



JOB
DESCRIPTION
EFF: 6/15/07
REV:

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

Reports to: Forum Chair

Term: 2 Years – Appointed Position

Requirements of Position:

- 5 Years NAPM/ISM Membership
- C.P.M. or A.P.P. Certification Desired
- Attendance at Forum Council Meetings is required. .
- Attendance at Conference Meetings is required.
- Past Leadership Role in the Conference is preferred.
- Knowledge of ISM Bylaws
- Knowledge of Forum Rules of Management
- Written commitment from employer to support the required activities and absences.
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Responsibilities:

- Update and Maintain the Southwest Supply Management Conference Procedures
- Appoint members of the Conference Committee to be approved by the Executive Board.
- Working with the Chair, assist in preparing the proposed Conference budget for submittal to the Forum Council for approval.
- Oversee the activities of the Conference Committees in accordance with the procedures approved by the Forum as described in the Conference Manual
- Serves on the Executive Committee and the Board of Directors
- Works with Forum Board, Council and Conference Committee to establish:
 - . Conference Sites
 - . Conference Site Liaisons
 - . Host Hotel and Rates
 - . Approval of Hotel Contracts



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- . Conference Schedules
- . Conference Budgets and Fees
- Other duties as assigned by the Forum Chair
- Other duties as described in the Rules of Management, the Strategic Business Plan and the Conference Manual.