

## NIGP's MISSION THROUGH GOVERNANCE

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

### NIGP TALENT COUNCIL

| Goals, Responsibilities, Success |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <i>Goals</i>                     | <ol style="list-style-type: none"> <li>1. Ensure continuity of leadership and succession planning for NIGP</li> <li>2. Maintain all phases of the NIGP volunteer process</li> <li>3. Promote the value of NIGP membership through the NIGP volunteer program</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Key Responsibilities</i>      | <ol style="list-style-type: none"> <li>1. Set the overall volunteer talent management mission and strategy</li> <li>2. Assess, on an ongoing basis, the organizational needs of NIGP in consideration of volunteer interests and capacity (long-term, short-term, episodic) to ensure a sustainable ecosystem of volunteers</li> <li>3. Pursues continuous involvement and improvement in diversity, equity and inclusion initiatives throughout the NIGP volunteer program.</li> <li>4. Maintain an on-going effort to identify and eliminate participation barriers as it relates to the Institutes roles and programs through continual review of position descriptions and policies related to volunteerism and the initiatives</li> <li>5. Establish eligibility criteria for leadership positions based on the organizational needs of NIGP</li> <li>6. Oversees the outputs and results of the NIGP volunteer program through delegated authority to committees</li> <li>7. Recommends Governing Board, Council, and Auxiliary Council appointments to the Governing Board</li> <li>8. Oversees the Talent Council committees</li> <li>9. Develops a rewards and recognition program for volunteers</li> </ol> <p><i>Note: Thought Leaders shall serve in an advisory/consultant capacity to share trends, best practices and recommendations relative to the Talent Council's scope of work.</i></p> |
| <i>Measurements of Success</i>   | <ol style="list-style-type: none"> <li>1. Prepare a recommendation of the final slate of candidates for Board and Council positions no later than the end of March each year.</li> <li>2. Effectively manage assessment deployment process based on established time intervals.</li> <li>3. Bi-annual review of eligibility criteria for leadership positions.</li> <li>4. Review 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 and make recommendations with the intention of closing any gaps.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Structure                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <i>Reporting Structure</i>     | Reports to the Governing Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Number of Members</i>       | <p>The Talent Council is comprised of 11 voting members either as public procurement practitioners or Thought Leaders. Public procurement practitioners shall hold the majority of the voting seats on the committee. A maximum of four (4) of the Talent Council members shall be Thought Leaders with subject matter expertise in cultivating a robust volunteer leadership program within a non-profit association.</p> <p>Members may serve on a committee concurrently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Terms</i>                   | <p>Three-year terms; renewable once. Partial terms less than 2 years shall not be counted as a term for purposes of term limits.</p> <p>The Chair and Chair-Elect each have a two-year term, non-renewable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Eligibility for Service</i> | <p>For public procurement professionals:</p> <ul style="list-style-type: none"> <li>a. Minimum Qualifications: <ul style="list-style-type: none"> <li>(1). Currently employed in the public sector with direct or indirect procurement-related responsibilities;</li> <li>(2). Holds Institute membership either through a Public Agency or as an Individual; and</li> <li>(3). Holds a bachelor's degree from an accredited university.</li> </ul> </li> <li>b. Preferred Qualifications: <ul style="list-style-type: none"> <li>(1). Experience in leadership development within a non-profit environment preferred within NIGP and/or the NIGP chapter affiliate network;</li> <li>(2). Background in organizational leadership and/or human resource development; and</li> <li>(3). Holds a current professional credential certification that is aligned with procurement and: requires, through the application process, either formal education and/or work experience; and requires recertification which includes continuing education hours/credits.</li> </ul> </li> </ul> <p>For all candidates, have a minimum of three years' experience in leadership development in the area(s) of volunteer recruitment, assessment, training, and/or succession planning within an organization.</p> |
| <i>Leadership</i>              | The Council shall elect its Chair and Chair Elect. The Chair shall serve a non-recurring two-year term. The Chair Elect shall serve a term that coincides with the current Chair's second year and shall ascend as Chair the following year. Not applicable to Thought Leaders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Expectations                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Engagement</i>              | Practitioners are generally responsible for operational tasks and implementation. Thought Leaders are generally responsible for sharing trends, best practices, and recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            | <ol style="list-style-type: none"> <li>1. Participate in the on-demand NIGP Volunteer Orientation Program within 30 days of appointment</li> <li>2. Signs NIGP's Conflict of Interest policy.</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 (Practitioners) and be knowledgeable of issues and effective practices related to volunteerism. (Thought Leaders)</li> <li>6. Respond promptly to meeting requests (Doodle polls)</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. Serve as Council Liaisons to Council committees as assigned (Practitioners)</li> <li>12. 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>-Participate in the on-demand NIGP Chair Orientation Program within 30 days of being elected Chair</li> <li>-Facilitates and organizes the efforts of the group</li> <li>-Builds and nurtures engagement of all committee members</li> <li>-Provides consistent communications</li> <li>-Tracks the work/progress of the group</li> <li>-Chairs the group meetings, including coordinating with the staff liaison to establish the meeting schedule, identify and prepare agenda items</li> <li>-Works with the staff liaison to conduct the annual assessment of committee members and any other assessments as they occur</li> <li>-Have a phone call with Council 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 Council</li> <li>-Coordinates 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. Council teleconference calls are typically conducted bi-monthly. The Council conducts one, annual in-person meeting.</p> <p>A member fails to attend 3 consecutive meetings without an excused absence from the Chair, shall have resigned his/her position on the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Skills</i>              | <p>Demonstrated skills in leadership recruitment and development, diversity and inclusion</p> <p>Demonstrated strong communication and people engagement skills</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <i>Abilities</i>           | <p>Participate in conference calls during business hours when scheduled by the Chair</p> <p>Motivate and recruit potential leaders into the governance of the Institute</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                               | <p>Assess talent of volunteers and to align these talents within the governance structure of the Institute</p> <p>Work collaboratively with other Council members</p> <p>Commit at least five hours per month to this professional volunteer opportunity</p> <p>Adapt to rapid changes in the environment and Institute priorities</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> |