and Auxiliary Council appointments to the Governing Board</li> <li>6. Selects the final slate of candidates for the Member Council ballot</li> <li>7. Oversees the five Talent Council committees</li> <li>8. Develops a rewards and recognition program for volunteers</li> </ol>
<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Prepare a recommendation of the final slate of candidates for Board and Council positions no later than the end of February each year.</li> <li>2. Effectively manage assessment deployment process based on established time intervals.</li> <li>3. Bi-annual review of eligibility criteria for leadership positions.</li> </ol>
Structure	
<i>Reporting Structure</i>	Reports to the Governing Board
<i>Number of Members</i>	<p>The Talent Council is comprised of 11 voting members either as public procurement practitioners or industry leaders. Public procurement practitioners shall hold the majority of the voting seats on the committee. A maximum of four (4) of the Talent Council members shall be Thought Leaders with subject matter expertise in organizational leadership and/or human resource development and management.</p> <p>Members can only serve on one Board, Council, or committee concurrently.</p>
<i>Terms</i>	Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.

<p><i>Eligibility for Service</i></p>	<p>Bachelor’s Degree required. Candidates with degrees earned outside the United States should meet equivalent educational standards. If a public procurement practitioner, shall hold active membership in NIGP and a current professional credential recognized by NIGP.</p> <p>One seat on the Talent Council shall be reserved for a former member of the NIGP Governing Board or its predecessor body – the NIGP Board of Directors. This seat is limited to one (1) 2-year term. For this individual, the KSAs established for the Talent Council shall serve as a guideline for selection but are not mandated.</p> <p>Minimum three years’ experience serving as a volunteer in leadership development in the area(s) of volunteer recruitment, assessment, training, and/or succession planning. Volunteer experience in leadership development within a non-profit environment preferred. Background in organizational leadership and/or human resource development preferred.</p>
<p><i>Leadership</i></p>	<p>The Council shall elect its Chair and Vice Chair. These terms are for two years; renewable once.</p>
<p><b>Expectations</b></p>	
<p><i>Engagement</i></p>	<ol style="list-style-type: none"> <li>1. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment</li> <li>2. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences</li> <li>3. Actively engage in discussions posted on the committee’s NSite Community</li> <li>4. Keep a pulse on the Profession and be knowledgeable of association best practices</li> <li>5. Respond promptly to meeting requests (Doodle)</li> <li>6. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials</li> <li>7. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute</li> <li>8. Understand and follow meeting protocols such as Roberts Rules of Order</li> <li>9. Notify the Chair in advance if an excused absence is necessary</li> <li>10. Serve as Council Liaisons to Council committees as assigned</li> <li>11. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs</li> </ol>
<p><i>Duties of the Chair</i></p>	<ul style="list-style-type: none"> <li>-Serves as a voting member of the NIGP Governing Board during term as Chair of the Council</li> <li>-Facilitate and organize the efforts of the group</li> <li>-Build and nurture engagement of all committee members</li> <li>-Provide consistent communications</li> <li>-Track the work/progress of the group</li> <li>-Chair the group meetings including preparing items for the agenda</li> <li>-Work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur</li> <li>-Coordinate with staff liaison</li> </ul>

<i>Meetings</i>	<p>Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences; unless the Chair requires an in-person meeting. Council teleconference calls are typically conducted bi-monthly. The Council conducts one, annual in-person meeting usually at the end of February preceding the NIGP Leadership Development Symposium.</p> <p>If a member fails to attend 2 consecutive meetings without an excused absence from the Chair, his/her membership on the Council shall be terminated automatically.</p>
<i>Skills</i>	<p>Demonstrated skills in leadership recruitment and development, diversity and inclusion  Demonstrated strong communication and people engagement skills</p>
<i>Abilities</i>	<p>Ability to participate in conference calls during business hours when scheduled by the Chair  Ability to motivate and recruit potential leaders into the governance of the Institute  Ability to assess talent of volunteers and to align these talents within the governance structure of the Institute  Ability to work collaboratively with other Council members  Ability to commit at least fifteen hours per month to this professional volunteer opportunity  Ability to adapt to rapid changes in the environment and Institute priorities</p>
<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"> <li>• Participation in meetings/teleconferences</li> <li>• Participation in discussions</li> <li>• Maintaining a fundamental understanding of the team’s initiatives</li> <li>• Timely response to correspondence and requests for information</li> <li>• Completion of assignments in a timely manner</li> <li>• Completion of assignments with quality work</li> <li>• Respects and works well with diverse personalities and perspectives</li> </ul>