

## NIGP's MISSION THROUGH GOVERNANCE

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

### NIGP Chapter Ambassador Committee

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Being the face of NIGP to our Chapters and our members</li> <li>2. Relating the Mission and the Vision of the Institute to the Chapters</li> <li>3. Ambassadors must encourage sustainable relationships with NIGP Chapters</li> <li>4. Develop, support, and Promote the Chapter and individual member</li> <li>5. Serve as an intentional liaison between the Chapter and NIGP for Chapter related inquiries as well as the Chapter Subject Matter Experts for targeted leadership assistance and growth.</li> </ol>
<i>Key Responsibilities</i>	<p>Chapter Ambassadors:</p> <ol style="list-style-type: none"> <li>1. Ability to travel to Chapters 2-3 times a year for in-person or virtual chapter events.</li> <li>2. Evaluate, Monitor and Connect with the Chapters.</li> <li>3. Serve as a liaison between the NIGP Chapters and the NIGP Member Council.</li> <li>4. Collect data and communicate specific Chapter challenges/successes through post -visit surveys regarding chapter board and members.</li> <li>5. Share at least one Chapter success stories and best practice after each chapter visit on the Chapter Leaders NSite Community</li> <li>6. Actively participate in discussion and dialogue on NSite communities including but not limited to Chapter Ambassadors and Chapter Leaders as a continued resource to chapters.</li> <li>7. Actively promote dual membership.</li> </ol> <p>Chapter Ambassador Floaters:</p> <ol style="list-style-type: none"> <li>1. Ability to travel to Chapters in-person or virtual chapter events to support area ambassadors that are unable to attend.</li> <li>2. Lead and/or participate on task forces within the Chapter Ambassador Committee to ensure chapter support programs are created and ongoing.</li> <li>3. Chair or participate in committee task force or projects created by the committee to ensure completing or ongoing support to chapters, including but not limited to: Chapter SME Program, Chapter Speakers Bureau, Chapter NSite Community, and Chapter Zoom calls.</li> </ol>

<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Consistent positive feedback received from Chapter Leaders after each visit</li> <li>2. Ambassadors are to check-in with each chapter's board at least 3 times a year and provide feedback to Chapter Relations Manager</li> <li>3. Complete Chapter Visit survey after each visit and provide at least one name as a potential leader or volunteer for NIGP's Talent Council. Look for individuals that may not be current chapter leaders. Also offer any individuals that may be approached for the Chapter Subject Matter Experts program.</li> <li>4. Chapters actively seek out Ambassadors for visits, questions, and/or resources.</li> <li>5. A minimum of one visit per year per chapter either in-person or virtually (split between the Ambassadors in their Area).</li> </ol>
<b>Structure</b>	
<i>Reporting Structure</i>	Reports to the NIGP Member Council
<i>Number of Members</i>	<p>A minimum of at least 2 Ambassadors per the 9 geographic areas with no more than 3 Ambassadors assigned total per Area based on need in geographic regions.</p> <p>There will be 4 Ambassador Floaters and they are to be fill-in/back-ups for the Ambassadors assigned to geographic areas. These Floaters will not be assigned a geographic area and can be from any location. They will be expected to do chapter visits in-person or virtually and will be asked to participate in Leader Calls, NSite and be present on Ambassador calls.</p> <p>Staff Liaison (Chapter Relations Manager) will be the main point of contact for specific tasks related to the functioning of the committee.</p>
<i>Terms</i>	<p>Ambassador terms are a three-year term renewable once.</p> <p>Ambassador Floaters serve one-year terms, renewable three times.</p>
<i>Eligibility for Service</i>	<p>Must be a current or past Chapter Leader (leader defined as President, Vice President, Secretary, Treasurer, Immediate Past President or Chair of a Committee or Task Force or has demonstrated significant contributions to the Chapter or an independent organization or association.</p> <p>Ambassadors must hold either an individual or agency NIGP membership and be a member of an NIGP Chapter or its equivalent. Ambassadors may be retired but must still hold an NIGP membership and chapter retired membership is optional.</p>
<i>Leadership and Duties of the Chair</i>	<p>The Chief Executive Officer shall appoint the senior staff member responsible for the program. The Committee shall elect its Chair, Vice Chair and Recording Secretary. These terms are for one year; renewable once.</p> <p>The CA Chair shall:</p> <ul style="list-style-type: none"> <li>• work with the staff liaison to prepare the committee agenda items and supporting documentation and approve the final agenda</li> </ul>

	<ul style="list-style-type: none"> <li>• attend all Member Council calls and in person Council Meetings and present oral or written reports to the Member Council.</li> <li>• serve on the Member Council as a non-voting advisor</li> <li>• intentionally engage with Member Council committee members</li> <li>• provide consistent and clear communication</li> <li>• work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur</li> <li>• coordinate with staff liaison as necessary.</li> </ul> <p>The Vice-Chair to take on special projects as requested.</p>
Expectations	
<i>Engagement</i>	<ol style="list-style-type: none"> <li>1. Pursues continuous involvement and improvement in diversity, equity, and inclusion initiatives throughout the NIGP Chapter Ambassador program and with Chapter engagements.</li> <li>2. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment</li> <li>3. Participate in a training session on the Ambassador Program</li> <li>4. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences</li> <li>5. Actively engage in discussions posted on the committee and Chapter Leader NSite Community</li> <li>6. Request inclusion on each Chapter's email distribution list to facilitate communications</li> <li>7. May become members of more than one local Chapter to increase engagement and insight for their respective areas</li> <li>8. Keep a pulse on the Profession and be knowledgeable of association best practices</li> <li>9. Stimulate the use of the Resource Guide and assist with retrieving forms for Chapters by making contact with Chapter Offices within the area</li> <li>10. Encourage Chapters to submit for NIGP annual awards</li> <li>11. Evaluate the participations of the Chapter Awards program</li> <li>12. Complete a log to track engagement with chapters and resources provided. Such as inquires, questions or resources requested and shared.</li> <li>13. Respond promptly to meeting requests (via Doodle or other scheduling application)</li> <li>14. Prepare for all scheduled meetings by carefully reviewing the re agenda and supporting materials and actively participate in the meeting and in the best interest of the Institute.</li> <li>15. 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>16. Understand and follow meeting protocols such as <a href="#">Roberts Rules of Order</a></li> <li>17. Notify the Chair in advance if an excused absence is necessary</li> <li>18. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs</li> </ol>
<i>Meetings</i>	<p>Meetings are scheduled by the Chair. Meetings shall be conducted via teleconferences or video conferences. The Ambassadors that are in attendance will also meet face-to-face at NIGP's Annual Forum (typically mid to late August).</p>

	<p>Attendance at the annual NIGP Chapter Academy (Typically mid-February). The Institute will fund committee member's participation on this event.</p> <p>Ability to participate in Chapter Leader calls that happen 4-times a year and create feedback summary of calls.</p> <p>Encouraged attendance at NIGP Annual Forum and the Chapter President's Luncheon during 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"> <li>1. Demonstrates strong public speaking skills as well as problem solving and leadership skills.</li> <li>2. Demonstrates strong interpersonal and communication skill</li> <li>3. Self-motivated to engage Chapter prior, during and after Chapter visits.</li> <li>4. Confidence in speaking to 30 or 300 people</li> <li>5. Ability to adapt on the spot for questions and specific chapter needs</li> <li>6. Strong knowledge of NIGP programs and services</li> <li>7. Understand the value proposition of NIGP membership</li> </ol>
<i>Abilities</i>	<ol style="list-style-type: none"> <li>1. Ability to work with other Ambassadors, Chapter Leaders, and members</li> <li>2. Ability to bear all travel related costs associated with attending NIGP's Annual Forum. The committee member's public entity is encouraged to support these costs.</li> <li>3. Ability to modify provided resources by tailoring content presented for a specific Chapter visit</li> <li>4. Ability to have flexible hours to manage all aspects of a Chapter visit.</li> </ol>
<i>Measures of Evaluation</i>	<p>Each year, committee members will be evaluated by their Chair and Staff liaison on the following categories. Based on evaluation, an Ambassador can be removed based on performance. Steps are in place to mentor and or train based on results.</p> <ul style="list-style-type: none"> <li>• Participation in meetings/teleconferences</li> <li>• Participation in discussions, NSite and Leader Calls</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> <li>• Received positive feedback from Chapter Visit survey's</li> <li>• Completed Chapter Visit surveys and provided at least one potential leader or volunteer for NIGP or a possible Chapter Subject Matter Expert.</li> <li>• Check-ins with Chapter board and report back to Chapter Relations Manager</li> <li>• Share engagement log with NIGP on a quarterly basis.</li> <li>• Participated in at least one visit per year.</li> <li>• For Chapter Ambassador Floaters – engagement on ongoing and new task forces with successful launches and implementation of supported resources for chapters.</li> </ul>

