

NIGP’s MISSION THROUGH GOVERNANCE

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

NIGP CERTIFICATION COMMISSION

Goals, Responsibilities, Success	
<i>Goals</i>	The NIGP Certification Commission supports the NIGP Governing Board in its strategic and visionary goals related to a professional NIGP certification program developed and administered by NIGP. The NIGP Certification Commission independently makes essential certification decisions related to all NIGP certification schemes.
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Overseeing and monitoring the objectives, performance, and results of the NIGP certification program. 2. Establishing and monitoring the NIGP certification schemes and policies related to: <ul style="list-style-type: none"> • Eligibility requirements for certification • Eligibility requirements to test • Requirements for re-certification • Provisions and criteria for suspension or revocation 3. Providing direction and oversight to the NIGP Certification Test Development Committee, the NIGP Practice Analysis Panel and the NIGP Standard Setting Panel. 4. Addressing any candidate, credential holder, or volunteer ethics issues as they arise. 5. Serving as a review board for appeals and disciplinary actions (suspensions and revocations) related to the NIGP certification program.
<i>Measurements of Success</i>	Holders of the NIGP-CPP certification are recognized as leaders in the public procurement community who demonstrate competencies assessed in the exam.
Structure	
<i>Reporting Structure</i>	Reports to the NIGP Governing Board. All NIGP Certification Commission decisions are made without influence or approval by the NIGP Governing Board.
<i>Number of Members</i>	<p>The NIGP Certification Commission shall be comprised of thirteen (13) voting members. To assure that the Commission represents a balanced spectrum of NIGP certification stakeholders, the seats on the Commission shall represent the following interests:</p> <ul style="list-style-type: none"> • Seven (7) Seats designated for NIGP representatives. • A maximum of four (4) seats designated for representatives of associations selected

	<p>by the National Council for Public Procurement and Contracting (NCPPC) with the stipulation that said representatives are not also concurrently serving on a board or committee of a competing certification program which could potentially create a conflict of interest; and</p> <ul style="list-style-type: none"> • One (1) seat for a Public Stakeholder who is not a public procurement practitioner but can offer relevant perspective (such as that of a public official who supervises the public procurement function or other industry stakeholder) and who is not eligible to earn a NIGP certification. • One (1) seat for an academic advisor. <p>The NIGP Governing Board may appoint additional non-voting advisors to the NIGP Certification Commission from time to time in its best interest.</p>
<i>Terms</i>	<p>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>	<ul style="list-style-type: none"> • Voting members shall be active public procurement practitioners employed by a public sector agency, excluding current NIGP Governing Board members (not applicable to the public stakeholder or academic advisor positions) • Hold a current professional credential recognized by NIGP (not applicable to the public stakeholder or academic advisor positions). • NIGP at-large members shall be NIGP members in active status. • NCPPC members must be from member associations that do not host or sponsor a certification program that competes in the procurement and contracting market. • Members shall be prohibited from serving as developers or instructors of certification preparatory programs during their terms and for a period of at least two (2) years after their NIGP Certification Commission term expires. <p><i>Note: The following classes of individuals are excluded from NIGP Certification Commission membership: (a). Any individual whose NIGP-CPP certification has been revoked through NIGP's disciplinary process; and (b). Current NIGP Governing Board members.</i></p>
<i>Leadership</i>	<p>Notwithstanding the provisions set forth in section 8.H.1. of the NIGP Board Policy, the Chair and Chair-Elect of the NIGP Certification Commission shall be elected through a super-majority vote (2/3rd affirmative) of the voting members of the NIGP Certification Commission.</p> <p>The Chair Pro-Tempore shall serve a non-renewable term of two (2) years through June 30, 2021. Thereafter, the Chair shall serve a non-renewable term of two (2) years. The Chair-Elect shall automatically assume the position as Chair once the current Chair's term is completed.</p> <p>The Chair serves as a non-voting liaison to the NIGP Governing Board.</p>

Expectations

<i>Engagement</i>	<ol style="list-style-type: none"> 1. Attend all in-person meetings as well as all telephonic or video conferencing meetings 2. Preparing for each meeting by carefully studying the agenda and supporting materials 3. Participating effectively in the meetings and in the best interest of the Institute 4. Assuming leadership roles in all NIGP Certification Commission activities 5. Actively engage in discussions posted on the committee’s NSite Community 6. Keep a pulse on the Profession and be knowledgeable of association best practices 7. Respond promptly to meeting requests (Doodle) 8. Listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute 9. Understand and follow meeting protocols such as Roberts Rules of Order 10. Notify the Chair in advance if an excused absence is necessary 11. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences 12. 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>	<p>Facilitate and organize the efforts of the group</p> <ul style="list-style-type: none"> -Build and nurture engagement of all commission 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 commission members and any other assessments as they occur -Have a phone call with commission 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 commission -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>Any member who fails to attend three (3) consecutive meetings without an excused absence from the Chair, shall have resigned his/her position on the NIGP Certification Commission following the third consecutive absence.</p>
<i>Skills</i>	<p>Subject matter expert in procurement and certification methods, or a related field.</p>
<i>Abilities</i>	<p>All members of the Commission are required to sign a Non-Disclosure Agreement to keep all certification policies, decisions, and actions in complete confidence within the Certification Commission and NIGP-CPP staff.</p>
<i>Measures of Evaluation</i>	<p>Each year, Commission 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

	<ul style="list-style-type: none">• Completion of assignments with quality work• Respects and works well with diverse personalities and perspectives
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