

SECRETARY

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

Reports to: Forum Chair

Term: 2 Year - Elected

Member of Board of Directors

Requirements of Position:

- 5 year 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 Rules of Management
- Knowledge of Parliamentary Procedures

Responsibilities:

- Serves on Executive Committee and Board of Directors
- Works with ISM and sends out meeting notices
- Prepares minutes of all meetings of the Southwest Forum and Conference
- Works with Education Chair, Marketing Chair and assists in workroom at conferences
- Assists Forum Chair on other duties needed to support the Forum and the Conference

Revised 06/08/2015