



Advancing Productivity, Innovation, and Competitive Success

Granite State Chapter

Board of Directors

Job Descriptions



October 8, 2009

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President

The president of the APICS Granite State Chapter is the chapter leader. To carry out the duties, the president will provide leadership and guidance to the chapter board of directors (BOD). The president's duties are to keep the board on track and to meet the goals and objectives in the strategic and marketing plans.

Duties

- ❖ Facilitates the positioning of the Chapter with Officers and members
- ❖ Recruits and oversees the appointment of Board members
- ❖ Ensures Officer elections are held as necessary
- ❖ Plans the transition of officers
- ❖ Conducts yearly Transition Meeting to exchange information from outgoing to incoming Board members
- ❖ Ensures Chapter compliance with all local, state & federal laws
- ❖ Ensures the establishment of a Marketing Plan and Strategic Plan with annual goals
- ❖ Administers the By-Laws
- ❖ Ensures appropriate policy is clearly established
- ❖ Ensures an annual budget is prepared
- ❖ Conducts routine Board Meetings and maintains a list of action items
- ❖ Conducts regular Professional Development Meetings & Plant Tours
- ❖ Ensures an annual audit of financial matters is conducted
- ❖ Executes contracts on the part of the Granite State Chapter
- ❖ Establishes relationships with APICS NE District & Association key personnel
- ❖ Removes Board members when deemed necessary
- ❖ Leads participation in the annual CMS/C-BAR Chapter Management Program

Recording Secretary / Treasurer

Typical Duties (Secretary)

- ❖ Participates in Board and PDM meetings
- ❖ Writes and publishes chapter board meeting minutes
- ❖ Be familiar with all organizational/chapter documents and recent Board meeting minutes
- ❖ Maintains and stores original copies of all official chapter documents: such as, bylaws, board meeting minutes, certificates of insurance, marketing plan, strategic plan, and state incorporation document
- ❖ Maintains all books and records for the chapter, including historical archive
- ❖ Assists with preparations of, as needed, and participates in PDM meetings
- ❖ Endeavors to assist other board members when needed
- ❖ Assists in defining, refining and achieving chapter goals
- ❖ Assists in recruiting chapter officers and members

Typical Duties (Treasurer)

- ❖ Ensures compliance with local, state and federal tax laws
- ❖ Prepares and files year-end state (if needed) and federal tax forms (990)
- ❖ Prepares certification class and seminar invoices and 1099 form for instructors
- ❖ Files proper documents to maintain chapter's tax exempt non-profit status with the state of NH
- ❖ Prepares and maintains yearly chapter budget and provides monthly performance to budget reports
- ❖ Calculates chapter cash flow projections
- ❖ Manages budget for "planned" vs "actual" on a monthly basis; analyzes differences; and makes future recommendations
- ❖ Collects and balances meeting and seminar receipts and deposits into chapter account

- ❖ Maintains checking account
- ❖ Ensures chapter liability insurance is up to date
- ❖ Reimburses board members for approved / reasonable chapter expenses
- ❖ Prepares year-end balance sheet
- ❖ Assists in defining, refining and achieving chapter goals.
- ❖ Ensures that a financial audit is performed yearly
- ❖ Ensures the yearly preparation of a Letter of Assertion
- ❖ Assists other board members, when needed

VP of Programs

Typical Duties

- ❖ Develops yearly meeting schedule
- ❖ Facilitates discussions with the Board for suggested Professional Development Meeting themes and subjects and plant tours
- ❖ Solicits speakers to present to the chapter membership and solicits companies for plant tours
- ❖ Confirms, schedules, and coordinates speakers and their presentation requirements
- ❖ Confirms plant tours and facilities' requirements
- ❖ Schedules and coordinates meeting facilities, food, and acts as primary contact
- ❖ Solicits and maintains speaker evaluations
- ❖ Participates in monthly Board meetings
- ❖ Submits program budget requirements during annual budget process
- ❖ Assists in defining, refining and achieving chapter goals
- ❖ Assists other board members, when needed

VP of Membership

Typical Duties

- ❖ Maintains an up-to-date membership roster using the APICS excel database reports
- ❖ Attends chapter board meetings and provides a monthly membership report detailing membership growth for use in C-BAR, website, and/or “newsletter”
- ❖ Issues "Welcome to the Granite State Chapter” email to all new chapter members; adds to the email distribution list; and issues membership certificates to the new members with cover letters
- ❖ Issues "Congratulations" emails to members receiving their CPIM, CFPIM, or CSCP certification
- ❖ Documents Chapter PDM meeting attendance
- ❖ Assists in maintaining Chapter membership MS Access database (SAMCA)
- ❖ Establishes annual goals for membership growth
- ❖ Maintains an accurate listing of potential members and their contact information
- ❖ Develops a membership recruitment plan
- ❖ Contacts members who did not renew to determine underlying causes and incorporates data into recruitment/retention plan to mitigate future losses
- ❖ Establishes relationships with other NE District APICS Chapter Membership Directors
- ❖ Establishes relationships with APICS Association key personnel
- ❖ Informs headquarters of any changes affecting membership records (address, phone number, e-mail, company, and so forth).
- ❖ Resolves issues concerning membership records or membership processing at a member's request
- ❖ Greets guests and new members at all chapter functions
- ❖ Prepares and obtains approval for an operating budget for membership activities
- ❖ Issues pins with cover letters for the membership anniversary of 5, 10, 15, and 20 years??

VP of Marketing

Typical Duties

- ❖ Develops and maintains marketing plan and strategic plan documents
- ❖ Determines market segments and niche services for local area
- ❖ Determines resource requirements and provides input to chapter budget and strategic planning processes
- ❖ Analyzes effectiveness of marketing plan and develops methods for building local awareness
- ❖ Stays current with free promotional materials available from APICS Headquarters
- ❖ Coordinates sales presentations to potential customers
- ❖ Researches advertising or publicity methods and approves copy and formats
- ❖ Creates and submits timely advertisement submissions for newsletter and website publicity
- ❖ Presents marketing plan at transition meeting
- ❖ Communicates closely with vice presidents of education, membership, and programs to integrate marketing/advertising efforts
- ❖ Participates in the development and presentation of chapter “communication” vehicles, for example, newsletters, website, and contact with local media groups.
- ❖ Participates in Board of Directors and PDM meetings
- ❖ Ensures APICS and chapter relevant materials are displayed at chapter meetings
- ❖ Works with Board to prepare C-BAR submission
- ❖ Assists in recruiting members
- ❖ Creates or participates in the creation of APICS GSC messaging and branding

VP of Education

Typical Duties

- ❖ Promotes mentoring of members interested in learning more about APICS Body of Knowledge
- ❖ Acts as point of contact for all education and certification questions
- ❖ Updates chapter board on changes to APICS certification program
- ❖ Suggests and coordinates educational events for the chapter members, such as, seminars, workshops, and study groups
- ❖ Participates in board meetings
- ❖ Participates in PDMs
- ❖ Assists in defining, refining and achieving chapter goals
- ❖ Endeavors to assist other board members when needed
- ❖ Assists in recruiting chapter officers and members
- ❖ Prepares and submits an annual budget to the chapter treasurer
- ❖ Ensures chapter follows APICS guidelines for qualified instructors
- ❖ Coordinates certification classes/events with partnered providers, such as, Great Bay Community College
- ❖ Obtains books from APICS for partnered providers based on local agreements

Director of Facilities

Typical Duties

- ❖ Makes arrangements for PDM room and food
- ❖ Makes facilities arrangements for educational events such as seminars and workshops
- ❖ Assists the Treasurer to meet and greet PDM attendees and to collect event fees
- ❖ Coordinates Board meeting location and details
- ❖ Reserves restaurant for annual transition meeting
- ❖ Selects menus for chapter events within budget constraints
- ❖ Distributes PDM evaluation forms to every attendee
- ❖ Summarizes results of evaluations and reports at every BOD meeting
- ❖ Provides input to chapter budget and strategic planning processes
- ❖ Presents event arrangements report at every BOD meeting
- ❖ Ensures that greeters have a registration list/list of attendees for every event
- ❖ Books caterers or makes arrangements for food for plant tours if necessary
- ❖ Creates, adheres to, and monitors financial budget for arrangements