

## NIGP's MISSION THROUGH GOVERNANCE

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



### NIGP Diversity and Equity Committee

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Promote the awareness of diversity among NIGP and its membership through member engagement and educational opportunities.</li> </ol>
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Research and provide information to the Member Council on best practices for disadvantaged business enterprise companies.</li> <li>2. Maintain an on-going effort to identify and eliminate participation barriers as it relates to the Institutes roles, programs and other activities referenced in 1 above.</li> <li>3. Support the Polices listed in Section VIII of the Board Policy Manual.</li> </ol>
<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Development of a program or activity to engage the membership that promotes diversity at least annually.</li> <li>2. Make available a tool that allows the membership to inquire about diversity, for the Committee to receive feedback by the membership, and to allow for discussion relating to diversity issues.</li> </ol>
Structure	
<i>Reporting Structure</i>	Reports to Member Council.
<i>Number of Members</i>	<p>A maximum of 11 voting 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 committee.</p> <p>Members can only serve on one committee concurrently.</p>
<i>Terms</i>	Three-year terms; renewable once.
<i>Eligibility for Service</i>	<p>Public procurement practitioners: active or associate 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"> <li>1. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment</li> <li>2. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences</li> <li>3. Actively engage in discussions posted on the committee’s NSite Community</li> <li>4. Keep a pulse on the Profession and be knowledgeable of association best practices</li> <li>5. Respond promptly to meeting requests (Doodle)</li> <li>6. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials</li> <li>7. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute</li> <li>8. Understand and follow meeting protocols such as Roberts Rules of Order</li> <li>9. Notify the Chair in advance if an excused absence is necessary</li> <li>10. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs</li> </ol>
<i>Duties of the Chair</i>	<ul style="list-style-type: none"> <li>-Facilitate and organize the efforts of the group</li> <li>-Build and nurture engagement of all committee members</li> <li>-Provide consistent communications</li> <li>-Track the work/progress of the group</li> <li>-Chair the group meetings including preparing items for the agenda</li> <li>-Work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur</li> <li>-Coordinate with staff liaison</li> </ul>
<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>
<i>Skills</i>	<p>Demonstrated interpersonal and communication skills.</p>
<i>Abilities</i>	<p>Ability to participate in conference calls during business hours when scheduled by the Chair.          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"> <li>• Participation in meetings/teleconferences</li> <li>• Participation in discussions</li> <li>• Maintaining a fundamental understanding of the team’s initiatives</li> <li>• Timely response to correspondence and requests for information</li> <li>• Completion of assignments in a timely manner</li> <li>• Completion of assignments with quality work</li> <li>• Respects and works well with diverse personalities and perspectives</li> </ul>