



JOB  
DESCRIPTION  
EFF: 6/15/07  
REV:

**JOB DESCRIPTION  
EDUCATION CHAIR**

INSTITUTE FOR SUPPLY MANAGEMENT (ISM)  
SOUTHWEST FORUM

**Reports to: Conference Chair**

**Term: 2 Year – Appointed**

**Member of the Board of Directors**

**Requirements of Position:**

- 5 Years NAPM/ISM Membership
- C.P.M. or A.P.P. Certification Desired
- Officer, Chair or Co-Chair at the affiliate level for a minimum of Three Years.
- Attendance at SWPC Meetings is required and Council Meetings is required.
- Knowledge of ISM Bylaws
- Knowledge of ISM CEH policies & procedures
- Recommended written commitment from employer to support the required activities and absences.
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**Responsibilities:**

- Prepares budget and submits to the Chair
- Serves on the Executive Committee and the Board of Directors
- Other duties as assigned by Forum Chair.
- Other duties as described in the Rules of Management, the Strategic Business Plan and the SWPC Manual.
- Chairs the SWPC Education committee which is responsible for the following:
  - Plans the pre-seminar(s) topics and speakers for the annual Conference
  - Arranges keynote and workshop speakers for the Conference
  - Coordinates accommodations for lodging, travel, and expenses of speakers.



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### **Education Chair (Continued)**

- Works with Facilities to make sure arrangements are made for audio-visual equipment, signs and other needs for speakers and presenters
- Works with the Volunteer coordinator to make sure arrangements are made for room monitors to introduce speakers and distribute review forms
- Works with ISM to have the conference and pre-conference seminars approved for CEH hours.
- Coordinates C.P.M./A.P.P. testing and review programs as applicable.
- Supplies speaker bios and photos along with workshop summaries, and keynote speakers information to the Marketing Chair for printing in the Conference registration packet