

CONFERENCE SUPPORT CHAIR
INSTITUTE FOR SUPPLY MANAGEMENT (ISM)
SOUTHWEST FORUM

Reports to: Forum Chair

Term: 2 Years - Appointed Position

Member of Board of Directors

Requirements of Position:

- 5 Years ISM Membership
- CPSM, CPSD, C.P.M. or A.P.P. Certification desired
- Attendance at Conference and Business Meetings is required
- Past Leadership Role in the Conference is preferred
- Knowledge of ISM Bylaws
- Knowledge of Forum Rules of Management

Responsibilities:

- Serves on the Executive Committee and Board of Directors
- Update and Maintain the Southwest Supply Management Conference Task Timeline
- Work with the Chair and Vice Chair in preparation for the conference
- Oversees the activities of the Conference Committees.

Assists Forum Chair on other duties needed to support the Forum and the Conference

Revised 06/08/2015