# Chapter President

**Assumes position through:** Election by Membership

**Term of Office:** One (1) year

**Type:** Voting position (officer)

**Reports to:** Board of Directors

**Average Time Commitment:** 8-10 hours per week

**Requirements:** Active ISM member and employed (or recently retired) as a supply management practitioner. Recently retired is defined within three years of term start date.

**Attendance Requirements:** The President must attend most board meetings and chapter events. Committee meetings are optional, unless specifically requested.

## Scope of Responsibility:

The President shall be Chief Executive Officer and Chair of the Board of Directors and shall exercise general supervision over chapter affairs. He or she shall preside at all membership and Board of Directors meetings and serve as a member, ex officio, of all committees with the exception of the Nominating Committee.

The President shall also delegate tasks to other officers, directors and committee members to ensure transition of knowledge and should actively participate in strategic planning and succession planning for the chapter.

At the end of his or her term, when his/her successor has been elected and installed, the President shall assume the position of Immediate Past President for a term of one year.

## Specific Duties:

* Review the association bylaws at the beginning of your term. Make updates as needed and submit to Institute for Supply Management® (ISM®) for review/approval.
* Transition business and financial dealings to new board (update signature cards, mailing addresses w/ banks and insurance companies, update officer names & information w/ ISM etc.), as appropriate.
* Work with chapter secretary regarding meeting agendas and treasurer regarding financial reports.
* Review chapter job descriptions at the end of your term with the incoming President and modify as needed with Board approval.
* Participate in leadership training provided by ISM.

# Volunteer Position: Vice President

**Assumes position through:** Election by Membership

**Term of Office:** One (1) year

**Type:** Voting position (officer)

**Reports to:** President & membership as represented by the Board of Directors

**Average Time Commitment:** 8-10 hours per week

**Requirements:** Active ISM member and employed (or recently retired) as a supply management practitioner. Recently retired is defined within three years of term start date.

**Attendance Requirements:** The Vice President must attend most board meetings and chapter events. Committee meetings are optional, unless specifically requested.

## Scope of Responsibility:

The Vice President will assist the President in carrying out the objectives of the chapter and acts for, and on behalf of, the President in the event of his or her inability to act due to illness, absence or any other cause.

In the case of resignation of the President, the Vice President shall automatically become President for the unexpired term.

At the end of his or her term it is generally expected that the Vice President will run for the office of President in the elections for the next year.

## Specific Duties:

* Review the chapter Bylaws at the beginning of your term with the Executive Committee. Make updates as needed.
* Assist in transition business and financial dealings to new board (update signature cards, mailing addresses w/ banks and insurance companies, update officer names & information w/ ISM etc.).
* Help set a calendar of events and deadlines for chapter business and programs with input from other officers and committee chairs.
* Make recommendations to the President for the volunteers to chair and staff the standing and special committees.
* Review chapter job descriptions at the end of your term with the incoming Vice President and modify as needed with Board approval.
* Budget permitting, the Vice President may be asked to attend the ISM Annual Conference if he/she is elected as the next President.
* Determine and present a recognition award for the outgoing President.

## Participation with Committees:

**Executive Committee**- The Vice President is a member of this committee and performs the duties asked by the President and the Board of Directors.

**Finance Committee**- The Vice President is a member of the Finance Committee which may meet up to three (3) times or more per year to perform the following tasks:

* Review of Income Tax Filing by end of August
* Audit of the affiliate books in the early Spring
* Budget planning session for next program year

# Volunteer Position: Volunteer Committee Chair

**Assumes position through:** President Appointment and approved by Board of Directors

**Term of Office:** One (1) year

**Type:** [Same as other Committee Chairs] **Reports to:** [Same as other Committee Chairs] **Average Time Commitment:** 1 hour a week

**Requirements:** current Regular membership status

**Attendance Requirements:** [Same as other Committee Chairs]

## Scope of Responsibility:

The Volunteer Committee is responsible for establishing the organization’s volunteer needs and to place volunteers in those job functions.

## Specific Duties:

* Ask the Officers, Directors, and Committee Chairs what help is needed
* Ask members in what capacity they would like to volunteer
* Follow up with members who indicate their interest in volunteering
* Match volunteering needs with the appropriate volunteers

**Volunteer Position: Secretary**

**Assumes position through:** Election by Membership

**Term of Office:** One (1) year

**Type:** Voting position (officer)

**Reports to:** President & membership as represented by the Board of Directors

**Average Time Commitment:** 2-4 hours per week

**Requirements:** Active ISM member and employed (or recently retired) as a supply management practitioner. Recently retired is defined within three years of term start date.

**Attendance Requirements:** The Secretary must attend most board meetings and chapter events. Committee meetings are optional, unless specifically requested.

## Scope of Responsibility:

The Secretary is the recording officer of the chapter and is the custodian of its records except for those assigned to other officers, such as the treasurer’s books. The Secretary maintains all chapter corporate records, publishes all notices required by the Bylaws or the law concerning any meeting or any other matter applicable to the affiliate. The Secretary shall also perform duties as they are assigned to him or her by the President or Board of Directors.

## Specific Duties:

* Review the chapter bylaws at the beginning of your term, suggesting updates as needed.
* Help set a calendar of events and deadlines for chapter business and programs with input from other officers and committee chairs.
* Review affiliate job descriptions at the end of your term with the incoming Secretary and modify as needed with Board approval.
* Keep a record of all of the proceedings of the chapter at meetings (a.k.a. minutes).
* Keep on file a record of all committee reports presented at meetings.
* Call roll and verify if quorum for voting has been met at the beginning of each board meeting.
* Work with the President and Vice President to create and maintain a list of all existing committees and their members.
* Maintain a record book that contains a copy of the current Bylaws and past meeting minutes to be used as a reference.

# Volunteer Position: Treasurer

**Assumes position through:** Election by Membership

**Term of Office:** Two (2) year

**Type:** Voting position (officer)

**Reports to:** President & membership as represented by the Board of Directors

**Average Time Commitment:** 8-10 hours per week

**Requirements:** Active ISM member and employed (or recently retired) as a supply management practitioner. Recently retired is defined within three years of term start date.

**Attendance Requirements:** The Treasurer must attend most board meetings, chapter events and finance committee meetings.

## Scope of Responsibility:

The Treasurer is the officer entrusted with the collection, safekeeping and disbursements of chapter funds. The Treasurer position is critical to the success of the chapter and requires excellent organizational skills, accuracy, attention to detail and an understanding of accounting principles and good customer service skills. The Treasurer will be involved to some degree with most aspects of the chapter’s business, committees, board members, suppliers and outside customers. It is also the position that poses the most risk to the chapter if the job is not completed in a timely manner or with accuracy. For that reason, it is suggested that the Treasurer should be bonded for a sum sufficient to protect the chapter from loss at the expense of the chapter.

## Specific Duties:

* Review chapter job descriptions at the end of your term with the incoming Treasurer and modify as needed with Board approval. Deliver to successor all books, records, documents and other property of the association.
* Prepare financial reports for review at every board meeting.
* Prepare information for the annual tax filing with the IRS and present to the Finance Committee for approval and signature of the President.
* Endorse all checks and make regular deposits of checks received to the chapter’s bank account
* Issue receipts for payments received as requested.
* Cut and sign all checks and promptly pay any invoices due.
* Review all bank statements, tax return information, insurance information
* Record all transactions in Quickbooks and reconcile monthly.
* Maintain sufficient paper files of all transactions to meet tax and audit requirements and to allow you to look up past information if questioned.
* Schedule and lead the meetings for the Finance Committee
* Work closely with the Membership Chair on a monthly basis to ensure accurate reporting of memberships.
* Create the chapter budget for the upcoming year with the help of the Finance Committee and present to the Board of Directors for review.