

NIGP’s MISSION THROUGH GOVERNANCE

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

NIGP POSITION PAPER STEERING COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	Develop and publish position papers that address NIGP’s stance on pertinent, contemporary issues relating to the public procurement profession.
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Maintain a pulse on the profession and awareness of key issues facing public procurement and/or the public sector. 2. Manage the position paper process by: <ul style="list-style-type: none"> • Developing the conceptual framework to include “position” to be advocated • Seek approval of the framework from the NIGP Member Council and Governing Board • Work with the NIGP Governance Manager to assemble writers • Coordinate with the Member Council committee liaison to provide onboarding including expectations and timelines to writers • Coordinate with the Member Council committee liaison to present draft of position papers to the NIGP Member Council for revisions or approval • Upon approval by the Member Council, coordinate with the Member Council staff liaison to send final draft of position paper to the NIGP Governing Board for adoption. • Oversee the publication of approved papers
<i>Outcomes</i>	Propose a minimum of two position papers each year for publication.
Structure	
<i>Reporting Structure</i>	Reports to the Member Council
<i>Number of Members</i>	The Position Paper Steering Committee is comprised of a maximum of five members who represent a mix of public procurement officials.
<i>Terms</i>	<p>Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.</p> <p>The Chair of the Position Paper Steering Committee term shall be for one (1) year.</p>

<i>Eligibility for Service</i>	<p>Minimum three years' leadership experience in the field of public procurement or in a supplier management position that deals primarily with public entities is required.</p> <p>Shall hold active membership in NIGP.</p> <p>If retired, must hold an NIGP retired status membership.</p>
<i>Leadership</i>	<p>The Committee shall elect the Position Paper Steering Committee Chair and Vice Chair.</p>
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. Serve as Committee Liaisons to Committee ad hoc committees as assigned 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"> -Facilitate and organize the efforts of the Committee -Build and nurture engagement of all Committee and ad hoc committee members -Provide consistent communications -Track the work/progress of the Committee and ad hoc committees -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 scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences. Committee teleconference calls are typically held quarterly.</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>Leadership and governance</p>

	<p>Demonstrated skills in writing and researching well thought out papers, articles, reports, etc.</p> <p>Demonstrated ability to communicate effectively orally and in writing</p> <p>Demonstrated ability to lead diverse ad hoc committee members, including those from academia</p>
<i>Abilities</i>	<p>Ability to work collaboratively with other Committee and ad hoc committee members</p> <p>Ability to commit at least two hours per month to this professional volunteer opportunity</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 and 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 and with quality work • Respects and works well with diverse personalities and perspectives