

ISM-CV Upper South Carolina Chapter
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Board Member Position Descriptions

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President

The President shall be the chief executive officer and the Chairperson of the Board of Directors and shall exercise general supervision over the interest and welfare of the Chapter. He/She shall perform all other duties ordinarily incident to the office of the President. He/She shall preside at all meetings of the Chapter and Board of Directors.

Within thirty (30) days after his/her election, he/she shall announce the appointment of the Chairpersons of the standing committees which are to function during his/her term of office. He/She shall also appoint such special committees, except the Nominating Committee, as may be deemed necessary or desirable by him/her or the Board of Directors.

In the event of the death, resignation, disqualification, or permanent inability of the President of the Chapter to act, the Board of Directors shall approve as successor the First Vice-President for the unexpired term; or in the case of his/her inability to succeed, the Second Vice-President; or in the case of his/her inability to succeed, the Treasurer; or in the case of his/her inability to succeed, the Secretary; and/ or in the case of his/her inability to succeed, the Board of Directors shall promptly elect a successor from the balance of its members for the unexpired term.

- Prepares Board Meeting Agenda
- Presides over Board Meeting (12x/year)
- Prepares Monthly Chapter Meeting Agenda
- Presides over Monthly Chapter Meeting (8x/year)
- Establishes years objectives/ Board Members
- Newsletter (10 - 12x/year)
 - President's Message
 - Compiles Newsletter
 - Transmits to Web Master
- Available to Chapter Membership for:
 - Information requests
 - Suggestions
 - Criticisms
- Attends President's Conference (Greensboro, NC) (1x/year)
- Submits letter to ISM-CV regional office for Pro-D funds (\$500.00)
- Attends Regional Meetings (if possible) (4x/year)
- Attends Chapter seminars - Welcome Statement (1x/year)
- Submits Quarterly Chapter Activity, either in person or faxed to Regional President (4x/year)
- Serves on Board as Past President
- Submits to Regional Office for C.P.M. Points Certificate for Board Members (in April)
- Compiles Board Member Budgets (as submitted)
- Helps compile annual Roster (non-member section)

First Vice President

In the absence of the President or in the event of his/her inability or refusal to act, the First Vice-President shall perform the duties of the President. He/She shall perform such other duties as from time to time shall be assigned to him/her by the President and/or the Board of Directors. The First Vice-President will also be responsible for the Program and Public Relations Committees and appoint the chairpersons of these committees.

Program:

- Solicit ideas for topics of interest for monthly meetings
- Contact speaker for each monthly meeting (7x/year)
- Introduce speaker at monthly meetings (7x/year)
- Prepare and distribute C.P.M. hourly certificates at each meeting (8x/year)
- Coordinate or Chair Supplier Night/Trade Show Committee

Public Relations:

- Coordinates announcements with Public Relations Chairperson

Second Vice President

In the absence of the First Vice-President or in the event of his/her inability or refusal to act, the Second Vice-President shall perform the duties of the First Vice-President. He/She shall perform such other duties as from time to time shall be assigned to him/her by the President and/or the Board of Directors. The Second Vice-President will also be responsible for the Membership and Attendance Committees and appoint the chairpersons of these committees.

Membership:

- Maintains membership list provided by NAPM-CV
- Determines the accuracy of the list
- Coordinates with the Web Master for Faxing/E-mailing of meeting reminders
- Compiles Chapter Welcome Folder

Attendance:

- Forms a committee to help with registration of membership at each monthly meeting
- Have greeters and provide name tags
- Coordinates with membership the list of attending members

Treasurer

In the Event of the Second Vice-President or in the event of his/her inability or refusal to act, the Treasurer shall perform the duties of the Second Vice-President. He/She shall be custodian of all monies and other financial assets belonging to this Chapter. The Treasurer shall be responsible for correct accounting of all money and financial assets and all bills, orders, claims and demands, and approve all disbursements authorized directly or indirectly by the Board of Directors. He/She shall give bond for the performance of his/her duties in such amount and with such surety as the Board of Directors may require. The premium of such bond to be paid by this Chapter.

He/She shall render a true, complete, and signed report of the financial condition of this Chapter at the Annual Meeting and to the Board of Directors whenever requested. He/She shall see that all books and accounts shall be open at all times to inspection by any member of the Board of Directors, and to any auditing committee appointed by the Board of Directors.

He/She shall deliver over to his/her successor in the office all monies, books, documents, and any other property belonging to this Chapter in his/her possession or for which he/she may be accountable.

1. Maintain Checking and Money Market (Savings) Accounts.
 - a. Upon being assigned the Treasurer's position, get signature card signed and return to Chapter selected Bank.
 - b. Contact Bank to change address if/when new Post Office Box is opened.
2. Report Financial Status at Board of Directors Meeting each month.
 - a. Current format may be utilized on diskette provided or may develop new format.
 - b. Annual Report should be prepared and provided at the Board of Directors meeting following the last Chapter meeting of the fiscal year, preferably in July.
3. Check Post Office Box weekly.
 - a. If closing an old Post Office Box, be certain to receive any refunds due the Chapter for unused rental or key deposits.
4. Collect funds received at the monthly dinner meetings for Chapter.
 - a. Pay the Hotel
 - b. Make the deposit on the next business day (if possible).
 - c. Be certain that the funds received for the Chapter meetings agree with the total attendance provided by the Vice President, Membership at the meeting.
5. Other Income and Expenses
 - a. Process receipts and payments for Chapter seminars for C.P.M. reviews.
 - b. Deposit all other income, such as, dues and membership funds received.
 - c. Maintain records of scholarship funds collected through 50/50 drawing.
 - d. Pay out scholarship funds as designated.
 - e. Pay all Board approved and verifiable expenses as they occur.
 - f. Reconcile expenses against budgets, where provided, to be used in monthly and annual reports.
 - g. Verify PayPal account

Secretary

In the absence of the Treasurer or in the event of his/her inability or refusal to act, the Secretary shall perform the duties of the Treasurer. The Secretary shall attend and keep a suitable record in permanent form of the proceedings of all meetings of this Chapter, and of the Board of Directors and Executive Committee, and shall perform such other duties as may be assigned.

- Maintain a file for all Board Meeting minutes
- Present previous Board Meeting minutes at each monthly meeting
- Maintain a file for all Chapter Meeting minutes

Professional Development

To establish an environment that is conducive to networking and education for all attending and interested association members.

- Solicit suggestions and ideas for seminars
- Contact potential seminar speakers
- Set-up and coordinate seminar
- Prepares survey for monthly meetings
 - Compiles results and review results at each Board meeting
- Prepare annual survey (May meeting)
 - Compiles results and presents to Board at May meeting
 - Locate and establish meeting location

Public Relations

To promote the Upper South Carolina Chapter to the business community by utilizing different media for advertising:

- Board member installation
- Regular meeting dates
- Seminars
- Special events

The following are only some suggestions for promoting the Chapter to Business Leaders and Purchasing colleagues.

- Local Newspapers
- Local Radio Stations
- Local Television Stations
- ISM-CV Southern Purchasor
- Web Site

Employment Services

Updated: October, 2000

- Will work to provide an avenue for ISM-CV Upper South Carolina members to secure fulfilling employment within a company that satisfies their needs and requirements.
- Maintain a current listing of open jobs.
- Provide information about employment recruiters.
- Maintain an active resume folder for current members of the Chapter as requested.
- Counsel members in the avenues to promote themselves to companies in need of their skills.

Technical

Updated: October, 2000

- Will work to provide an avenue for Purchasing Professionals to obtain information about the ISM,
- ISM-CV and the Upper South Carolina Chapter ISM-CV.
- Maintain Upper South Carolina Web Site.
- Increase Chapter exposure by utilizing Web Services and events
- Advance the Professionalism of the Purchasing Profession through our Internet presence.

Past President

At the end of each operational year, normally May, the President will step down and assumes the Past President position. This position is a non-voting, advisory position based on their experience gained during the past twelve (12) months of service to the Chapter. This individual should continue to set the example of Chapter membership, attendance, professionalism, education, and participation.

1. Upon leaving the office of President, the following should be provided to the new President:
 - Newsletter format and criteria
 - C. P. M. Hours Certificate
 - Board Meeting and Chapter Meeting Agenda's
 - Business Card Drawing Certificate
 - Educational Gift Certificate
 - Comparative Attendance Spreadsheet
 - Robert's Rules of Order Matrix
 - Board Member Position Descriptions
 - Any other documentation created during term
2. Attend Board Meetings
 - Guidance to current President
 - Robert's Rules of Order interpretation
 - Demonstrate cooperative atmosphere
 - Provide information on past procedures as necessary
 - Assist with different committees as necessary
3. Attend Monthly Chapter Meetings
 - Assist President with meeting set-up
 - Advise on agenda items
 - Provide continuity support during transition period
4. Miscellaneous
 - Update for specific activities
 - Start search for new Board Members
 - Start recommendations for Chapter Awards
 - Welcome membership at Chapter meetings
 - Act as conduit between membership and Board of Directors
5. Committees
 - Search Committee meeting location
 - Search Committee new Board members
 - T.O.P.P. & William C. Erwin Award Nominations Committee
6. Recommendations
 - Chapter Meeting and Seminar topics and/or speakers
 - Trade Show procedures
 - Trade Show vendors