

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Chapter President

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1. Purpose And Scope
 - a. To establish and maintain, documented information on the responsibilities of the President position on the Board of Director.
2. References
 - a. APICS – The Association of Operations Management
3. Areas of Responsibility
 - a. Reports and Reporting
 - i. Monthly
 1. BOD Meetings
 - a. This position will be responsible for oversight of all VP positions, including reviewing all reports and financials
 - b. This position will be responsible for producing a brief report at each BOD meeting.
 2. Newsletter Article
 - a. Each month, this position will be responsible for writing the president's article for the newsletter.
 - ii. Meetings
 1. Board of Directors
 - a. There are 12 BOD meetings every program year (September – August). It is anticipated that this position will attend all meetings. The minimum attendance expectation is at least 10 of the 12 meetings. It is the responsibility of this position to communicate your attendance by registering under the Board Meeting section of the APICS Southwest Michigan website.
 2. Transition and Strategic Planning Meetings
 - a. There is one Transition meeting (June) and one Strategic Planning meeting (July) every program year. It is expected that this position will attend both meetings.
 3. Professional Development Meetings / Seminars / Plant Tours
 - a. It is expected that this position will attend the majority of PDM's throughout the year.
 - iii. Financial
 1. Monthly
 - a. It is this position's responsibility to approve all expense reports, prior to payment by the VP of Finance.
 2. Yearly
 - a. A yearly budget will be established for this position and made available to the VP of Finance by June 30th of every year.

- iv. Chapter Benchmarking and Reporting (CBAR) Program
 - 1. This position is responsible for supporting the “Chapter Benchmarking and Reporting (CBAR)” program according to the established responsibilities on both the Chapter Benchmarking and Reporting (CBAR) checklist and yearly strategic plan. This responsibility includes submitting documentation on a timely basis.
- v. Chapter Equipment and Office Products
 - 1. This position is responsible for all equipment and office product that the Chapter owns. It is the responsibility of the president to manage the chapter BOD and their adherence to maintaining their assigned equipment responsibilities.
- vi. Web Site Support
 - 1. This position is responsible for supporting the web site development and maintenance.
- vii. Important Dates
 - 1. Refer to the Chapter Timeline and the APICS Presidents Manual.

4. Detailed Job Description

- a. The President is the chapter leader. To carry out the duties of the President, the President will provide leadership and guidance to the chapter board of directors (BOD). The President’s duties are not to do, but rather to lead, follow up, keep the board on track, and meet the goals and objectives in the marketing plan.
- b. Main Duties
 - i. Plan transition from president to the president-elect.
 - ii. Chair BOD meetings. Provide a detailed agenda at least two weeks before the meeting. Follow up the week before the meeting to make any corrections to the agenda and remind board members of the meeting.
 - iii. Attend the professional development meetings (PDM’s).
 - iv. Attend all BOD, PDM, special events and district activities.
 - v. Keep a running list of action items with the secretary. Follow up with all members with open action items before BOD meetings to determine status of open issues.
 - vi. Recruit new BOD members when an absence exists. Report to the BOD on all recruitment activities between BOD meetings and report on potential candidates.
 - vii. Publish monthly “article from the President” for both the chapter newsletter.
 - viii. Maintain an accurate job description for the position.
 - ix. Review the goals of each department with each BOD member to facilitate overall objective planning for the year.
 - x. Ensure all position job descriptions are on file and that a strategic plan is in place.
- c. Technical Requirements
 - i. Ability to work with the BOD
 - ii. Phone, e-mail, Internet

- iii. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
- iv. President and President-Elect Chapter Leadership Handbook review
- v. Willingness to learn how to run a nonprofit business.

d. Required Skill Sets

- i. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation
- ii. Typing and computer skills: word processing, spreadsheets, graphs, PowerPoint, Internet downloading, e-mail address groups
- iii. Familiarity with APICS body of knowledge
- iv. Writing skills (grammar, spelling, proofreading)
- v. Public speaking and presentation skills (TTT minimum).

e. Time Requirements

- i. BOD meetings: 1 per month (12 per year) at 3 hours each
- ii. Transition meeting: 1 per year in June (All Day)
- iii. Strategic Planning Meeting: 1 per year in July
- iv. Professional development meetings: 1 per month (9 - 12 per year) at 2 hours each
- v. District meetings: 4 weekends per year (October, February, May, August)
- vi. 5 to 10 hours additional per month depending on level of chapter activity (Special projects additional)

5. Work Instructions

a. Simplified Job Duties

- i. Chapter Management
- ii. Strategic Planning

b. Work Instructions

- i. Chapter Management
 - 1. Refer to President and President Elect Handbook located at <http://www.apics.org/membership/volunteers/volunteertraining.htm>
- ii. Strategic Planning
 - 1. Refer to Strategic Planning Handbook and Strategic Planning Worksheet located at <http://www.apics.org/membership/volunteers/volunteertraining.htm>

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document