

## NIGP's MISSION THROUGH GOVERNANCE

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

### NIGP PIPELINE AND PLACEMENT COMMITTEE

Goals, Responsibilities, Success	
<i>Goals</i>	<ol style="list-style-type: none"> <li>1. Engage members in the volunteer leadership of the Institute</li> <li>2. Maintain an adequate pipeline of volunteers so that NIGP's governance structure has a full complement to Board, Council, committee and task force members</li> <li>3. Ensure continuity of leadership and succession planning</li> </ol>
<i>Key Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Determines the content and use of the Volunteer Leader Application</li> <li>2. Manages volunteer lists.</li> <li>3. Establishes communications protocol for keeping candidates informed of the application process.</li> <li>4. Conducts initial interviews with volunteer applicants to assesses the talents, passions, interests, and capabilities of candidates and to determine potential fit or placement (the number of phone calls with volunteers can vary depending on the amount of volunteer applications submitted and the time of year - approximately 4-5 calls per month during business hours)</li> <li>5. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives throughout the NIGP volunteer program.</li> <li>6. Recommends a competitive slate of candidates to the Talent Council for current and upcoming vacancies on the Governing Board, Councils, and Independent Boards.</li> <li>7. Appoints members to standing committees and task forces.</li> </ol>
<i>Measurements of Success</i>	<ol style="list-style-type: none"> <li>1. Volunteers are interviewed for potential placement within 30 days of submitting an application and are offered placement pending a vacancy.</li> <li>2. Vacancy rate on Boards, Council, committees and task forces is less than 5% at the beginning of the fiscal year on July 1<sup>st</sup></li> <li>3. Conduct analysis of current Committee, Council, and Task Forces to verify diversity exists across all areas to include gender, ethnicity, age, geographic, entity type, etc. and recruit with the intention of closing any gaps. A report of findings submitted to the Talent Council for review annually.</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>	<p>Public procurement practitioners: active or associate membership in NIGP</p> <p>Industry leaders: expertise in the discipline that impacts the work of the committee</p>
<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. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences.</li> <li>3. Participate in Pipeline Calls with volunteer applicants; approximately 4-5 calls per month during business hours for approximately 30 minutes per call.</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 reviewing 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 working with the staff liaison to prepare 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. An informal, in-person meeting may take place during the NIGP Forum for those committee members who are attending 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>	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>	<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"> <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>