

## **9. NIGP COMMITTEES AND TASK FORCES**

### **Scope**

These policies cover all aspects of the committee and task force structure to include the general classifications and the named committees within each classification, the criteria for eligibility and the mechanism for appointments to committees, and the roles, responsibilities, accountability, and expectations of each committee vis-à-vis the role of the Governing Board and its three councils in defining the strategic agenda and the role of staff in implementing strategies through programs and services.

### **Governing References**

Article VI of the NIGP Bylaws defines the classification of Council and Operational Committees (Section 1), their limited authority (Section 2), the appointment process (Section 3), and the terms, chair, vacancies, and manner of acting (Sections 4-7).

### **Policy**

#### **A. Committee Classification and Structure**

There are two classifications of committees

1. Board and Council Committees
  - a. Focus: Strategy
  - b. Charter: To be an extension of the Governing Board or one of the three Councils (Finance, Member and Talent) in the fulfillment of its responsibilities
  - c. Scope:
    - (1) Provides continuous, routine oversight on specific functions within the Institute as defined by Board policy
    - (2) Recommends additions, modifications, deletions to programs and services based on analysis,

collaboration with staff, and consensus among the committee members and in alignment with the Institute's mission and the Board's strategic plan

- d. Specific Board and Council Committees and Reporting Structures
  - (1) Audit Task Force: Reports to the Governing Board
  - (2) Chapter Ambassadors: Reports to the Member Council
  - (3) Diversity, Equity, and Inclusion: Reports to the Governing Board
  - (4) Executive: Reports to the Governing Board
  - (5) Leadership Assessment: Reports to the Talent Council
  - (6) Leadership Development: Reports to the Talent Council
  - (7) Position Papers: Reports to the Member Council
  - (8) Mentorship: Reports to the Talent Council
  - (9) Pipeline and Placement: Reports to the Talent Council
  - (10) Scholarships: Reports to the Member Council
  
- e. Eligibility for Service:
  - (1) Voting members shall either be public procurement practitioners or industry leaders with expertise in the discipline that impacts the work of the committee.
  - (2) Public Procurement Practitioners shall hold Institute membership in NIGP as an active or associate member.
  - (3) Public Procurement Practitioners shall hold the majority of the voting seats on the committee.
  - (4) Non-voting members may be appointed to serve on council committees in an advisory capacity.
  - (5) Except as noted below the respective Council shall appoint at least one liaison to all committees under its jurisdiction. For the Chapter Ambassadors Committee, the Committee shall elect its Chair and this individual shall serve as the non-voting advisor to the Member Council. For all other committees, the Council Chair shall determine whether the liaison(s) is serving in a voting or non-voting capacity.
  
- f. Composition: A maximum of eleven (11) voting members

except as noted below:

- (1) The Executive Committee shall be a composition of the NIGP Officers.
  - (2) The Chapter Ambassadors Committee shall consist of all individuals who have been appointed as Chapter Ambassadors for one of the nine (9) geographic areas of the Institute.
  - (3) The Position Papers Steering Committee shall consist of three to five members.
- g. Appointments: The Talent Council, through their Pipeline and Placement Committee, shall make appointments for all Board or Council committees. It shall also fill all mid-term vacancies.
- h. Service requirements: If requested by the Chair of the committee, voting committee members shall attend an in-person committee meeting held in conjunction with the annual NIGP Forum plus all additional telephonic and in-person meetings as determined by the committee chair.
- i. Service Terms: Each term for a council committee shall be for three (3) years; beginning January 1<sup>st</sup> for the Chapter Ambassadors and beginning July 1<sup>st</sup> for all other committees. Terms shall be staggered to provide continuity. Terms for Chapter Ambassadors shall be staggered within each geographic area to the extent possible. Members may be re-appointed to a second, consecutive three-year term upon recommendation by the Talent Council and in the best interests of the appointing Council.
- j. Leadership:
- (1) The voting membership of each committee shall appoint the Chair and Vice Chair from within the committee membership; provided however, that the Chair of Governing Board shall also be the Chair of the Executive Committee.
  - (2) Chair and Vice Chair terms shall be for one year; renewable once.

- (3) The Chief Executive Officer shall appoint a non-voting staff liaison to each council committee without regard to terms or term limits

2. Operational Committees

- a. Focus: Support and Advise
- b. Charter: To support and advise staff in the development and implementation of programs and services produced by the Institute
- c. Scope:
  - (1) Supports staff in the achievement of the Board's adopted strategic plan or the performance of established NIGP programs.
  - (2) Supports the work of staff by providing insight and feedback on existing programs for purposes of ongoing program improvement and business planning.
- d. Specific Program Committee Reporting Mechanisms, Structure, and Eligibility
  - (1) Accreditation Committee – Reports to the Chief Content Officer or designee
  - (2) Content Management Committee
    - a) Reports to the Chief Content Officer or designee
    - b) At least one of the voting members shall be an elected member of the NIGP Member Council
    - c) The following volunteer positions are ineligible to serve on the Content Management Committee:
      - Developer or instructor of NIGP certification preparatory programs;
      - Member of the NIGP Certification Commission; or
      - Member of the NIGP Test Development Committee

- (3) Publications and Editorial Committee – Reports to the Chief Content Officer or designee
  - (4) Concierge Committee – Reports to the Chief Content Officer or designee
- e. Eligibility for Service:
  - (1) Voting members shall either be public procurement practitioners or industry leaders with expertise in the discipline that impacts the work of the committee.

For the Accreditation Committee, those members who are assessing academic accreditation programs shall possess the knowledge and academic credentials to understand the unique culture and goals of higher educational institutions and preferably familiar with other third-party accreditation programs for colleges and universities.
  - (2) Public Procurement Practitioners shall hold Institute membership in NIGP as an active or associate member.
  - (3) Public Procurement Practitioners shall hold the majority of the voting seats on the committee.
- f. Composition: A maximum of eleven (11) voting members; provided, however, that operational committees may be composed of a higher number of members with the Chief Executive Officer's approval based on the roles and responsibilities.
- g. Appointments: The Talent Council, through their Pipeline and Placement Committee, shall make appointments for all committees. It shall also fill all mid-term vacancies.
- h. Service requirements: If requested by the Committee Chair, voting members shall attend an in-person committee meeting held in conjunction with the annual NIGP Forum or at another time and/or venue in the best interests of the committee.
- i. Service Terms: Each term for a program committee shall be

for three (3) years; renewable once. Terms shall be staggered to provide continuity.

j. Leadership:

- (1) The voting membership of each committee shall appoint the Chair and Vice Chair from within the committee membership.
- (2) Chair and Vice Chair terms shall be for one year; renewable once. The Vice Chair does not automatically assume the Chair.
- (3) The Chief Executive Officer shall appoint a non-voting staff liaison to each council committee without regard to terms or term limits

**B. Task Forces**

There are two classifications of task forces

1. Recurrent Task Forces

- a. Focus and Scope: Completion of a specific task that recurs annually
- b. Charter: To be an extension of the Governing Board or one of the three Councils (Finance, Member and Talent) in the fulfillment of its responsibilities
- c. Specific Recurrent Task Forces and Reporting Structures
  - (1) Audit Task Force: Reports to the Governing Board
  - (2) Awards Task Force: Reports to the Member Council
- d. Eligibility for Service:
  - (1) Voting members shall either be public procurement practitioners or industry leaders with expertise in the discipline that impacts the work of the committee.
  - (2) Public Procurement Practitioners shall hold Institute membership in NIGP as an active or associate member.

- (3) Public Procurement Practitioners shall hold the majority of the voting seats on the committee.
  - (4) Non-voting members may be appointed to serve on council committees in an advisory capacity.
  - (5) The respective Council shall appoint at least one liaison to all committees under its jurisdiction. The Council Chair shall determine whether the liaison(s) is serving in a voting or non-voting capacity.
- e. Composition: A maximum of eleven (11) voting members except as noted below:
- (1) The Audit Task Force shall have three (3) voting members.
- f. Appointments: The Talent Council, through their Pipeline and Placement Committee, shall make appointments for all recurrent task forces. It shall also fill all mid-term vacancies.
- g. Service requirements: If requested by the Chair of the task force, voting task force members shall attend an in-person meetings held in conjunction with the annual NIGP Forum plus all additional telephonic and in-person meetings as determined by the task force chair.
- h. Service Terms: Each term for a recurrent task force shall be for three (3) years; beginning July 1<sup>st</sup>. Terms shall be staggered to provide continuity. Members may be re-appointed to a second, consecutive three-year term upon recommendation by the Talent Council and in the best interests of the appointing Council.
- i. Leadership:
- (1) The voting membership of each recurrent task force shall appoint the Chair and Vice Chair from within the task force membership.
  - (2) Chair and Vice Chair terms shall be for one year; renewable once.
  - (3) The Chief Executive Officer shall appoint a non-voting staff liaison to each recurrent task force without regard to terms or term limits

2. Ad Hoc Task Forces

- a. In its best interest, the Governing Board, any of the three Councils, any of the committees, or the Chief Executive Officer may establish an ad hoc task force to accomplish a narrowly focused and time-bound objective directed by the appointing board, council or committee.
- b. Scope: Responds to a specific Board, Council, Committee or staff directive by assessing the issue or initiative and proposing a solution or a range of options to the appointing body for a final decision.
- c. Specific Ad Hoc Task Forces and Reporting Structures
  - (1) Forum Site Selection Task Force: Reports to the Director of Events
  - (2) Forum Local Planning Task Force: Reports to the Director of Events
  - (3) Forum Quality Control Team: Reports to the Director of Events
- d. Eligibility and Composition: The Chair of the Board, council, committee, or Chief Executive Officer that establishes the task force shall have the authority to determine the eligibility requirements for service as well as the number of task force members necessary to complete the objective.
  - (1) The Forum Site Selection Task Force shall have, from among its members, representation from both the Governing Board and the Finance Council; provided, however, that the NIGP Treasurer may represent both governing bodies. This Task Force is responsible for assessing competitive proposals received in support of site selections for the annual Forum and the Leadership Summit and providing recommendations to staff on the final decision.
- e. Appointments: The Chair of the appointing body shall make appointments for all new task forces under the body's jurisdiction; provided however, that the Chair of the Governing Board shall appoint the Governing Board and/or Finance Council representative to the Forum Site Selection Task Force. The Chair may consult with the Talent Council for recommendations based on the talents and skills requested



by the Chair.

- f. Service requirements: Meetings may be held in person or telephonically at the discretion of the task force chair
- g. Service Terms: Each task force shall be dissolved once the objective is achieved.
- h. Leadership:
  - (1) The Chair of the appointing Board, Council or committee shall appoint the task Chair and, if desired, a Vice Chair from within the task force membership.
  - (2) For Ad Hoc Task Forces that support staff operations, the Chief Executive Officer shall appoint the Chair.
  - (3) If desired by the Chair of the appointing Board, Council or committee, the Chief Executive Officer shall appoint a non-voting staff liaison to each task force.

### **C. Specific Roles and Responsibilities**

The overarching responsibilities of a Committee may be provided below. The specific roles and responsibilities for each Committee shall be defined in a committee position description that is developed by the appointing board or council. These position descriptions can be modified from time to time in the appointing body's best interest. These descriptions shall be maintained as an Appendix within Board policy.

- 1. Content Management Committee (an operating committee):
  - (a) Creation of new certificates and designations based on recommendations from the NIGP staff;
  - (b) Validation of topics and related courses to be bundled into a certificate or designation;
  - (c) Renewal/expiration terms of designations; and
  - (d) Issuance of all NIGP certificates and designations

### **D. Guiding Principles Governing Roles and Expectations for Service**

- 1. Preparation for Service
  - a. The Talent Council shall develop a formal orientation process for newly appointed committee and council members that

prepares them for service.

- b. The Talent Council shall develop programs and activities that provide ongoing education, training, and professional development opportunities targeted at developing skills necessary for any members to assume NIGP committee leadership positions in the Institute.

2. The Committee Chair's Roles and Responsibilities

- a. Except when meetings are specifically required as a condition in this Section of the Board Policy Manual, each committee chair shall be responsible for determining when and where to conduct meetings based on the needs and expectations of the committee.
- b. Committee Chairs shall leverage technology and teleconferencing to the greatest extent possible to allow for greater involvement by committee members. This does not preclude the ability of the Chair to call a meeting at a specific venue when desirable or necessary to perform the work of the committee. To the extent practical, the selection of locations and dates for face-to-face meetings shall be a collaborative effort between the Chair, committee members, and the designated staff liaison.
- c. Committee Chairs shall be responsible for assessing his/her members on the committee based on an assessment program and related tools developed by the Talent Council.
- d. When the Chair determines that the committee or council will meet in person, teleconferencing options shall not be provided except in extenuating circumstances as determined by the Chair in collaboration with the Chief Executive Officer when costs will be incurred
- e. The specific roles of the Chair include the following:
  - (1) Setting dates, time, and locations of committee meetings
  - (2) Approving committee agendas and supporting documentation as submitted by the committee's staff liaison

- (3) Conducting each meeting in accordance with the current edition of ***Robert's Rules of Order***
- (4) Appointing a recording secretary who shall write and distribute the minutes of the meeting
- (5) Appointing task forces and sub-committees as appropriate
- (6) Presenting a written synopsis of major activities and actions taken by the committee for submittal to the Chair of the respective Board or Council within thirty (30) days following the meeting
- (7) Presenting oral reports to the Governing Board or Council as directed by the Chair of those respective bodies.

3. Individual Committee Member Roles and Expectations

- a. Committee members are expected to prepare for each Committee meeting by carefully studying the agenda and supporting materials.
- b. Committee members are expected to attend all committee meetings and participate effectively in the meeting and in the best interest of the Institute.
- c. Committee members are expected to bear all costs associated with their service; to include travel and lodging costs for in-person meetings. The Institute shall not reimburse committee members for these expenses. To the extent possible, the committee member's public entity is encouraged to support these costs.
- d. If a committee member fails to attend two (2) consecutive meetings without an excused absence from the Chair, his/her membership on the committee shall be terminated automatically.
- e. Except as expressly authorized in this Board Policy Manual, all committee recommendations shall be forwarded to the respective governing body for deliberation. While the Board or Councils will take recommendations submitted to it by committees under advisement, the governing body shall have final authority on whether to approve, modify, table, or

disapprove any recommendation submitted by a committee.

- f. Committee members may not speak or act individually or collectively for the governing body.
- g. Committee members shall utilize staff as a resource, but not exercise authority over staff or interfere in the implementation of programs.

4. The Staff Liaison's Role and Expectations

- a. Where appropriate, the Chief Executive Officer shall assign staff liaisons to committees. Staff liaisons will assist in specific tasks related to the functioning of the committee to include, but not be limited to:
  - (1) Guiding the committee on its roles and responsibilities in alignment with the Board's policies and strategies
  - (2) Establishing and maintaining the committee's position description
  - (3) Establishing an annual operations plan that defines goals and objectives and resources
  - (4) Conducting information gathering and research
  - (5) Collaborating with the Chair to:
    - (a) Coordinate meeting schedules and logistics
    - (b) Notify committee members of meetings
    - (c) Prepare meeting agendas and related documents; and
    - (d) Prepare, review and distribute meeting minutes as required by policy
- b. All task assignments shall be through the Chief Executive Officer.
- c. The Chief Executive Officer will also assist the committee in interpreting its responsibilities and NIGP policies and provide the committee with information regarding other activities that may be of benefit to the committee.

- d. The Chief Executive Officer will specify in job descriptions the activities to be performed by staff as liaisons in support of committees.

5. Quorums and Voting Process

- a. In accordance with the NIGP Bylaws, a quorum shall constitute the majority of voting members appointed to the Committee.
- b. If Committee members are provided an opportunity to attend the meeting telephonically, such attendance shall be included when determining quorums.
- c. A Committee member shall not be allowed to provide a proxy vote to another member of the Committee.
- d. Individual members with a conflict, real or apparent, may serve as members of committees and attend meetings, be asked questions and provide information as necessary, but shall refrain from offering motions or voting on any item that is a real or apparent conflict of interest. Additionally, any member who receives remuneration from NIGP shall recuse him/herself on all matters where related recommendations are made and debated on policies or compensation issues.