

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: BOD Term Limits**

**Document No: SOP0041\_ BOD Term Limits**

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1. Purpose And Scope
  - a. To establish and maintain information on the time limitations and expectations of all positions on the Board of Directors.
2. References
  - a. APICS - The Association of Operations Management
3. Board Term Limits on Positions
  - a. Office of the President
    - i. The office of the President is set up as a three-year commitment. The first year being the President Elect, the second year serving as President, and the third year serving as Past President. The president has the option of electing to serve the three-year commitment as President for a second term with the approval of the board. The fourth year would then be Past President or could be another VP position with the approval of the board. This decision is based upon the competency and desires of other board members to hold the position as President.
  - b. Office of the Vice President of Finance
    - i. The office of the VP of Finance can only be held for consecutive terms, based upon the competency of board members and their desire to serve in this capacity.
    - ii. No individual who may be allowed to hold both positions of the President and the VP of Finance at the same time without full consent of the BOD.

### 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 |