



NIGP’s MISSION THROUGH GOVERNANCE

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

NIGP CONTENT MANAGEMENT COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	The purpose of the NIGP Content Management Committee is to establish instructional and assessment system policies and practices for NIGP’s certificate and designation programs.
<i>Key Responsibilities</i>	<p>Creation and issuance of all NIGP certificates and designations based on recommendations from the NIGP staff;</p> <ol style="list-style-type: none"> 1. Validation of topics and related courses to be bundled into a certificate or designation; 2. Renewal/expiration terms of designations; and 3. Prioritize strategic direction for content, educational events, and policy direction.
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. Certificates and designations are an acceptable pathway for recognition by public procurement officials and their direct employers; aiming for the issuance of 6,300 individual certificates by June 30, 2024.
Structure	
<i>Reporting Structure</i>	Reports to the Chief Content Officer
<i>Number of Members</i>	<p>Eleven (121) members with an option to expand the membership upon Committee vote in order to fulfill the key responsibilities.</p> <p>Voting members shall either be active NIGP members who are employed by a public sector agency or industry leaders with expertise in the discipline that is being considered for a designation or certificate program within NIGP’s credentialing system. Public sector members shall hold the majority of the voting seats.</p> <p>Additional non-voting members may be appointed to serve at the pleasure of the Committee Chair in an advisory capacity.</p>
<i>Terms</i>	Three-year terms; renewable once. Partial terms less than 18 months shall not be counted as a term for purposes of term limits.
<i>Eligibility for Service</i>	<p>Public procurement practitioners: active membership in NIGP</p> <p>Industry leaders: expertise in the discipline that impacts the work of the committee</p>

<i>Leadership</i>	The Committee 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. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives as encouraged in NIGP’s vision, mission, and values 3. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences 4. Actively engage in discussions posted on the committee’s NSite Community 5. Keep a pulse on the Profession and be knowledgeable of association best practices 6. Respond promptly to meeting requests (Doodle) 7. Prepare for all scheduled meetings by carefully reviewing the agenda and supporting materials. 8. Participate in conference calls during business hours, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute. 9. Actively participate and contribute to committee assignments and discussions. 10. Understand and follow meeting protocols such as Roberts Rules of Order 11. Notify the Chair in advance if an excused absence is necessary 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>	<ul style="list-style-type: none"> -Provide leadership to the committee -Facilitate and organize the efforts of the group -Build and nurture engagement of all committee 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 committee 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 -Support staff with strategic direction for the committee
<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 committee shall be terminated automatically.</p> <p>Attend in-person meeting (annually or bi-annually?)</p>
<i>Skills</i>	Interpersonal skills, leadership, public procurement policy and practice Policy development and innovation. Collaborative and consensus building in a group setting.
<i>Abilities</i>	Ability to discern and recognize the learning competencies required to perform various roles in the public procurement profession (or) within stakeholder groups. Ability to measure relevancy and effectiveness.

<i>Measures of Evaluation</i>	Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories: <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• Overall engagement and responsiveness
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Revised January 20, 2021