

Chapter President Toledo APICS

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All positions of the Board of Directors for the Toledo chapter of APICS are voluntary. While they are somewhat demanding at times, the association is very rewarding. No board member is expected to operate in isolation and has the full support of the board.

The President is the leader of the chapter board of directors. This individual operates in harmony with all voting and non-voting board members.

The following is a list of duties to be performed by the holder of this position:

- Attend BOD meetings regularly. This is a voting position.
- Set the agenda for the chapter board
- Broadcast the agenda for each BOD meeting in compliance with chapter by-laws.
- Create and maintain chapter schedule
 - Track board member attendance
 - Make sure that government compliances are followed, taxes, 1099s, etc.
- Communicate all chapter critical data to V Ps in order to maintain information continuance.
 - Continuity of incorporation and statutory agent.
 - Contacts for regular operations, i.e. web site host, sources of supplies, etc.
- Be prepared to take duties of unfilled board position(s) as needed.
- Be sure that all board members have the tools needed to do their duties.
- Attend one or more region conferences each year, as they are available.
- Be a one person representative of the Toledo APICS Chapter.

Requirements for this position:

- Must be a member of the Toledo chapter.
- Attend at least two board meetings prior to accepting V P position.
- Have access to a PC, e-mail and fax.