

NIGP's MISSION THROUGH GOVERNANCE

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



NIGP Audit Recurrent Task Force

Goals, Responsibilities, Success	
<i>Goals</i>	1. Support the Governing Board through review of financial documents and presenting a timely recommendation for the annual budget
<i>Key Responsibilities</i>	1. Recommends the selection of the certified public accounting firm to perform the external, independent annual audit; subject to approval by the Governing Board 2. Reviews the draft of the annual external, independent audit of the Institute
<i>Measurements of Success</i>	1. Presents the annual audit to the Governing Board with any recommendations
Structure	
<i>Reporting Structure</i>	Reports to the Governing Board
<i>Number of Members</i>	A maximum of three (3) voting members; with voting members either as public procurement practitioners or industry leaders. Members of a recurrent task force may serve on another task force or committee concurrently.
<i>Terms</i>	Three (3) year term. Terms shall be staggered to provide continuity. Members may be reappointed to a second, consecutive three-year term upon recommendation by the Talent Council through their Pipeline and Placement committee.
<i>Eligibility for Service</i>	Public procurement practitioners: active or associate membership in NIGP Industry leaders: expertise in the discipline that impacts the work of the task force.
<i>Leadership</i>	The task force shall elect its Chair and Vice Chair from within the task force membership. These terms are for one year; renewable once.
Expectations	
<i>Engagement</i>	1. Members new to the task force will participate in 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

	<ol style="list-style-type: none"> 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
<i>Duties of the Chair</i>	<ul style="list-style-type: none"> -Facilitate and organize the efforts of the group -Build and nurture engagement of all task force 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 task force members and any other assessments as they occur -Coordinate with staff liaison
<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.</p> <p>If a member fails to attend 2 consecutive meetings without an excused absence from the Chair, his/her membership on the task force shall be terminated automatically.</p>
<i>Skills</i>	Demonstrated interpersonal and communication skills
<i>Abilities</i>	<p>Ability to participate in conference calls during business hours when scheduled by the Chair.</p> <p>Ability to commit to at least ten hours per month during the term of the engagement.</p>
<i>Measures of Evaluation</i>	<p>Each year, task force 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