

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Company Coordinator

Document No: SOP0032_ Company Coordinator

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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 Company Coordinator position.
2. References
 - a. APICS - The Association of Operations Management
3. Areas of Responsibility
 - a. Volunteering & Member Education
 - b. Reports and Reporting: Directors are required to provide an oral or written report to the board of directors regarding any activities involving volunteering, chapter business or member education. Directors may reside on the board, but are not voting members of the board.
 - c. Volunteers will not be paid any compensation for services.
4. Detailed Job Description
 - a. Main Duties
 - i. Provide feedback to the VP of Communication regarding chapter performance and your company's educational needs
 - ii. Promote and distribute newsletters, seminar brochures, and other APICS literature to interested parties and key personnel
 - iii. Be a key source of information regarding APICS within your organization
 - iv. Coordinate registration within your company for Chapter activities and submit names, fees, and supporting information to the APICS chapter office, as required.
 - v. Volunteer support (based on individuals time and availability) to represent the Chapter at chapter sponsored events and to help membership with special projects.
 - vi. Mentor for new members
 - vii. Participate in (or lead) a focus group or market research group to help identify key areas needing improvement within the chapter or help implement new programs
 - viii. Member retention committee
 - ix. Donate promotional items from your company for APICS sponsored events
 - 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. Strategic Planning Meeting: 1 per year in July
 - ii. 2 – 4 hours per month depending on level of chapter activity (Special projects additional)

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