

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: Chapter President-Elect**

**Document No: SOP0011\_President-Elect**

**Original Issue Date: 12/28/05**

**Issued By: Board of Directors**

**Last Revised Date: 03/16/09**

**Revised By: Board of Directors**

1. Purpose And Scope
  - a. To establish and maintain, documented information, on the responsibilities of the President-Elect 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. This position will be responsible for writing newsletter articles as requested by the VP of Communication.
    - 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. Report Expense monthly for all expenses incurred during the month.
      2. Yearly (These budgetary responsibilities are added to the president's budget)
        - a. Advise the president on your financial needs to support this position.

- 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 any equipment and office product that they have that the Chapter owns.
- 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.

#### 4. Detailed Job Description

- a. The President-Elect is the future chapter leader. To carry out the duties of the President-Elect, the President-Elect will assist the president in running the chapter.
- 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 VP Administration. 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. Transition Planning
  - ii. Learning Chapter Management
  
- b. Work Instructions
  - i. Transition Planning
    - 1. Refer to President and President Elect Handbook located at <http://www.apics.org/membership/volunteers/volunteertraining.htm>
    - 2. Refer to Strategic Planning Handbook and Strategic Planning Worksheet located at <http://www.apics.org/membership/volunteers/volunteertraining.htm>
    - 3. Refer to Transition Agenda and Minutes of Previous Years Meetings.
  - ii. Learning Chapter Management
    - 1. Refer to President and President Elect Handbook 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