

ADVISORY CHAIR
INSTITUTE FOR SUPPLY MANAGEMENT (ISM)
SOUTHWEST FORUM

REPORTS TO: Forum Chair

TERM: 2 YEAR - Elected

MEMBER OF BOARD OF DIRECTORS

Requirement of Position:

Past Chair of Southwest Forum
5 years ISM membership
CPSM, CPSD, C.P.M. or A.P.P. Certification Desired
Officer, Chair or Co-Chair at the affiliate or forum level for a minimum of three years
Attendance at Conference and Business Meetings is required
Knowledge of ISM Bylaws
Knowledge of Rules of Management
Knowledge of Parliamentary Procedures

Responsibilities:

Serves on Executive Committee and Board of Directors
Advisor to Forum Chair
Assists with Strategic Planning
Awards and Recognitions for the Forum
ISM Groups and Forum Awards
Assists chair with conference activities
Assists chair and Events Team with conference site selection
Works with Affiliates garnering support
Assists chair with Social Media Support
Works with Marketing and Education

Revised 06/08/2015