NIGP The Institute for Public Procurement

NIGP's MISSION THROUGH GOVERNANCE

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

NIGP Member Council

Goals, Responsibilities, Success	
Goals	1. Ensure the Institute's members are aware, heard, connected, and engaged. 2. Establish and maintain healthy and vibrant relationships with members, committees and councils. 3. Promote member advocacy and the benefits of NIGP membership, while helping to recognize excellence across the profession, including both young and diverse members.
Key Responsibilities	1. Establishing the eligibility and conditions for agency and individual membership. 2. Establishing and determining conditions for agency and individual membership revocation including provisions for due process. 3. Establishing and maintaining standards of professional conduct including a code of ethics. 4. Establishing the eligibility and conditions for chartering, maintaining, reinstating, and terminating a NIGP Chapter affiliate. 5. Establishing and managing key relationships between the Council, the Institute, and its members, committees, and chapter affiliates. 6. Establishing mechanisms for continuous growth of young professionals, and improved diversity, equity and inclusion among members. 7. Creating opportunities and venues for connecting with members, listening, capturing and advocating for evolving needs and association trends to help ensure the Institute is providing most current, relevant and meaningful benefits and structure for its members, while increasing opportunities for improving diversity and developing the next generation. 8. Overseeing and providing clear, regular, thoughtful guidance, support and direction to the committees, task forces and working groups that report to the Member Council, sharing successes, strategies and challenges with NIGP staff or Governing Board as appropriate, seeking input and assistance for removing obstacles while ensuring close alignment. 9. Recommending, establishing and overseeing various Institute awards, within Board Policy to help ensure individuals, teams, communities, the profession, and the act of cultivating innovation, growth, volunteerism and excellence are championed and recognized.
Measurements of Success	1. Members are heard, connected and engaged through actively tracked and monitored participation in NIGP, its activities, engagement opportunities, and events.

	2. Chapter Ambassadors, committees, task forces and working groups under the Member Council reflect strengthened partnerships and clear, regular direction and oversight, through continued in person and virtual collaboration opportunities, resulting in increased clarity, clear direction, recognized appreciation, alignment, and improved Chapter connections and strengthened and member relationships. 3. Year-over-year continuous member growth, including increased young and diverse memberships, by ensuring a value proposition that includes offering current, innovative member benefits, programs, engagement and growth opportunities, along with association and dues structures, through periodic surveys, research and recommendations to remain relevant. 4. Individual, agency, and chapter profession excellence are recognized through relevant and meaningful participation in honors and awards programs.
	Structure
Reporting Structure	Reports to the Governing Board.
Number of Members	The Member Council shall be comprised of 11 voting members. The Chapter Ambassador Committee shall appoint an individual within its membership to serve as the Committee Chair. This individual shall serve as a non-voting advisor to the Member Council. This individual is in addition to the eleven (11) voting members.
Terms	Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.
Minimum Eligibility for Service	For Public procurement professionals: Minimum Qualifications: (1). Currently employed in the public sector with direct or indirect procurement-related responsibilities; and (2). Holds Institute membership either through a Public Agency or as an individual.
Leadership	The Council shall elect its own Member Council Chair via the Chair-Elect position. The Member Council Chair shall serve a non-recurring, two-year term on July 1st.
	Expectations
Engagement	1. Participate in the virtual Member Council Orientation to be scheduled by NIGP staff liaison within 30 days of appointment. 2. Signs NIGP's Conflict of Interest (COI) policy and Non-Disclosure Agreement (NDA) annually. 3. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives as encouraged in NIGP's vision, mission, and values. 4. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences. 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. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials. 9. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute. 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.
Duties of the Chair	-Serves as a voting member of the NIGP Governing Board during term as Chair of the Council -Facilitate and organize the efforts of the group -Build and nurture engagement of all Council 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 Council members and any other assessments as they occur -Coordinate with staff liaison
Meetings	Meetings are bi-monthly conference calls and are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences; at a minimum, one in-person meeting annually at Forum. If a member fails to attend 3 consecutive meetings without an excused absence from the Chair, his/her membership on the Council shall be terminated automatically.
Skills	1. Working knowledge of NIGP's vision, mission, and purpose. 2. Working knowledge of the opportunities and challenges facing the public procurement profession. 3. Working knowledge of the governance roles and fiduciary responsibilities of NIGP Council members. 4. Working knowledge of non-profit member recruitment programs. 5. Working knowledge of non-profit benefit programs. 6. Working knowledge of organizational recognition/awards programs. 7. Demonstrated skills in promoting a profession through advocacy. 8. Demonstrated skills in exemplifying the value of the public procurement profession and the characteristics of a public procurement professional. 9. Demonstrated strong interpersonal and communication skills. 10. Demonstrated diversity and inclusion skills. 11. Demonstrated strong public speaking skills.
Abilities	1. Ability to serve as an ambassador for the profession and the Institute. 2. Ability to work collaboratively with other Council members. 3. Ability to assess the viewpoints of the NIGP membership – and the ability to engage the membership – on issues impacting the profession. 4. Ability to commit at least ten hours per month to this professional volunteer opportunity.

Measures of Evaluation	Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories: • 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