

## **APICS Toledo Board Member Responsibilities – Revised May 2016**

All board members have the following base responsibilities

- Regular attendance at chapter board meetings
  - Submission of electronic report to board members approximately one week prior to meeting
- Submission of updates for chapter newsletter as necessary
- Submission of website announcements as necessary
- Monitor position email account
  - Check position email account at least twice per week
  - Respond to emails in a timely fashion

## **APICS Toledo Board Member Specific Responsibilities by Position**

### **President**

- On-time submission of CPA (Channel Partner Agreement) and CBAR (Chapter Benchmarking & Reporting) workbook and supporting documentation to APICS Mid-Atlantic District
- Preparation and submission of chapter reports / information as requested by APICS Mid-Atlantic District or APICS
- Presents chapter report at annual meeting
- Leads chapter board and provides direction to board members

### **Executive Vice President**

- Deputizes for President when President unavailable
- Maintenance of CPA and CBAR workbook

### **VP Administration**

- Records minutes of all Board meetings
- Sends out Board meeting agendas and minutes prior to each meeting
- Records minutes for Annual Meeting

### **VP Education**

- Sets timing and location of education classes or other educational offerings (chapter and in-house)
- Arranges qualified (APICS IDP listed) instructor for all education classes
- Updates Partner Event listing on APICS website with chapter classes or other educational offerings
- Provides education calendar for website and newsletter
- Recruits individuals wishing to become IDP listed instructors
- Provides instructor evaluation forms for all class participants and reviews results with instructor
- Respond to leads from APICS or other sources and inquiries from individuals or companies
- Develop partnerships with local colleges to offer APICS classes

**APICS Toledo, PO Box 2823, Toledo, OH 43606**

e-mail - [Information@apicsToledo.org](mailto:Information@apicsToledo.org)



## **VP Finance**

- Coordinates preparation of chapter annual budget
- Maintains chapter financial records
- Issues monthly report of actuals and YTD Actuals versus planned budget
- Completes all Federal and State filings (EZ990 and Schedule O forms for annual IRS tax return and 1096 and 1099-MISC forms for instructors) and submits by due dates
- Advises VP Education and VP Programs respectively of all credit card payments for classes or chapter meetings
- Issues invoices as required
- Presents chapter YTD financial report at annual meeting

## **VP Membership**

- Sends welcome email to all new chapter members
- Sends membership renewal reminder to all chapter members approximately 6 weeks prior to renewal date
- If members do not renew by due date sends one further renewal reminder with a request for reasons if member is choosing not to renew
- Monitors member retention rate on a monthly basis during chapter year

## **VP Programs**

- Arranges Professional Development Meetings (PDM), Plant Tours and other events
- Prepares meeting, tour and event announcements
- Updates Partner Event listing on APICS website with details of chapter meetings and tours
- Surveys meeting and tour attendees post event

## **VP Publicity**

- Sends out class, PDM, tour and other event notifications to chapter mailing list
- Maintains chapter website, updating, adding and deleting information as required
- Coordinates publication of chapter newsletter

## **VP Student Liaison**

- Attends board meetings of student chapters affiliated with the Toledo chapter
- Provides guidance as necessary to student chapter boards
- Attends at least one student chapter event each term
- Works with student chapter boards on their Student Chapter Management Award submissions to

## **Chairman**

- Provides guidance to President and other board members
- Supports President and board as necessary

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