



JOB  
DESCRIPTION  
EFF: 6/15/07  
REV:

**JOB DESCRIPTION  
VICE CHAIR/CHAIR ELECT**

**INSTITUTE FOR SUPPLY MANAGEMENT  
SOUTHWEST FORUM**

**Reports to: Forum Chair**

**Term: 2 Year – Elected**

**Member of Board of Directors**

**Requirements of Position:**

- 5 Years NAPM/ISM Membership
- C.P.M. or A.P.P. Certification Required
- Officer, Chair or Co-Chair at the Forum level for a minimum of Three Years.
- Attendance at Council Meetings is required.
- Knowledge of ISM Bylaws
- Knowledge of Rules of Management
- Knowledge of Parliamentary Procedure
- Written commitment from employer to support the required activities and absences.

**Responsibilities:**

- Assist the Chair in providing leadership and direction to further the goals and aims of the Southwest Form in accordance with the Rules of Management.
- In the absence of the Chair, assumes normal responsibilities of the Chair.
- Serves on the Executive Committee and the Board of Directors
- Shall act as Procedures Chair/Parliamentarian
- Reviews and revises Rules of Management
- Prepares and Maintains job descriptions for the elected and appointed Board of Directors
- Taking and Distribution of Meeting Minutes



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