

CHAIR

INSTITUTE FOR SUPPLY MANAGEMENT (ISM) SOUTHWEST FORUM

Term: 2 Year - Elected as Vice Chair/Chair Elect and assumes Chair position at the end of the 2-Year Chair Elect term.

Member of Board of Directors

Requirements of Position:

Past Chair Elect of The 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
(prior to being Chair-Elect)

Attendance at Conference and Business Meetings is required

Knowledge of ISM Bylaws

Knowledge of Rules of Management

Knowledge of Parliamentary Procedures

The chair of the Forum must be a dues-paying active member, full time academic, or lifetime.

Responsibilities:

Responsible to the membership for the administration of all affairs of the Southwest Forum (SWF) under its Rules of Management.

Provides leadership and direction to develop and advance the goals and aims of the Forum in accordance with their Rules of Management.

Leads the activities of the Executive Committee and the Board of Directors.

Prepares notices, agendas and presides over the Annual Meeting of the Board of Directors and Forum Members.

Prepares Strategic Business Plan and Budget for submittal to the Forum Executive Committee and ISM.

Act as liaison with ISM on all matters pertaining to the Forum.

Appoints Nominating Committee for Election of Officers as provided in the Rules of Management.

Appoints major committee chairs, with approval of the Executive Committee.

Other duties as described in the Rules of Management.

Acts in the capacity of "Conference Leader" for the annual conferences.

Provides guidance and leadership to the Southwest Supply Management Conference Committee.

Invites ISM dignitaries to the Conference.

Ensures the preparation of the yearly submission for ISM Groups and Forum award by the Executive Team

Ensures that additional educational presentations (1/2 day and full day seminars) are conducted by the Forum throughout the year.

Works with other ISM Group/Forum membership through their respective Chairs to promote awareness of the Conference as an educational opportunity for their membership.

Prepares ISM Service Awards for Board of Directors.

Revised 06/08/2015

