

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: BOD Meeting Locations

Document No: SOP0044_ BOD Meeting Locations

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 instructions for setting up meeting locations.
2. References
 - a. APICS - The Association of Operations Management
3. Notes
 - a. Professional Development Meetings (PDM)
 - i. In order for a location to be validated, it must meet the following specifications of competitive cost, cleanliness, easy access, ability to serve refreshments, free Wi-Fi access, audiovisual quality, safety and member preference.
 - ii. The Executive Committee has decision-making authority in the selection of locations that are to be used for educational purposes.

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