



NASPO EXCHANGE COMMITTEE 2019 CHARTER

The National Association of State Procurement Officials (NASPO) shall have a NASPO Exchange Committee with the structure, authority and duties described below.

STRATEGIC ALIGNMENT & AREA OF RESPONSIBILITY

The NASPO Exchange Committee shall work in support of NASPO's strategic plan goal 2: *Create and promote innovative strategies in education and professional development.*

Specifically, the committee will ensure the educational program for the NASPO Exchange provides a stimulating, educational and interactive conference experience that meets the professional development needs of participants.

COMPOSITION

The committee shall be comprised of individuals selected based on their interest and ability to contribute to the committee's work.

LEADERSHIP

The chair shall be appointed by the NASPO President, and the vice chair shall be selected by the chair.

2019 Chair: Cindy Lombardi, Colorado

2019 Vice Chair: TBA

BUDGET AUTHORITY

The committee shall have the authority to authorize expenditures related to its stated purpose up to the amount budgeted and approved by the NASPO Board of Directors.

MEETINGS

The committee shall meet as often as it determines, either in person or by telephone. The committee shall maintain written notes of meetings and provide reports to the Board of Directors as requested.

SPECIFIC DUTIES

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

- Develop and carry out an action plan to support NASPO strategies and the committee purpose.
- Assist the NASPO staff and Conferences & Meetings Champion to evaluate and select keynote speakers, session topics and recommend presenters and panelists.
- Employ meeting strategies consistent with the relationship-building goals and educational purpose of the conference.
- Ensure the educational program suits the needs of the target audience, including novice suppliers, experienced suppliers, and state members.
- Serve as "liaisons" to support development of conference sessions, as invited.
- Review the results of the post-conference evaluation to determine the course of action for future conferences.
- Ensure the educational program, content in all sessions and programming activities work in support of overall conference purpose, priorities and goals.