

EDUCATION CHAIR
INSTITUTE FOR SUPPLY MANAGEMENT (ISM)
SOUTHWEST FORUM

Reports to: Forum Chair

Term: 2 year - elected

Member of Board of Directors

Requirements of Position:

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 ISM CEH policies and procedures

Responsibilities:

Serves on the Executive Committee and the Board of Directors
Assumes other duties as assigned by Forum Chair
Chairs the SWSMC Education committee which is responsible for the following:
Plans the pre-conference seminar(s) topics and speakers for the annual conference
Arranges keynote and workshop track session speakers for the conference
Coordinates accommodations for lodging, travel, and expenses of speakers
Works with SWF Executive Team to develop the Annual conference theme and Track titles
Works with Event Team to make sure arrangements are made for audio-visual equipment
Works with Registration for signs and other needs for speakers and presenters
Works with Volunteer coordinator to ensure room monitors and handouts are distributed
Works with ISM to have conference track sessions and pre-conference seminars approved for CEH hours
Coordinates CPSM, CPSD, testing and review programs as applicable
Assists with Seminar programs for SWF sponsorship other than those during SWSMC
Supplies speaker bios and photos along with track session workshop summaries, pre-conference seminar brochure copy, and keynote speakers information to ISM for printing

Revised 06/08/2015