

JOB DESCRIPTION  
SECRETARY/TREASURER CHAIR

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

CPSM, C.P.M., or A.P.P. Certification Required

Officer, Chair or Co-Chair at affiliate or forum level for a minimum of three years

Attendance at council meetings is required

Knowledge of parliamentary Procedures

Written Commitment from employer to support the required activities and absences.

Responsibilities:

Preparation of the budget with oversight of the Chair

Present financial updates provided by ISM on a periodic basis

Take notes of all scheduled and special meetings and distribute to executive team

Maintain and publish job descriptions as directed by chair and approved by Executive Committee

Other duties as assigned by chair