NIGP’s MISSION THROUGH GOVERNANCE

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

NIGP Publications & Editorial Committee

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<th>Goals, Responsibilities, Success</th>
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| **Goals**                        | 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, white papers, etc.).
|                                  | 2. Provide writing support for NIGP publications in the form of guest articles, blog posts, and other outlets.
|                                  | 3. Act as subject matter experts to review materials for accuracy and provide interviews for Q&As; suggest other SMEs for interviewing or as guest writers.
|                                  | 4. Work with staff liaison to create a comprehensive editorial strategy that meets the needs of existing members and reaches out to potential members. |

| **Key Responsibilities** | 1. Attend and participate in regular meetings.  
|                          | 2. Work together to achieve stated goals.  
|                          | 3. Act as subject matter experts to creating content and develop strategies.  
|                          | 4. Provide writing support, as applicable. |

| **Measurements of Success** | 1. Active engagement of all committee members  
|                            | 2. Creation of a steady stream of editorial products and idea generation |

**Structure**

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<th>Reporting Structure</th>
<th>Reports to the NIGP Publications &amp; Content Curation Manager.</th>
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| Number of Members   | 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.  
|                     | Members may not serve on another committee concurrently.  
|                     | Additional non-voting members may be appointed to serve at the pleasure of the committee chair in an advisory capacity. |

| Terms               | Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits. |
| **Eligibility for Service** | Public procurement practitioners: active or associate membership in NIGP  
Industry leaders: expertise in the discipline that impacts the work of the committee |
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<td><strong>Leadership</strong></td>
<td>The committee shall elect its chair and vice chair. These terms are for one year, renewable once.</td>
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<th><strong>Expectations</strong></th>
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| **Engagement** | 1. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment.  
2. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences.  
3. Actively engage in discussions posted on the committee’s NSite Community.  
4. Keep a pulse on the profession and be knowledgeable of association best practices.  
5. Respond promptly to meeting requests (Doodle).  
6. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials.  
7. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute.  
8. Understand and follow meeting protocols such as Roberts Rules of Order.  
9. Notify the chair in advance if an excused absence is necessary.  
10. Use staff as a resource but do not exercise authority over staff or interfere in the implementation of programs. |
| **Meetings** | Meetings are scheduled by the chair. Meetings shall be conducted via teleconferences or video conferences unless the chair requires an in-person meeting.  
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. |
| **Skills/Abilities** | • Expertise in public procurement  
• Excellent communications skills (written and oral)  
• Interest in writing/History of publications  
• Knowledge of ongoing trends affecting the public procurement industry  
• Access to industry leaders and active members of the public procurement community  
• Excellent networking skills |
| **Measures of Evaluation** | Each year, committee members will be evaluated by their chair and staff liaison on the following categories:  
• 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 |