



POLICY NUMBER: 01-010

REVISION: F

POLICY TITLE: Non-Standard Announcement Policy

DATE: 15 October 2005

1. PURPOSE

The purpose of this policy is to delineate the process for making non-standard announcements, written and oral, at officially sanctioned APICS Phoenix Chapter (Chapter) events to include the promotion of goods and/or services. Chapter Board of Directors (BOD) executive and functional area announcements are used to disseminate sanctioned local, regional, and national APICS information and are, therefore, standard announcements within the purview of this policy.

2. PHILOSOPHY

The Chapter Board of Directors (BOD) is charged with the responsibility of ensuring that only those items and activities which will enhance the attainment of the Chapter's vision and goals and provide benefit to the Chapter membership are offered to the membership in an official manner. Thus, it is critical that, before announcements, written or oral, are presented at Chapter PDMs, the BOD is aware of the offering and approves of the item(s) to be offered. The BOD's objective is not to restrict PDM announcements but rather to ensure that announcements meet the vision, mission, and goals of APICS and the Phoenix Chapter. The offering of the opportunity to announce open positions and/or individual member's availability for employment are exempt from the requirements of this policy.

3. SCOPE

This policy is applicable to all members of the APICS Phoenix Chapter and/or guests attending officially sanctioned Chapter events.

4. POLICY/PROCEDURE

- a. The Chapter Policy is to require prior BOD approval of any handout material presented at officially sanctioned Chapter events. This includes written or oral announcements and/or promotional and/or educational materials. Employment opportunities, individual member employment requests, and/or business cards are specifically exempt from this policy.
- b. Individuals who desire to provide written material and/or make any oral announcement at an officially sanctioned Chapter event will:
 - (1) Prepare the written handout to be presented or an outline of the oral presentation to be made at the Dinner Meeting.
 - (2) Provide a copy of the handout or the outline of an oral presentation to the Chapter BOD in sufficient time for it to be considered at the BOD meeting prior to the event when presentation is desired. Note that the Chapter BOD normally meets on the third Monday of each calendar month. Outlines or handout copy may be mailed, e-mailed, or faxed to the Chapter Office at PO

Box 66835, Phoenix AZ 85082-6835; FAX: 480-813-2154; e-mail: info@apicsphoenix.org.

- c. The Chapter BOD will consider any requests at its regular meeting and will provide approval or disapproval of the request to the requestor within 2 working days of the BOD meeting. If the requester desires, he/she may attend the BOD meeting and make a personal presentation for approval of his/her request.
- d. Emergency requests will be permitted, if required. The individual requester must present the item outlined in 4b(1) above to a BOD member, preferably the BOD member whose functional area includes that of the requested handout/presentation, prior to the officially sanctioned Chapter event and an approval/disapproval decision will be made at that time. It is anticipated that this will not be a common practice and that the process outlined in 4 b and c above will be followed in a majority of the cases.
- e. Any copy or other fees associated with production of handout/presentation materials will be borne by the requestor.

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

- a. Attachment(s) - None
- b. Closely Related Policies/Procedures/Documents
 - APICS Phoenix Chapter Strategic Plan, Current Revision
 - APICS Phoenix Chapter By-Laws, Current Revision

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- President, APICS Phoenix Chapter