

NIGP's MISSION THROUGH GOVERNANCE

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

NIGP Diversity, Equity & Inclusion Committee

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> 1. Promote, support, and generate efforts to foster a diverse, equitable, and inclusive environment throughout the Institute.
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Cultivate Diverse Leadership: Recommend recruitment actions to the Talent Council in support of leadership positions, committees, and task forces within NIGP that reflect the diversity of its membership and stakeholders. Embrace diverse perspectives at all levels to foster more inclusive decision-making and innovative solutions. 2. Promote Inclusive Language and Communication Channels: Encourage and collaborate with Councils and NIGP Staff to utilize inclusive language across all communication channels to create a welcoming environment for all members and stakeholders. 3. Outreach to Higher Education: Seek, identify, and report to the NIGP Board opportunities to partner with Historically Black Colleges & Universities (HBCUs), Tribal, and other racially diverse colleges and universities in a manner that will grow awareness and interest in public procurement by students in minority groups. 4. Identify Metrics for Progress: Collaborate with NIGP Board and Councils to identify metrics, collaborate with NIGP Staff to measure progress, to identify areas of improvement, and to inform decision-making on Diversity, Equity, and Inclusion (DEI) efforts. 5. Evaluate DEI Efforts: Annually assess the DEI efforts undertaken by Councils, committees, and task forces and provide recommendations to the Board to identify opportunities to enhance visibility and engagement of diverse groups within NIGP. 6. Embrace Inclusivity for Members with Limitations: Proactively identify opportunities with the Member Council and NIGP staff to embrace and support members with limitations to be reflective of the NIGP membership
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. Representation Metrics: <ul style="list-style-type: none"> • Percentage increase in diversity within leadership positions, committees, and task forces compared to the previous year. • Number of initiatives and programs implemented to actively promote diversity, equity, and inclusion. 2. Communication Effectiveness: <ul style="list-style-type: none"> • Assessment of inclusive language usage across communication channels.

	<ul style="list-style-type: none"> • Member feedback on the perceived inclusivity of communication channels. <p>3. Outreach to Higher Education:</p> <ul style="list-style-type: none"> • Number of engagements established with Historically Black Colleges & Universities (HBCUs), Tribal, and racially diverse colleges. • Growth in awareness and interest in public procurement among students from minority groups. <p>4. Metrics for Progress:</p> <ul style="list-style-type: none"> • Identification and tracking of specific metrics related to diversity, equity, and inclusion efforts. • Regular reports to the NIGP Board on progress and areas for improvement. <p>5. Evaluation of DEI Efforts:</p> <ul style="list-style-type: none"> • Annual assessment reports on the diversity, equity, and inclusion efforts undertaken by Councils, committees, and task forces. • Number of recommendations provided to and accepted by the Board based on the evaluation. <p>6. Inclusivity for Members with Limitations:</p> <ul style="list-style-type: none"> • Growth in participation from members with limitations based on the identified and implemented initiatives that support those members. • Member feedback on the effectiveness of inclusivity measures.
Structure	
<i>Reporting Structure</i>	Reports to the Governing Board.
<i>Number of Members</i>	A maximum of 11 voting members along with a liaison from the Governing Board, Member Council, and Talent Council; with voting members either as public procurement practitioners or industry leaders. As much as practicable, the committee should be composed of a diverse
	population of races, ethnicities, orientations, ages, and abilities. Public procurement practitioners should hold the majority of the voting seats on the committee.
<i>Terms</i>	Three-year terms; renewable once.
<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 committee
<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 studying the agenda and supporting materials 8. Attend all meetings, 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. 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 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
<i>Meetings</i>	<p>Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences.</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>
<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, committee 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