

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"> 1. Maintain the integrity and continuity of the NIGP Scholarship Program 2. Determine the strategic objectives and program parameters of the Scholarship Program 3. Select recipients and amounts of NIGP Scholarship Program funds
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> 1. Develop and review the NIGP Scholarship Program, including timelines and funding allocated. 2. Outline strategic objectives of the Program, including marketing plans and funding goals 3. Determine eligibility and evaluative criteria for scholarship candidates 4. Review and score scholarship applications 5. Select scholarship recipients and determine dollar amount of each scholarship within the parameters approved by the NIGP Finance Council 6. Approves committee meeting minutes and supporting documentation as submitted by the committee's staff liaison 7. Presents oral reports to the Finance Council via the Finance Council liaison to the committee, when needed.
<i>Measurements of Success</i>	<ol style="list-style-type: none"> 1. All Scholarships awarded go to individuals who want to begin or continue their careers in public procurement 2. NIGP scholarships are offered at a minimum of twice a year and a maximum of four times per year depending on finances 3. Confirmation of scholarship awards will be distributed within 10 days of the decision date 4. Successful attainment of strategic fundraising goals
Structure	
<i>Reporting Structure</i>	Reports to the Member Council
<i>Number of Members</i>	<p>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.</p> <p>Members can only serve on one committee concurrently.</p> <p>Additional non-voting members may be appointed to serve at the pleasure of the Committee Chair in an advisory capacity.</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>	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.
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"> -Facilitate and organize the efforts of the group -Build and nurture engagement of all committee 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 committee 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; 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> <p>Demonstrated skills in reviewing scholarship criteria and applications</p>
<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>	<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