

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	
<i>Goals</i>	<ol style="list-style-type: none"> 1. Ensure the Institute continues to provide relevant and meaningful benefits to members. 2. Maintain a healthy and vibrant Institute/Chapter relationship. 3. Promote the value of public procurement and NIGP membership through position papers and awards programs.
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 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. Managing the relationship between the Institute and its chapter affiliates. 6. Overseeing the process for developing and approving position papers of the Institute subject to ratification by the Governing Board. 7. Overseeing the process for developing official resolutions of the Institute subject to ratification by the Governing Board; and 8. Overseeing the process for establishing an Institute honors and awards program.
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. Ensuring members are engaged through active participation in NIGP programs. 2. Ensuring members are recognized through relevant and meaningful honors and awards. 3. Maintaining a strong Chapter/Institute relationship through continual and active engagement with Chapter Ambassadors through in person and virtual opportunities. 4. Monitor member growth and keep a pulse on the value proposition in relation to dues by periodic program survey and research.
Structure	
<i>Reporting Structure</i>	Reports to the Governing Board.
<i>Number of Members</i>	The Member Council shall be comprised of 11 voting members; all of whom shall be current public procurement officials elected by the membership at-large. At least 2 seats on the Member Council shall be reserved for Young Professional members who are under the age of forty (40). The individuals holding these Young Professional seats shall be elected by the NIGP membership via a competitive election process where all Young Professional

	<p>candidates meet the eligibility criteria including the age restriction as of the first day of his/her term.</p> <p>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.</p> <p>Members may serve on a committee concurrently.</p>
<i>Terms</i>	Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.
<i>Eligibility for Service</i>	<p>For all candidates:</p> <ol style="list-style-type: none"> 1. Holds an associate’s degree from an accredited university; 2. Has a minimum of three (3) years’ experience within the leadership of a professional procurement society as a board or committee member; experience as a NIGP chapter affiliate board member or officer preferred; 3. Experience within the NIGP chapter affiliate network preferred; 4. Currently employed in the public sector with direct or indirect procurement-related responsibilities; 5. Holds Institute membership either through a Public Agency or as an individual; and 6. Holds a current professional credential certification recognized by NIGP.
<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. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences 3. Actively engage in discussions posted on the committee’s NSite Community 4. Keep a pulse on the Profession and be knowledgeable of association best practices 5. Respond promptly to meeting requests (Doodle) 6. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials 7. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute 8. Understand and follow meeting protocols such as Roberts Rules of Order 9. Notify the Chair in advance if an excused absence is necessary 10. 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"> -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

	<ul style="list-style-type: none"> -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
<i>Meetings</i>	<p>Meetings are bi-monthly conference calls and are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences; one in-person meeting annually at Forum.</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>	<ol style="list-style-type: none"> 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.
<i>Abilities</i>	<ol style="list-style-type: none"> 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 twenty hours per month to this professional volunteer opportunity.
<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