



ADMINISTRATION COMMITTEE 2022 CHARTER

The National Association of State Procurement Officials (NASPO) shall have an Administration Committee with the composition, oversight responsibility, authority and duties described below.

STRATEGIC ALIGNMENT & AREA OF RESPONSIBILITY

The Administration Committee shall oversee the work of what was previously the Nominations Committee and Governance & Oversight Committee.

COMPOSITION

The committee shall be comprised of up to seven (7) members, broadly representative of the various regions, who are appointed by the President. The committee chair shall be the President-elect. Per the Governance Policy, at a minimum, one member of this committee must be a member of the NASPO Board of Directors. The Chief Executive Officer and other NASPO staff shall serve in an advisory capacity as non-voting members.

LEADERSHIP

The chair shall be appointed by the NASPO President to serve a one-year term.

2022 Chair:

MEETINGS

The committee shall convene by conference call as often as it determines is necessary to fulfill committee responsibilities. The committee shall maintain written notes of meetings and shall provide written and verbal reports to the NASPO Board of Directors as requested.

SPECIFIC DUTIES

The committee shall work within the approved budget, policies and general strategy established by the NASPO Board of Directors in performing these duties:

- Develop and issue the call for Board nominations; review nominees and solicit additional candidates as necessary to ensure appropriate and balanced representation of NASPO members.
- Prepare and present the official Board of Directors slate for vote by the NASPO membership.
- Review and evaluate applications for Life and Honorary membership; interview sponsors and references (as needed); make recommendations to the Board.
- Review Life and Honorary members to assess status changes and conflicts of interest; recommend appropriate actions to the Board.
- Make recommendations as to conferring Life membership in memoriam.
- Validate voting results.
- Offer advice and recommendations to proposed changes to the NASPO Bylaws, policies and guidelines.
- Offer advice and recommendations in the development of new and reviewing existing committee action plans.
- Provide support in the form of offering advice and recommendations to newly developed

committees and task forces.

MODIFICATION

This charter shall remain valid until the NASPO Board of Directors deems necessary to amend it by vote of the Board. Annual renewal is not required.