



1. PURPOSE

The purpose of this procedure is to outline the operational requirements of executing the policy relating to Academic Liaison as outlined in Chapter Policy 03-001. As academic liaison support requirements change from Board of Directors (BOD) year to BOD year depending on requirements of the then Chapter President and BOD composition, all of the processes outlined herein may not be executed. However, as the responsibilities of the Academic Liaison have some degree of flexibility, the procedures herein are retained so any educational mission requirements may be met.

2. PHILOSOPHY

See Chapter Policy 03-001, current revision.

3. SCOPE

The procedure is applicable to any individual(s) involved in the education function of the Phoenix APICS Chapter; eg, the VP-Education, Education Directors, Chairpersons, education support employees (to a limited degree), etc. The applicability extends to other members of the Chapter BOD to the extent that their input and/or response is required to the processes described.

4. POLICY/PROCEDURE

The following are detailed responsibilities for the major Academic Liaison functions:

- a. Communicate Chapter Events to the corresponding educational institution:
  - i. The Academic Liaison is responsible for updating their personal contact records for address, phone, fax and e-mail, etc., to Administrative Support functions to ensure timely receipt of Chapter communications.
  - ii. The Academic Liaison is responsible for updating the Student Chapter Liaison personal contact records for address, phone, fax and e-mail, etc. to Administrative Support functions to ensure timely receipt of communications.
  - iii. The Academic Liaison will review all incoming Chapter and Society communications (faxes, newsletters, BOD meeting minutes, etc.) and identify activities appropriate or supportive of the educational institution.
  - iv. The Academic Liaison will publicize and post any Chapter communications to encourage participation and support from educators and students from the academic institution. This would include attendance at educational seminars, professional development meetings, BOD meetings, regional or international conferences, etc.
  - v. The Academic Liaison will identify and request any changes required to the communications in order to facilitate posting or



- publication of Chapter notices. This might include a special flier specifically directed to the educational institution's students, letters to a student organization, etc.
- vi. The Academic Liaison will promote Society-sponsored events to the educational institution, such as the annual International Conference, Donald F. Student Paper Competition, etc.
- b. Identify and communicate needs of the educational institution to the Chapter:
- i. The Academic Liaison will identify for the Chapter any opportunities for nonfinancial support of students not specifically addressed above. This may include requests for Society-sponsored materials or other educational materials, assistance with student projects such as interviews, etc.
  - ii. The Academic Liaison will identify for the Chapter any financial support requested by students and will participate in any decisions relating to student scholarship provided by the Chapter to the educational institution.
- c. Identify presentation or speaking opportunities for Chapter functions at educational institution events, including but not limited to:
- i. Request and coordinate Chapter representation at Career Fairs or careerrelated functions or courses, for a minimum of one event per BOD year.
  - ii. Request and coordinate Chapter representation at appropriate student organization meetings, for a minimum of twice per BOD year.
  - iii. Request and coordinate Chapter representation in speaking opportunities for educational courses, for a minimum of twice per BOD year.
  - iv. Participate in or provide presentations on behalf of the Chapter at educational institution events, such as promotion of Chapter Activities in courses, distribution of literature in courses or departmental offices, etc.
  - v.
- d. Perform administrative functions necessary to support the Chapter's Passport reporting requirements:
- i. The Academic Liaison will submit a copy of their yearly membership application/renewal form, supported with a Chapter Expense Report form, to the Chapter's Administrative Support function. The Chapter will reimburse the Liaison's yearly membership fee, including any Society/Chapter dues plus a maximum of one SIG membership.
  - ii. The Academic Liaison will provide original documentation of any educational institution communications referencing Chapter, Academic Liaison, or APICS faculty member involvement, including student chapter newsletters, department publications of courses,



publications of faculty members referencing APICS involvement, etc. The Academic Liaison will submit the documentation to the Director of Administration - Passport.

- iii. The Academic Liaison will provide any original documentation (or copies) showing proof of support for activities outlined in sections a thru d. The Academic Liaison will submit the documentation to the Director of Administration - Passport.
- e. Attendance at Chapter Functions:
  - i. The Academic Liaison will attend a minimum of one BOD meeting during the BOD year.
  - ii. The Academic Liaison will attend a minimum of one Professional Development Meeting during the BOD year. The Academic Liaison is eligible for reduced registration fees applicable for Chapter BOD positions per current policies.
  - iii. The Academic Liaison may participate in any other Chapter function or event as requested by the VP of Education or approved by the BOD if funding of the event is required. This would include functions such as Regional or International Conferences, educational seminars, etc.

**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 03-001 Education Position Procedure, Current Revision.
- Chapter By-Laws, Current Revision.

**6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:**

VP-Education