

## NIGP's MISSION THROUGH GOVERNANCE

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

### MENTORSHIP COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Establish, implement and maintain a successful mentorship program for NIGP that focuses on personal development</li> <li>2. Establishes mentorship program guidelines to support the personal growth of volunteers</li> </ol>
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Develop/implement an ongoing one-on-one mentoring program. Focus is on personal relationships and sharing experiences</li> <li>2. Develop program guidelines: length and renewability; roles expectations, qualifications, reporting mechanisms, measurable goals and logistics</li> <li>3. Develop and implement a process for counseling volunteers who are not meeting expectations, and coordinate this activity with the Talent Council.</li> </ol>
<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Annual satisfaction survey of participating mentors/mentees and an annual review of the program guidelines</li> <li>2. Improvement in individual assessments for volunteers who are not meeting expectations</li> </ol>
Structure	
<i>Reporting Structure</i>	Reports to the Talent 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>At least one of the voting members shall be a liaison who serves as a member of the Talent Council.</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.
<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>-Coordinate with staff liaison</li> </ul>
<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>	Demonstrated interpersonal and communication skills
<i>Abilities</i>	<p>Ability to participate in conference calls during business hours when scheduled by the Chair</p> <p>Ability to commit at least 10 hours per month during the term of the assignment</p>
<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>
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