

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: BOD Strategic Planning & Transition Meeting

Document No: SOP0045_ : BOD Strategic Planning & Transition Meeting

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1. Purpose And Scope
 - a. To establish and maintain information on Strategic Planning and Transition Meeting.
2. References
 - a. APICS - The Association of Operations Management
3. Areas of Responsibility
 - a. Meeting
 - i. Reports and Reporting
 1. It is expected that all incoming and outgoing board members will attend the annual strategic planning and transition meeting
 2. Reports and binders that have been updated during the past year should be made available to the incoming board members.
 - ii. Chapter Benchmarking and Reporting (CBAR) Program
 1. This activity is an important part of the "Chapter Benchmarking and Reporting (CBAR) Program".

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