

POLICIES

EXECUTIVE ADVISORY COUNCIL

PURPOSE

To provide advice and counsel to the Board of Directors on issues relevant to the contract management community.

POLICY

It is the policy of the NCMA to establish an Executive Advisory Council (EAC) annually to provide advice and counsel to the Board of Directors. The term of service is from July 1 to June 30, unless individuals are removed by the President or at the member's request.

The Executive Advisory Council exists solely to provide information and advice relative to the contract management community; the Council holds no fiduciary duties, responsibilities, or liabilities, and makes no decisions.

To serve on the Council, individuals should be highly accomplished and recognized senior executives, who hold (or have held) leadership positions within the contract management community. Individuals are appointed to the Council based on their career accomplishments, recognition in the profession, degree of influence over the profession, or some specific expertise. Individuals are not appointed based solely on the position they presently hold.

The Council should include executives from a broad range of organizations, including the public sector (federal, state, and local government), the private sector (industry and professional firms), accredited educational institutions and/or other recognized training establishments, and select individuals retired from such organizations.

NCMA lists Council members in a directory on its website, as a resource for members and chapters. Council members may choose to restrict the release of their contact information for privacy reasons.

The President is responsible for engaging the Council in discussions, through meetings held in conjunction with national conferences as well as through e-mail, telecons, and other methods, throughout the year. The Council will meet at the President's discretion, usually at each of the national conferences in summer, late fall, and spring.

The Executive Director will notify Council members of scheduled meetings, and track the attendance at Council meetings.

PROCEDURES

By May 15, the Executive Director will provide the President-Elect a list of recommendations for appointment to the Council.

By June 15, the President-Elect will appoint individuals to the Executive Advisory Council for the upcoming program year, which begins July 1. The President may continue to appoint individuals to the Council at any time during the year.

By June 30, the outgoing President will issue letters to the Council thanking them for their service.

The Executive Director will email AdvisorConnect, the monthly newsletter, to Council members, Board of Directors members, and staff by the end of each month. A notice of the next scheduled Council meeting will be included in each edition.