

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

**Reports to: Forum Chair**

**Term: 2 Year - Elected**

**Member of Board of Directors**

**Requirements of Position:**

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 the Executive Committee and the Board of Directors

Preparation of the budget with oversight of the Chair and Executive Board

Presents financial updates provided by ISM on a periodic basis to Board of Directors

Prepares overall financial statement to present at Business Meeting at Conference

Works with Forum Chair on the Strategic Plan for the Forum

Works with the ISM Events Team on Hotel and Seminar contracts for the Forum.

Assists Forum Chair on other duties needed to support the Forum and the Conference

Revised 06/08/2015