

VICE CHAIR/CHAIR ELECT

INSTITUTE FOR SUPPLY MANAGEMENT (ISM)
SOUTHWEST FORUM

Reports to: Forum Chair

Term: 2 year - elected

Member of Board of Directors

Requirements of Position:

- 5 years 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:

- Assist the Chair in providing leadership and direction to further the goals and aims of the Southwest Forum 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 and organizational chart.
- Prepares and maintains job descriptions for the elected and appointed Board of Directors.
- Updates and maintains Southwest Supply Management Conference Operating Manual.
- Performs assigned functions and oversight for defined activities in support of annual conference.

Revised 06/08/2015