

NIGP's MISSION THROUGH GOVERNANCE

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

NIGP AWARDS RECURRENT TASK FORCE

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> 1. Engage members in the NIGP Awards process 2. Maintain the integrity and continuity of the NIGP Individual Awards Program
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Develop and review the NIGP Individual Awards Program including timelines 2. Establish communications protocol for keeping nominees informed of the application process 3. Review and score Individual Award applications 4. Select the recipients of NIGP Individual Awards to include the: Albert H. Hall Memorial Award; Distinguished Service Award; Anne Deatherage Meritorious Service Award; Procurement Manager of the Year Award; and the Procurement Specialist of the Year Award. 5. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives throughout the NIGP awards program. 6. Approve task force meeting minutes and supporting documentation as submitted by the task force staff liaison 7. Present oral reports to the Member Council via the Member Council liaison to the task force
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. The task force determines the process and timeline for the Individual Awards by the end of January 2. Award winners and finalists are selected by June each year 3. Consider diversity to include gender, ethnicity, age, geographic, entity type, etc. when reviewing nominations for the various awards.
Structure	
<i>Reporting Structure</i>	Reports to the Member Council
<i>Number of Members</i>	<p>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 task force.</p> <p>Members of a recurrent task force may serve on another task force or committee concurrently.</p>

	Additional non-voting members may be appointed to serve at the pleasure of the task force Chair in an advisory capacity.
<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.
<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. These terms are for one year; renewable once.
Expectations	
<i>Engagement</i>	<ol style="list-style-type: none"> 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 task force'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
<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 -Have a phone call with committee members who are not actively participating and remind them of their responsibility to participate and ask if they are still willing and able to serve on the committee -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 at least five hours per month with additional time required each spring during the term of the assignment</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