

APICS PHOENIX CHAPTER

POLICY NUMBER: 01-003

POLICY TITLE: Executive-VP Position Policy

REVISION NUMBER: 3

DATE: 1 September 2003

1. PURPOSE

The purpose of this policy is to provide guidance to Board of Director (BOD) member(s) in the Phoenix APICS Chapter (Chapter) who install the Chapter Executive-VP position. The installed Chapter Executive-VP may then use this policy as a guideline for activities throughout the Chapter fiscal year.

2. PHILOSOPHY

Effective Chapter management and succession is critical to the ongoing success of the Chapter. The Chapter BOD requires the Executive-VP to manage the Chapter in the President's absence, prepare to assume the role of President in the upcoming BOD year, and manage the Society Passport requirements. The Executive-VP must follow agreed upon guidelines to ensure that all Chapter management related activities are in line with Chapter goals and objectives.

3. SCOPE

This policy is applicable to any Chapter Board of Director members who participate in either the installation of the Chapter Executive-VP position, or ongoing Executive-VP activities.

4. POLICY

Strategic Plan Goals & Objectives: A strategic plan is formulated prior to the start of each Chapter fiscal year, including departmental goals and objectives. The departmental goals and objectives support overall Chapter goals and must be quantifiable. The departmental goals and objectives for the Executive-VP may evolve each year according to Chapter needs as outlined in the, then current, Chapter Strategic Plan, and may include, but are not limited to the following:

Goal 1: Coordinate the Chapter functional area activities to ensure successful completion of Passport requirements.

Objective A: Develop a process to coordinate the Chapter functional area activities contributing to the Passport requirements.

Objective B: Determine and outline the Passport requirements owned by each Chapter functional area.

Objective C: Create a Passport checklist and timeline to ensure that all Passport requirements are achieved in a timely manner.

Objective D: Submit the Chapter Passport submission within the time parameters established in the Passport documentation.

Goal 2: Assist in maintaining the Chapter management structure.

Objective A: Prepare to assume Chapter President role in upcoming BOD year.

Objective B: Represent the Chapter when the President is unavailable.

Objective C: Attend functional area committees and team meetings.

Objective D: Enable the Chapter to fulfill the goals and objectives agreed upon during the year, using the Passport program requirements as a tool.

Goal 3: Improve the communication between the Chapter BOD and the Chapter membership.

Objective A: Attend a minimum of 6 Chapter Professional Development Meetings during the BOD year to greet the members and guests.

Objective B: Attend a minimum of 2 Regional Meetings during the BOD year to represent the Chapter at the Region level.

Objective C: Prepare a minimum of two articles for publication in the monthly Chapter Newsletter.

Objective D: Manage the relationship between the Chapter and SAMinc.

Goal 4: Help each Chapter functional area meet monthly budget targets.

Objective A: Develop realistic Executive-VP budget requirements.

Objective B: Provide input in the format required and at the time requested.

Objective C: Track budget plan vs. actual performance on a monthly basis, suggesting revisions when appropriate.

Objective D: End the BOD year (June 30, 2004) with the Executive VP budget in a balanced position.

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES:

Attachments: None

Closely Related Policies/Procedures/Documents: Current Chapter Strategic Plan

6. RESPONSIBLE FOR POLICY MAINTENANCE AND COUNSEL:

Chapter Executive-VP

NOTE: This policy was originally published as Policy 01-002 and is renumbered.