



MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

Governance Committee Chair

Responsibilities:

The Governance Committee Chair shall keep an accurate and current record of all Chapter Bylaws, Articles of Incorporation, Policies, Job Descriptions, Mission Statement and appropriate forms. The Chair shall advise Board members and Chapter members on all issues and questions relating to the adherence of Chapter Policies and Bylaws. The Governance Committee Chair is also responsible for obtaining a Purchasing Month Proclamation. The Governance Committee Chair monitors National for any changes to policies and bylaws as they relate to chapters.

Term:

Two years.

Job Duties:

Proclamation:

- Contacts the State of Minnesota Governor's office requesting a "March is Purchasing Month" proclamation (by January)
- Completes any paperwork or application necessary for proclamation
- Receives, scans and distributes proclamation to Chapter members

Chapter documentation:

- Publishes current Bylaws, Articles of Incorporation, Policies, Mission Statement and Job Descriptions on the website
- Brings a copy of each to all Board meetings and Chapter meetings for reference
- Recommends any necessary changes to these documents to the Board
- Makes any changes to the documents agreed upon by the Board
- Reports to the Chapter any Bylaws changes in writing for a vote
- Makes any final changes to the documents

National NIGP documentation:

- Monitors NIGP.org website for any changes in policies or bylaws that affect chapters
- Reports these changes to the Board and makes recommendations when necessary