



## NIGP's MISSION THROUGH GOVERNANCE

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

### NIGP SCHOLARSHIP COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Maintain the integrity and continuity of the NIGP Scholarship Program</li> <li>2. Execute the strategic objectives and program parameters of the NIGP Scholarship Program</li> <li>3. Select recipients and award scholarship funds based on availability of funds.</li> </ol>
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Determine eligibility and evaluative criteria for scholarship candidates with input from NIGP staff.</li> <li>2. Review and score scholarship applications on a quarterly basis.</li> <li>3. Select scholarship recipients and determine dollar amount of each scholarship within the parameters of the NIGP Scholarship program.</li> <li>4. Submit an annual impact report to the NIGP Member Council through the Member Council liaison to the scholarship committee.</li> </ol>
<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Scholarships awarded include, but are not limited to, the following award categories: <ul style="list-style-type: none"> <li>• General Scholarship Program</li> <li>• Chapter Academy Program</li> <li>• Leader's Edge Program</li> <li>• Forum Program</li> </ul> </li> <li>2. NIGP scholarships are based on a quarterly release of scholarship funds to individuals or chapter affiliates.</li> <li>3. Confirmation of scholarship awards will be distributed within 30 days of the decision date.</li> </ol>
Structure	
<i>Reporting Structure</i>	Reports to the Member Council
<i>Number of Members</i>	A maximum of 11 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.

	Additional non-voting members may be appointed to serve at the pleasure of the Committee Chair in an advisory capacity.
<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>	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.
<b>Expectations</b>	
<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. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives as encouraged in NIGP's vision, mission, and values</li> <li>3. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences</li> <li>4. Actively engage in discussions posted on the committee's NSite Community</li> <li>5. Keep a pulse on the Profession and be knowledgeable of association best practices</li> <li>6. Respond promptly to meeting requests (Doodle)</li> <li>7. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials</li> <li>8. 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>9. Understand and follow meeting protocols, such as Roberts Rules of Order</li> <li>10. Notify the Chair in advance if an excused absence is necessary</li> <li>11. 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>-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</li> <li>-Coordinate with staff liaison</li> </ul>
<i>Meetings</i>	Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences; unless the Chair requires an in-person meeting.

	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.
<i>Skills</i>	Demonstrated interpersonal and communication skills Demonstrated skills in reviewing scholarship criteria and applications
<i>Abilities</i>	Ability to participate in conference calls during business hours when scheduled by the Chair. Ability to commit at least five hours per month with additional time required at the end of each scholarship application quarter during the term of the assignment.
<i>Measures of Evaluation</i>	Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories: <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>