

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Webmaster

Document No: SOP0028_Webmaster

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 Webmaster 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 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. 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 any equipment and office product that they have that the Chapter owns.
- vi. Important Dates
 - 1. Refer to the Chapter Timeline..

4. Detailed Job Description

a. Main Duties

- i. Maintain the Chapter Website.
- ii. Interact with Web Merchant Services, Northern Merchant Services and iChapter to handle any website issues or upgrades.
- iii. Post profession and student resumes as received.

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.
- vi. Knowledge of iChapter.
- vii. Knowledge of Microsoft Expression Web 2.0

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

5. Work Instructions

a. Simplified Job Duties

- i. iChapter Maintenance

- ii. Static Website Maintenance
- b. Work Instructions
 - i. To be completed.

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