



**POLICY NUMBER: 02-001 REV NUMBER: F**  
**POLICY TITLE: General Administrative Policy**  
**DATE: 15 October 2005**

1. PURPOSE

The purpose of this policy is to delineate the functions exercised by the VP-Administration (VP-Admin) of the APICS Phoenix Chapter. This policy provides an overview of the Chapter administrative function; for specifics concerning the performance of some of these functions, please see Policy 02-002.

2. PHILOSOPHY

This policy should ease the transition between VPs-Admin from BOD year to BOD year. As with any policy or procedure, this policy is only as useful as its revision status allows; that is, it must accurately reflect the functions performed by the VP-Admin and other volunteers currently working within that function and/or individuals from other functional areas working within the administrative area.

3. SCOPE

This policy pertains to the VP-Admin function and any directors and/or sub-committees appointed by the VP-Admin. Further, it provides other members of the Chapter BOD and/or Chapter members, in general, with an overview of what functions are performed by the VP-Admin. The intent of this policy is to provide as complete a picture as possible of the VP-Admin function; however, it is not all-inclusive and may not include some minor functions, which are handled as "targets of opportunity". The non-covered functions, if recurring in nature, will be added as part of the established policy revision cycle.

4. POLICY/PROCEDURE

- a. The general, overall mission of the VP-Admin function is to maintain the administrative infrastructure of the Chapter.
- b. To perform the mission outlined in 4a above, the VP-Admin performs the following duties:
  1. Attends all meetings of the Chapter BOD, unless otherwise excused.
  2. Prepares and distributes the minutes of regular and special Chapter BOD meetings to BOD members and, if requested, to Chapter members.
  3. Maintains the log of actions assigned to BOD members in the execution of their offices (Action Log), if necessary and required, and an annual history of assigned actions. NOTE: Currently not in use – BOD Year 2005-2006; however, it is a useful tool and maybe reinstated in the future.
  4. Maintains general oversight of the chapter policies and procedures and provides advice and assistance to other BOD/Chapter members in the preparation of policies/procedures.

5. Maintains general oversight of the interface between the Chapter members, the Chapter BOD, and the administrative support service, if contracted.
  6. Maintains parliamentary management of BOD meetings either through own action or by appointing a parliamentarian unless preempted by action of another BOD member.
  7. Provides general oversight of Chapter administrative matters; eg, the strategic plan, the Chapter by-laws, BOD roster(s), etc,
  8. Provides advice and assistance concerning administrative matters to other BOD members and/or Chapter members to include assistance in preparation of policies and procedures, on request.
  9. Defines and directs the activities of any directors and/or chairpersons appointed in the administrative area.
  10. Assures that volunteers working in the administrative area are appropriately recognized and/or rewarded.
  11. Performs other duties, as requested and time permitting; currently, preparation of the Chapter Strategic Plan, and maintenance of Chapter By-laws.
  12. Represents the Chapter and/or BOD at APICS Regional and local activities, upon request.
  13. Provides administrative performance information in support of Chapter PassPort /Minimum Standards & C-Bar submission activities, as required.
- c. The VP-Admin is **not**:
1. The secretary for the rest of the BOD; that is, each BOD member is expected to perform his/her own administrative functions.
  2. The proponent of Chapter policies and procedures other than those pertaining to the administrative function.
  3. The Chapter BOD mail and distribution center; however, reasonable requests for assistance will be honored, time and resources permitting.

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

- a. Attachment(s)  
None
- b. Closely Related Policies/Procedures/Documents  
Policy 01-004: Chapter Policies and Procedures, Current Revision  
Policy 02-002; Administrative Position Procedure, Current Revision  
Policy 02-010; Phoenix Chapter- Administrative Service Provider Interface, Current Revision  
Chapter Strategic Plan, Current Revision  
Chapter By-Laws, Current Revision

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- VP-Administration