



## Standard Operating Procedures (SOP's)

This document was created to give a detailed overview of the standard practices of the APICS Southwest Michigan Chapter. This is by no means encompasses the entire body of knowledge on chapter operations and should be considered a living document. As a companion to this document, we have also created a condensed and detailed training guide for each Board of Directors position. This guide outlines the main task for each position and explains the procedure to accomplish each task.

1. Executive Committee
  - a. President SOP0010\_President
  - b. President Elect SOP0011\_President-Elect
  - c. VP Administration SOP0012\_VP Administration
  - d. VP Finance SOP0013\_VP Finance
  
2. Operating Committee
  - a. Past President SOP0020\_Past-President
  - b. VP Communication SOP0021\_VP Communication
  - c. VP Education SOP0022\_VP Education
  - d. VP Marketing SOP0023\_VP Marketing
  - e. VP Membership SOP0024\_VP Membership
  - f. VP Programs SOP0025\_VP Programs
  - g. VP Quality SOP0026\_VP Quality
  - h. VP University Relations SOP0027\_VP Membership
  - i. Webmaster SOP0028\_Webmaster
  - j. Director at Large SOP0030\_Director at Large
  
3. Non Board of Director Positions
  - a. Class Instructor SOP0030\_Chapter Instructor
  - b. Company Coordinator SOP0030\_Company Coordinator
  
4. Chapter Operations
  - a. Chapter Asset Management SOP0040\_Chapter Asset Management
  - b. BOD Term Limits SOP0041\_BOD Term Limits
  - c. BOD Travel Expenses SOP0042\_BOD Travel Expenses
  - d. BOD Expense Authority Limits SOP0043\_BOD Expense Authority Limits
  - e. BOD Meeting Locations SOP0044\_BOD Meeting Locations
  - f. BOD Strategic Planning & Transition Meeting SOP0045\_BOD Strategic Planning & Transition Meeting
  - g. Education Sales and Finders Fees SOP0050\_Education Sales and Finders Fees
  - h. Instructor Compensation SOP0051\_Instructor Compensation
  - i. Instructor Class Evaluation SOP0052\_Instructor Class Evaluation
  - j. Chapter Newsletter SOP0053\_Chapter Newsletter
  - k. Student Chapter Program Procedure SOP0054\_Student Chapter Program Procedure