

V P Administration 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 V P Administration is responsible for providing administrative support to the Chapter Board of Directors and works closely with the Chapter President and the VP Programs.

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

- Organize dates of, and venues for, the monthly Board of Directors meetings and notify Board members.
- Take minutes of Chapter Board meetings and publish minutes to Board members
- Attend BOD meetings regularly. This is a voting position.
- Using input provided by the VP Programs (or others) organize venues for Chapter Development Meetings or other chapter sponsored events.
- Notify members of these meetings and collect reservations of those planning to attend.
- Collect all monies due from attendees at chapter-sponsored events, and provide a financial record for the VP Finance and Chapter President.
- Distribute event evaluation surveys and summarize survey responses
- Attend one or more region conferences each year, as they are available.

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 and fax.