Guide for Volunteers and Leaders
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I. PURPOSE OF COMMITTEES

NAEP is a member-driven organization and relies on members to engage in and contribute to the organization, the profession, and their individual growth. Committees serve to support the organization by leveraging the members’ talents to build a strong professional association. Committees also serve to connect members, ideas and topics, and the broader procurement industry. Individuals cite several reasons for volunteering for committee service, such as giving back to the profession, learning from other professionals, and supporting the mission of the organization. By leveraging the power of committees, NAEP creates a space for individuals to assist in shaping the forward direction of the organization. It creates a succession plan to identify and grow future organizational leaders.

NAEP is committed to diversity and inclusion across the organization. All committees are established with those goals in mind. Whether you are a tenured professional or new to Higher Education procurement, committees are a great place to engage.

II. TYPES OF COMMITTEES

NAEP has two types of committees:

Board Committees

These committees are formed by the Board of Directors and are often standing committees that have a defined function. Examples: Finance and Investment, Membership Advisory, and Nominating. These committees can be specified in the NAEP bylaws or created by the Board to serve the association’s needs. Typically, these committees have 3 Board Members on the committee and have the power of the Board to serve their defined function.

Non-Board Committees

These committees are also formed by the Board but may not be standing committees. They may be sunsetted or revised as the needs of the association changes. The charge of these committees is usually broader and allows the committee members to be sourced by a call for volunteers. These committees may or may not have members from the Board of Directors and are empowered as the charter for the committee defines.
### III. NAEP COMMITTEES

Below is a list of NAEP’s current committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting Program Committee</td>
<td>Chaired by the Senior Vice President, the Annual Meeting Program Committee sources and selects the speakers, sessions, and activities for the Annual Meeting.</td>
</tr>
<tr>
<td>Emerging Issues Committee-NEW</td>
<td>The Emerging Issues Committee identifies and monitors emergent issues in the field of Higher Education Procurement and connects this information to members through thought leadership, education, and insight sharing.</td>
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<tr>
<td>Finance and Investment Committee</td>
<td>The Finance and Investment Committee monitors and oversees the association’s Finances and Investment portfolio. The NAEP Treasurer chairs this committee.</td>
</tr>
<tr>
<td>Scholarship Sub-Committee</td>
<td>A subcommittee of the Finance and Investment Committee, the Scholarship Subcommittee evaluates scholarship applications and recommends scholarship awards to the NAEP Board of Directors.</td>
</tr>
<tr>
<td>Editorial Advisory Council</td>
<td>The Editorial Advisory Council is a small group of members who assist Staff in the Educational Procurement Journal’s content alignment.</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>Comprised of the full National Board of Directors, the Award Committee identifies new awards and reviews nominations for all NAEP Awards.</td>
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<tr>
<td>Education Committee</td>
<td>The Education Committee supports Staff in identifying needed member education, sourcing subject matter experts, development of new educational programming, and alignment of NAEP educational goals and objectives.</td>
</tr>
<tr>
<td>Diversity and Inclusion Committee</td>
<td>The Diversity and Inclusion Committee identifies and implements best practices in diversity and inclusion across NAEP and on campus.</td>
</tr>
<tr>
<td>Membership Advisory Council</td>
<td>The Membership Advisory Council is comprised of the District Board Directors who work with Staff to incentivize membership growth strategies.</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>The Nominating Committee is Chaired by the Immediate Past President and is responsible for overseeing the election process.</td>
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<tr>
<td>Regional Relations Committee</td>
<td>Comprised of all regionally elected leaders, the Regional Relations Committee provides a space for Regional Leaders to share best practices and discuss issues of regional and national importance such as governance, meetings, and membership.</td>
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IV. ROLES AND RESPONSIBILITIES

Each person on the committee has a valuable role to play. By working together, we create a vibrant community of practice that can best serve the members and to address the changing needs of Higher Education procurement.

**COMMITTEE CHAIR/CO-CHAIR**
- Sets agenda
- Leads discussion
- Oversees the work of the committee
- Incentivizes participation
- Works with staff on committee action plan delivery
- Reports to the board of directors
- Selects committee members

**VICE CHAIR**
- Assists in setting agenda
- Leads discussion if chair is not available
- Incentivizes participation
- Works with staff on committee action plan delivery
- Input on committee members

**COMMITTEE MEMBERS**
- Serves as subject matter experts
- Supports the committee action plan delivery
- Attends and participates in committee meetings and discussions

**STAFF LEAD/SUPPORT**
- Prepares agenda
- Prepares call notes
- Leads call
- Schedules meetings
- Works with the chair, vice-chair and committee to deliver the committee’s action plan
- Incentivizes participation
- Supports the chair
V. COMMITTEE DOCUMENTS

For consistency, NAEP has adopted template documents for all committees to utilize. Individualized committee documents may be located in the Committee’s Dropbox. Your staff lead will distribute the Dropbox file link to you prior to the first committee meeting. Committees will also have an established private Exchange Community to provide a platform for collaboration and communication among committee members.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Can be found at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter</td>
<td>Sets for the authority, charges, and structure of the committees</td>
<td>Charter and Action Plan</td>
</tr>
<tr>
<td>Call for Volunteers</td>
<td>Provides a mechanism for members to volunteer to participate on committees based on qualifications and interest</td>
<td><a href="https://www.naepnet.org/page/2019VolunteerCtr">https://www.naepnet.org/page/2019VolunteerCtr</a></td>
</tr>
<tr>
<td>Action Plan</td>
<td>Defines the scope of deliverables that the committee would like to achieve</td>
<td>Charter and Action Plan</td>
</tr>
<tr>
<td>Committee Roster</td>
<td>List of all committee members</td>
<td>Committee Roster</td>
</tr>
<tr>
<td>Agenda</td>
<td>Sets the scope for each committee meeting</td>
<td>Agenda</td>
</tr>
<tr>
<td>Minutes</td>
<td>Captures the discussion and action items for the committee</td>
<td>Minutes</td>
</tr>
<tr>
<td>Attendance Report</td>
<td>Tracks attendance in committee meetings</td>
<td>Attendance Report</td>
</tr>
<tr>
<td>Quarterly Report</td>
<td>Provides a summary of the quarterly committee activities and accomplishments.</td>
<td>Quarterly Report</td>
</tr>
<tr>
<td>Annual Report</td>
<td>Provides a summary of the committees accomplishments for the program year.</td>
<td>Annual Report</td>
</tr>
<tr>
<td>Annual Committee Survey</td>
<td>Administered to committee members to share feedback on their experience.</td>
<td>Annual Committee Survey</td>
</tr>
</tbody>
</table>
VI. FAQ

How do I volunteer for a committee?

Annually, NAEP issues a Call for Volunteers for all open volunteer opportunities. Members may simply complete the form on the website and return to be considered. The Call for Volunteers is listed on NAEP’s website at https://www.naepnet.org/page/2019VolunteerCtr.

How are committee selections made?

In the Call for Volunteers, NAEP lists the requested qualifications and skills for volunteer service. Selection is based on criteria, committee size, and individual interest.

What if I don’t get selected for a committee?

NAEP takes as many committee members as possible to fulfill the committee; however, to ensure those committees are productive and agile, limits are set on committee size. Each committee is encouraged to do a secondary call for volunteers or engage interested persons when a particular project arises, or additional volunteers are needed to assist with committee work. NAEP maintains records of all initially interested persons and will offer the first right of refusal on special projects or work. Also, please re-apply next year.

What if I am selected and then cannot serve?

NAEP understands that life gets busy. Simply let your Staff Lead and Chair know you cannot fill the position, and another individual from the Call for Volunteers will fill the role.

How do I get selected for a Chair position?

The NAEP President appoints chairs with the concurrence of the Board. The President relies on existing committee members, Chairs, and Staff to assist with the identification of talented individuals interested in leadership roles. Committee members and volunteers are encouraged to let the Chair and Staff Lead know you have an interest in leadership in the future.

How often do committees meet?

The frequency of meetings is dependent on the charges of the committee. Each committee identifies a set meeting schedule and time commitment expectations, which is included in the Call for Volunteers and committee documents.

Why do you take attendance?

Connection is one of NAEP’s three strategic goals. Attendance is one way that NAEP tracks and monitors connections across the organization.

What if I can’t attend a committee meeting?

Simply let your Chair and Staff Lead know that you are unable to attend.

May I serve on a committee for numerous years?

It is NAEP’s goal to create opportunities for members to engage and participate in the organization. As such, NAEP limits service on a committee to three years to encourage diversity and inclusion. Committee volunteers are not automatically “rolled over” to the next year. All volunteers must re-volunteer annually for committee service. All volunteers will be notified of selection.
What if a committee identifies a project with a financial or resource commitment?

NAEP’s budget is set on an annual basis and includes the full scope of services that the association provides for that calendar year. If the committee identifies a project that has value for the members, the committee should first discuss it with the Committee Chair. If agreed this is a viable project, the Chair will work with the Staff Lead to draft a proposal that will be submitted to the Board of Directors for review and consideration. The Board will weigh the project’s cost against tangible ROI and other indirect benefits and make a decision. Depending on available financial resources, the project may be approved, delayed to the next budget year, tabled for further consideration and research, or declined.

Some projects do not require a financial commitment but do require the expenditure of NAEP’s internal resources. As NAEP maintains a very lean staffing structure, the expenditure of these resources is carefully allocated to assure that the scope of the association’s mission is fulfilled. If a project requires additional staff resources than what assigned to the committee under the approved action plan, the committee Chair should discuss the project with the Executive Director and NAEP President.

How is a subcommittee formed?

The Committee Chair has the authority to call for a subcommittee under the committee structure to complete a unique project, assist in the delivery of the action plan, or to benefit the overall committee. Subcommittees must have a specific output or deliverable, a defined beginning, and ending date, and follow the same guidelines as the committee. The subcommittee may be comprised of members of the larger committee, or the Chair may elect to conduct a secondary Call for Volunteers to expand connection opportunities, add bandwidth to the committee in the fulfillment of the subcommittee’s charge, or add specialized skills and knowledge needed for the project. Only one subcommittee should be active at a time. If more than one subcommittee is required, the Committee Chair should discuss it with the Executive Director and NAEP President.

To whom does the committee report?

All NAEP committees report to the National Board of Directors with support from the Executive Director. All committees are expected to complete quarterly reports of their progress against the established Action Plan and prepare and submit a summary of the accomplishments of the committee annually. Some committees, such as those with financial responsibilities, may be required to provide reports or other information as needed by the Board of Directors. The committee’s Staff Lead with prepare and submit this report on the committee’s behalf with input from the Committee Chair.

Who should I contact with questions?

Volunteers are encouraged to reach out to the designated Staff Lead for the committee or the Committee Chair.