



JOB  
DESCRIPTION  
EFF: 6/15/07  
REV:

## **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/NAPM Membership
- C.P.M. or A.P.P. Certification Required
- 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 Council Meetings is required
- Knowledge of ISM Bylaws
- Knowledge of Rules of Management
- Knowledge of Parliamentary Procedures
- Written commitment from employer to support the required activities and absences.

#### **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, the Board of Directors, and the SWF Council.
- Prepares notices, agendas and presides over the Annual Meeting of the Board of Directors and Council of the Forum
- Responsible as Liaison with the Forum affiliate Representatives
- Prepares Strategic Business Plan and Budget for submittal to the Forum Council and ISM
- Acts 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



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- Awards and Recognition
- Appoint major committee chairs not specified in the Rules of Management.
- Other duties as described in the Rules of Management.
- Provides guidance and leadership to the Conference Chair as requested and/or required:
  - Invites ISM dignitaries to the Conference
  - 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 5/1/07