

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: VP Administration

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1. Purpose And Scope
 - a. To establish and maintain, documented information, on the responsibilities of the VP of Administration 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 co-responsible for taking minutes at every meeting and distributed to all BOD members within 72 hours after the completion of the meeting.
 - 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 & Publicity.
 - ii. Yearly
 1. Board of Director Roster
 - a. A completed roster will be completed and sent to Society one week before the start of the next program year.
 2. Chapter Calendar of Events
 - a. A calendar of events will be completed and distributed to all BOD members by the second week of the program year.
 - b. Meetings
 - i. Board of Directors
 1. 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.
 - ii. Transition and Strategic Planning Meetings
 1. 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.
 - iii. Professional Development Meetings / Seminars / Plant Tours
 1. It is expected that this position will attend the majority of PDM's throughout the year.
 - iv. Additional Responsibilities

1. Registration

- a. The VP of Administration will act as the registrar for all meetings. All registration should be handled through the chapter website.
- b. If there is a meal to be served, this position will be responsible for setting this up.
- c. The web site will need an event set up at least two week before this meeting. The VP of Administration is responsible for coordinating this with the VP of Communication and/or Webmaster.

c. Financial

i. Monthly

1. Report Expense monthly for all expenses incurred during the month.

ii. Yearly (These budgetary responsibilities are added to the president's budget)

1. Advise the president on your financial needs to support this position.

d. Chapter Benchmarking and Reporting (CBAR) Program

- i. 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.

e. Chapter Equipment and Office Products

- i. This position is responsible for any equipment and office product that they have that the Chapter owns.

f. Web Site Support

- i. This position is responsible for supporting the web site development and maintenance.

g. Important Dates

- i. Refer to the Chapter Timeline.

4. Detailed Job Description

a. Main Duties

- i. Attends all meetings of the Chapter BOD, unless otherwise excused.
- ii. Prepares and distributes the minutes of regular and special Chapter BOD meetings to BOD members and, if requested, to Chapter members (if not completed by the VP of Finance)
- iii. Maintains the log of actions assigned to BOD members in the execution of their offices (Action Log), if necessary and required, and an annual history of assigned actions.
- iv. Maintains general oversight of the chapter policies and procedures.
- v. Maintains general oversight of the interface between the Chapter, the Chapter BOD, and the administrative support service, if contracted.
- vi. Provides general oversight of Chapter administrative matters; e.g., the strategic plan, the Chapter by-laws, BOD roster(s), etc. This is in conjunction with the VP of Quality.
- vii. Provides advice and assistance concerning administrative matters to other BOD members and/or Chapter members to include assistance in preparation of policies and procedures, on request.

- viii. Performs other duties, as requested, time permitting, currently, preparation of the Chapter Strategic Plan, and maintenance of Chapter By-laws.
- ix. Represents the Chapter and/or BOD at APICS District and local activities, upon request.
- x. Provides administrative performance information in support of Chapter

b. 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.

c. 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).

d. 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. Taking and Publishing BOD Agenda & Minutes
- ii. Maintaining Chapter Electronic Master Forms
- iii. Managing Event Registration & Refreshments

b. Work Instructions

- i. Taking and Publishing BOD Agenda & Minutes
- ii. Refer to Previous Years BOD Agendas and Minutes for Format and Contents.

c. Maintaining Chapter Electronic Master Forms

- i. Keep a repository of all Chapter forms for both Historical purposes and for use by the current Board of Directors.

d. Managing Event Registration & Refreshments

- i. Work with the VP of Programs & Quality and VP of Education (Special Seminars) to handle event registration and to determine and arrange for the food and refreshments at events.

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