

NIGP's MISSION THROUGH GOVERNANCE

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

NIGP ACCREDITATION COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	1. Increase capacity for and rigor to review the applications for accreditation, including the Pareto, QPPD, and any future accreditation offerings. Provide increased value to and engagement with participating entities.
<i>Key Responsibilities</i>	1. Review and provide feedback on entity accreditation submissions; update accreditation criteria and additional documentation, i.e., clarity, content, definitions, resources, examples, explanations, as necessary. Process any appeals. 2. The Committee may, at its discretion, appoint a task force(s) to perform the assessment process for each type of accreditation.
<i>Measurements of Success</i>	1. Digitalized applicant satisfaction surveys and request for testimonials to track value (qualitative); Track number of submissions (quantitative), approvals, and denials.
Structure	
<i>Reporting Structure</i>	Reports to Chief Content Officer through the Global Practices Manager.
<i>Number of Members</i>	<p>A maximum of 11 members; with voting members either as public procurement practitioners or academicians or industry leaders. Public procurement practitioners and academics shall hold the majority of the voting seats on the committee.</p> <p>At least one NIGP instructional design staff member should be on the committee in a non-voting capacity to contribute their expertise.</p> <p>At least one voting member shall be a “pracademic” – defined as an individual who has practiced (or is currently practicing) public procurement and has the academic credentials to understand the unique culture and goals of higher educational institutions (doctorate degree preferred).</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 term; renewable once.

<i>Eligibility for Service</i>	<p>Public procurement practitioners with at least five years of procurement experience and a leadership role within the entity; academics; NIGP instruction design staff member.</p> <p>Persons serving on task forces shall have the experience and skill in program assessment for the specific accreditation program. Persons assessing an academic program for accreditation shall either be academics or pracademics.</p>
<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. 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. Collaborate to review and provide feedback on submissions. 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 requests for review of submissions. 8. Respond promptly to meeting requests (Doodle). 9. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials. 10. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute. 11. Understand and follow meeting protocols such as Roberts Rules of Order. 12. Notify the Chair in advance if an excused absence is necessary. 13. 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>	Critical thinking; communication, including writing; Academics should contribute expertise of curriculum development and rubrics; Procurement professionals should contribute their expertise and experience of public procurement best practices; Instruction Design Staff member(s) contribute(s) instructional design expertise.
<i>Abilities</i>	Provide constructive feedback with explanation of why or why not a response fulfills the criterion; deep knowledge and experience of public procurement or of academia or instructional design.
<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