

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: VP Education**

**Document No: SOP0022\_VP Education**

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**Revised By: Board of Directors**

1. Purpose And Scope
  - a. To establish and maintain, documented information, on the responsibilities of the VP of Education 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 producing a brief report at each BOD meeting.
      2. Newsletter Articles
        - a. This position will be responsible for writing newsletter articles as requested by the VP of Communication.
    - 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.
    - c. Financials
      - 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.
- h. Educational Offering and Direction
  - i. The VP of Education will develop the yearly class schedule for the chapter. This schedule will include Certification Training Classes (CPIM & CSCP) and non-certification, APICS body of knowledge, training classes.
  - ii. The VP of Education will also oversee all Seminars and Conferences undertaken by the chapter. This position will work closely with the VP of Programs to coordinate a minimum of one Educational Seminar per year.
- i. Overseeing Chapter Instructors
  - i. The VP of Education will be responsible for overseeing all chapter instructors in accordance to APICS and chapter policy.

#### 4. Detailed Job Description

- a. Main Duties
  - i. Develop strategic plan for APICS Education offerings, including CPIM, CIRM and CSCP
  - ii. Develop list of potential instructors to deliver APICS Education offerings
  - iii. Deliver APICS education
  - iv. Attend professional networking events to represent APICS education
  - v. Write APICS SWMI newsletter articles regarding APICS education offerings
  - vi. Keep APICS BOD and members aware of related offerings in APICS education
  - vii. Develop and maintain budget to keep chapter profitable through APICS Education offerings
  - viii. Become APICS Education certified
  - ix. Promote APICS certification
  - x. Benchmark APICS education against other types of certification programs
- 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 Set

- 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 (9 per year) at 2 - 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. 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 Education Plan
- ii. Chapter Training Calendar
- iii. Chapter Instructors
- iv. Chapter Seminars
- v. Education Packets
- vi. Determining what we should be training

6. Work Instructions

a. Chapter Education Plan

- i. Refer to Education Handbook located at <http://www.apics.org/membership/volunteers/volunteertraining.htm>

b. Chapter Training Calendar

- i. Maintain the Chapter Training Calendar. Classes should be scheduled 6 – 12 months in advance even if location and/or instructor are not determined.

c. Chapter Instructors

- i. Maintain a team of qualified Chapter Instructors for all curriculums. Ensure that Instructor Bio's, credentials are updated and correct for publishing to our students.

d. Chapter Seminars and Workshops

- i. Create an Education committee to develop a yearly educational seminar. This group should create a standardized outline to be reusable each year.

e. Education Packets

- i. Maintain a supply of APICS Southwest Michigan Education Packets.
  - 1. These packets are given out at the first class of Certification run and to any new students along the way. They are also used as tools to promote APICS Education.
    - a. These packets are a combination of APICS supplied forms and .PDF and .DOC documents we print as needed.

- f. Determining what we should be training
  - i. Review all APICS available courses and determine which Certification, Workshops and Fundamentals courses we should be conducting. Create a plan to implement the decided upon training.

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