

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: VP Programs	Document No: SOP0025_ VP Programs
Original Issue Date: 12/28/05	Issued By: Board of Directors
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1. Purpose And Scope
 - a. To establish and maintain, documented information, on the responsibilities of the VP of Programs 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. 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.
- h. Company Coordinator Program
 - i. This position is responsible for overseeing the Chapter Company Coordinator Program. This responsibility includes holding an annual company coordinator meeting, identifying company coordinators in local companies and disseminating information to them for distribution, maintaining a company coordinator listing and documentation to support chapter's CBAR program.

4. Detailed Job Description

a. Main Duties

- i. The VP of Programs is responsible for securing the speaker(s) and entertainment for the professional development meetings, Top Management night, and other events planned by the chapter for the general chapter membership.
- ii. The VP of Programs will make an initial phone call and fill out the speaker contact form. On the form, all pertinent information about the speaker and expectations will be collected.
- iii. When a speaker is secured, the VP of Programs will send out a confirmation letter to the speaker within one week of a verbal commitment. All details for a contractually binding agreement must be made on the acceptance letter. The letter should, at a minimum, establish any monies expected to exchange, and the policy on expenses.
- iv. Yearly, the VP of Programs must submit a budget for programs to the BOD. Monthly, the VP of Programs & Quality will present performance-to-date figure to the board about the budget. Address and account for any variances.
- v. There are many groups and individuals willing to speak at chapter events for little or no fee. The VP of Programs may approve speaker fees of up to \$100.00. The budget must be pre-approved before approval is allowed. Any fee above \$100.00 must be approved by a majority of the BOD at one of the monthly meetings.
- vi. Before presenting a paid speaker to the BOD, the vice president of arrangements must secure all financial information from the chapter treasurer on the chapter's ability to pay.
- vii. The programs department will assist the speaker in arranging for transportation, both air and ground, hotel reservations, and other details.
- viii. The VP of Programs will provide a monthly update to the board about all programs for the chapter. This report will be presented on the master PDM meeting schedule.

- ix. The VP of Programs will ensure that PDM Evaluations are available at each PDM and will collect and consolidate this information for CBAR reporting.
- x. Attends all meetings of the Chapter BOD, unless otherwise excused.
- xi. Works closely with the VP of Administration to ensure compliance to APICS quality standards
- xii. Oversees the Company Coordinator Program

a. 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

b. 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)

c. 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. 5 to 10 hours additional per month depending on level of chapter activity (Special projects additional)

5. Work Instructions

a. Simplified Job Duties

- i. Monthly PDM's Speaker (Based on joint agreement)
- ii. Monthly PDM Evaluation
- iii. Special Events
- iv. Company Coordinator Program Management

b. Work Instructions

- i. Monthly PDM's Speaker (Based on joint agreement)
- ii. Secure Speakers for APICS only meetings and for APICS run "joint" meetings with other professional organizations.
- iii. You will be responsible for securing between 3 – 5 speakers per Program Year (September – May)
- iv. You will be responsible for having the speaker fill out the Speaker Information Master for publication in the newsletter and to forward this document to the VP of Communication for inclusion in the next newsletter.

1. Form

- a. Speaker Information Master
- v. Sources: Chamber of Commerce, Your Company, Member Companies, Etc...
- c. Monthly PDM Evaluation
 - i. You will be responsible for creating (Updating the standard form with the current month information) and printing copies to be distributed at each PDM.
 - ii. You will collect or arrange to have someone collect these evaluations at the end of each PDM.
 - iii. You will consolidate the results of the Evaluations (using the standardized worksheet) and forward the consolidated results (in the appropriate form) to the VP of Communication for inclusion in the next newsletter.
 - 1. Forms:
 - a. PDM Evaluation Master
 - b. PDM Consolidation Analysis Master (Saved for CBAR)
 - c. PDM Final Evaluation Master (to be sent to VP of Communication)
- d. Special Events
 - i. You will be responsible for aiding in any Special Event planning and securing the Speaker Information Master and the Special Event Evaluations as outlined above for Monthly PDM's.
- e. Company Coordinator Program Management
 - i. You will oversee the Company Coordinator Program.
 - 1. Refer to the APICS SWMI Quality Company Coordinators Program Outline.doc and APICS SWMI Quality Company Coordinators by Company.doc
 - 2. This program needs to be revitalized.

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