

## NIGP's MISSION THROUGH GOVERNANCE



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

### NIGP Publications & Editorial Committee

| Goals, Responsibilities, Success |   |
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| <i>Goals</i>                     | <ol style="list-style-type: none"><li>1. Generate ideas for topics of interest to NIGP members and the procurement community as a whole to inform various NIGP publications (e.g., articles, blog, newsletters, global best practices, etc.).</li><li>2. Provide writing support for NIGP publications in the form of guest articles, blog posts, and other outlets.</li><li>3. Act as subject matter experts to review materials for accuracy and provide interviews for Q&amp;As; suggest other SMEs for interviewing or as guest writers.</li><li>4. Work with staff liaison to create a comprehensive editorial strategy that meets the needs of existing members and reaches out to potential members.</li></ol> |
| <i>Key Responsibilities</i>      | <ol style="list-style-type: none"><li>1. Attend and participate in regular meetings.</li><li>2. Work together to achieve stated goals.</li><li>3. Act as subject matter experts to creating content and develop strategies.</li><li>4. Provide writing support, as applicable.</li></ol>  |
| <i>Measurements of Success</i>   | <ol style="list-style-type: none"><li>1. Active engagement of all committee members</li><li>2. Creation of a steady stream of editorial products and idea generation</li></ol>  |
| Structure                        |   |
| <i>Reporting Structure</i>       | Reports to the NIGP Publications & Content Curation Manager.  |
| <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>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>   |

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| <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. Use 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 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/Abilities</i>       | <ul style="list-style-type: none"> <li>• Expertise in public procurement</li> <li>• Excellent communications skills (written and oral)</li> <li>• Interest in writing/History of publications</li> <li>• Knowledge of ongoing trends affecting the public procurement industry</li> <li>• Access to industry leaders and active members of the public procurement community</li> <li>• Excellent networking skills</li> </ul>  |
| <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>   |