



NIGP's MISSION THROUGH GOVERNANCE

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

NIGP Career Concierge Committee

Goals, Responsibilities, Success	
<i>Goal</i>	Provide a high-touch, personalized approach to career counseling by providing coaching and guidance to individual members, organizations, and students on navigating and accessing learning and public procurement certification and intern opportunities. The effort is conducted by experienced professionals who evaluate the current and desired future states, then develop a recommended path forward to assist in learning and career planning.
<i>Key Responsibilities</i>	1. Develop and periodically assess a framework for managing the service. 2. Review career questionnaires and surveys, develop plans, and conduct 1:1 meetings with clients. 3. Manage a set of career focused scholarships for members to ensure high impact and value. 4. Develop career resource materials and host virtual and in/person career sessions. 5. Advise on alignment of Pathways content to career needs. 6. Assess the impact of the program at least annually to determine whether the program is successful in increasing participation in NIGP's learning and credentialing programs. 7. In collaboration with the Member Council, develops and oversees NIGP's university/college intern program.
<i>Measurements of Success</i>	1. Participants rate the service as advancing to significantly advancing their career. 2. 90% of scholarships result in providing career learning and/or advancement that would not have otherwise been available. 3. Participants actively engage in NIGP educational content as a result of the career plan. 4. Members have access to a full library of career resources. 5. Creates and manages opportunities for 25-50 interns per fiscal year.
Structure	
<i>Reporting Structure</i>	Reports to Chief Content Officer
<i>Number of Members</i>	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. Additional non-voting members may be appointed to serve at the pleasure of the Committee Chair in an advisory capacity.
<i>Terms</i>	Three-year terms; renewable once.
<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.
Expectations	
<i>Engagement</i>	1. Attend the on-demand NIGP Volunteer Orientation Program within 30 days of appointment 2. Actively participate in opportunities to coach individuals and agencies on career goals 3. Actively participate in ensuring intern experience is positive for both intern and entity. 4. Pursues continuous involvement and open opportunities for all as encouraged in NIGP's vision, mission, and values 5. Respond to all surveys that assess the effectiveness of the governance structure and individual experiences 6. Actively engage in discussions posted on the committee's NSite Community 7. Keep a pulse on the Profession and be knowledgeable of association best practices 8. Respond promptly to meeting requests (Doodle) 9. Prepare for all scheduled meetings by carefully studying the agenda and supporting materials 10. Attend all meetings, listen and value diverse opinions, strive for collaboration and consensus, and participate effectively in the best interest of the Institute 11. Notify the Chair in advance if an excused absence is necessary 12. Utilize staff as a resource but do not exercise authority over staff or interfere in the implementation of programs
<i>Duties of the Chair</i>	1. Facilitate and organize the efforts of the group 2. Build and nurture engagement of all committee members 3. Provide consistent communications 4. Track the work/progress of the group 5. Chair the group meetings including preparing items for the agenda 6. Work with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur 7. Have a phone call with committee members who are not actively participating and remind them of their responsibility to participate and ask if they are still willing and able to serve on the committee 8. Coordinate with staff liaison
<i>Meetings</i>	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.
<i>Skills</i>	Interpersonal skills, leadership, coaching and mentoring, expert public procurement competencies. Collaborative and consensus building in a group setting.
<i>Abilities</i>	Ability to discern and recognize the learning competencies required to perform various roles in the public procurement profession (or) within stakeholder groups. Ability to measure relevancy and effectiveness.
<i>Measures of Evaluation</i>	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