



**POLICY NUMBER: 02-002**      **REVISION: G**  
**POLICY TITLE: Administrative Position Policy**  
**DATE: 15 October 2005**

1. PURPOSE

The purpose of this procedure is to outline the operational requirements for executing the policy delineated in Chapter Policy 02-001. As administrative support requirements change from BOD year to BOD year depending on requirements of the then President and BOD composition, all of the processes outlined herein may not be executed. However, as the responsibilities of the VP-Administration have some degree of flexibility, the procedures herein are retained so any administrative mission requirements may be met expeditiously.

2. PHILOSOPHY

See Chapter Policy 02-001, current revision.

3. SCOPE

This procedure is applicable to any individual(s) involved in the administrative function of the Phoenix APICS Chapter; eg, the VP-Administration, Administrative Directors, Chairpersons, administrative support service 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 are required in the processes described.

4. POLICY/PROCEDURE

The following are detailed instructions for the major VP-Administration functions:

a. Maintenance of BOD Meeting Minutes

- 1) The VP-Administration is responsible for maintenance of the minutes of each regular and special meeting of the Chapter BOD. In the event the VP-Administration will be absent from the Bod meeting, it is his/her responsibility to appoint an individual to take notes and, if necessary, prepare and distribute the meeting minutes.
- 2) A template to ease taking and producing meeting minutes is attached at inclosure to this procedure. The numbering scheme is provided to permit the referencing of the input of the responsible parties, eg, VP-Programs, VP-Finance, etc, to the position within the minutes.
- 3) Fill-in of some parts of the draft template can be completed prior to the meeting; eg, date, known absences, etc.
- 4) Keep notes of the progress of the meeting, noting beginning time, approval of prior meeting minutes, members absent, etc and the input of those attending the meeting. Functional areas VPs may provide a written monthly report; if they do, it will ease the minutes writing task.
- 5) Note that the first item in the Miscellaneous Section of the minutes is a comment, not to exceed 10 sentences, concerning the monthly Professional

- Development Meeting (PDM). Basically, cover the meeting date and location, the speaker and topic or event, a listing of BOD members attending, the approximate number of attendees (members and guests), and a comment on the meeting, if appropriate. The VP-Programs will, typically, provide information concerning the meeting as part of his/her report and will provide the information required to meet PassPort requirements directly to the Executive VP as the PassPort Responsible Individual for the Chapter. This meets a by-laws requirement that minutes be maintained on PDMs.
- 6) The second item in the Miscellaneous Section of the minutes should include any data on attendance at Quarterly Region Meetings, if appropriate. Include, the dates and location of the meeting, the names of Chapter representatives, and comment of overall impressions of the meeting and major topics discussed/decisions reached. If lengthy, the meeting summary may be attached as an inclosure to the minutes.
  - 7) 6) Within 3 working days of the meeting, if possible, electronically provide a draft of the minutes to all BOD members for comment. Request comments within 10 working days and "no response" constitutes concurrence. Sending the draft by e-mail is effective; however, sending it USPS may be used if transit time is considered in the response request.
  - 7) After comments are received and incorporated, if appropriate, prepare the final copy of the minutes and, if requested, send it to all BOD members. This permits them to be prepared to accept the minutes as written at the next BOD meeting.
  - 8) Prepare one (1) hard copy of the minutes, to be provided to the Executive VP for inclusion in the PassPort material. Retain any written monthly reports with the VP-Administration record copy and retain all Copies of BOD Minutes electronically for two (2) years after the end of the covered BOD year.
- b. Action Log
- 1) The VP-Administration is responsible for maintaining the Action Log of action items assigned during BOD meetings, if this form is used (currently, it is not). The Action Log, if applicable, is attached to the monthly meeting minutes as defined in paragraph 4a above. The Action Log is the record keeping activity of the assigned action process; insuring that individual BOD members complete actions assigned in a timely manner rests with the Chapter President.
  - 2) In effect, two Action Logs should be maintained, one of current and uncompleted actions and one of completed actions (as an historical record of BOD activity). Actions should be maintained in the Active Log until one complete month has passed from the reported completion of the action. At that time, it is moved to the Inactive/Archive Log.
  - 3) The template for maintaining the Action Log is attached at inclosure.
  - 4) **NOTE:** The Action Log has not been used since the 2003-2004 BOD Year; however, as an effective management tool it may be reinstated in the future.
- c. Monthly Report
- 1) Each functional area, eg, Administration, Programs, etc, may be required to submit a monthly report at the BOD meeting. The report data is, then,

summarized in a functional report to the BOD and in the minutes maintained by the VP-Administration. Any completed Monthly Reports are collected by the VP-Administration and included as attachments to the record copy of the monthly BOD minutes. It is recommended that the VP-Administration function always submit a written report to maintain a record of actions/activities and continuity.

2) The template for Monthly Report submission is attached at inclosure.

d. Parliamentary Process

1) The use of parliamentary process, Robert's Rules of Order, is necessary to move BOD meetings smoothly and efficiently through the agenda established by the Chapter President. The VP-Administration is charged with either being or appointing a Parliamentarian; appointment is preferred so the VP-Administration can concentrate on maintenance of BOD meeting minutes. The Chapter President may elect to act as Parliamentarian using whatever process he/she desires; at that point, the VP-Administration is relieved of that responsibility.

2) At the beginning of each BOD-year, the VP-Administration should procure sufficient copies of "The a-b-c's of Parliamentary Procedure" for each BOD member and cover the process during the transition meeting, typically held in July. "The a-b-c's of Parliamentary Procedure" is available at no cost from the Chapter Management Section of Society Headquarters (1-800-444-2742).

e. Policies and Procedures

1) The VP-Administration has general oversight responsibility for the Chapter policies and procedures. This means that the VP-Administration maintains Chapter Policy 01-004, which delineates how policies/procedures are written and the numbering scheme to be used. The VP-Administration, also, provides advice and counsel to other members of the BOD in the preparation and publication of policies and procedures.

2) The VP-Administration must remain aware of which policies/procedures need to be written, revised, and/or reviewed and request that the required action be performed by the cognizant BOD member/proponent. In this role, the VP-Administration is responsible for the maintenance and currency of the Chapter Policy/Procedure Index. Typically, a review of existing policies/procedures is initiated during the first quarter of each BOD Year.

3) The VP-Administration is responsible for promulgating the policies/procedures necessary for the effective and efficient administrative functioning of the Chapter. This requirement includes furnishing a copy of any approved Policy/Procedure and the Chapter Policy Index in electronic form to the Chapter Webmaster for inclusion on the Chapter Website.

f. Chapter By-laws

1) The VP-Administration is responsible for general oversight and maintenance of the Chapter By-laws rather by default than by appointment. Content responsibility rests with the Chapter President and the BOD and approval responsibility rests with the Chapter membership.

2) The By-laws are reviewed annually and the VP-Administration is responsible for calling for the review, making any required changes, and presenting the

revised document to the BOD for approval. Approval by the Chapter membership is required only in the event that there are major, substantive changes made in the by-laws; such approval is requested at the next PDM after approval by the BOD.

- 3) A comment is required in the appropriate BOD Meeting Minutes indicating both BOD approval and Chapter membership approval.
- g. Chapter/Administrative Support Provider Relationship
- 1) The VP-Administration has general oversight responsibility for the Chapter's interaction with the administrative support provider. This means that the VP-Administration maintains Chapter Policy 02-010, which delineates how the interface between the Chapter and the administrative support provider functions. Each BOD functional area is responsible for its interaction with the administrative support provider and is responsible for providing input to the VP-Administration on how the interaction is conducted.
  - 2) The VP-Administration will publish Chapter Policy 02-010 and will be responsible for the coordination required to ensure that the Chapter Policy is an accurate reflection of the requirements of the BOD functional areas and/or the administrative support organization.
- h. Chapter BOD Roster
- 1) The VP-Administration is responsible for the maintenance and promulgation of the BOD Roster. The format for this roster is, generally, delineated by the Association and/or the Region.
  - 2) The VP-Administration will collect the required information (name, member number, business and home address and phone number, e-mail address (es), place the information in the required format and forward an electronic copy to Region VII, and the Chapter webmaster NLT 15 July each BOD Year. The Chapter President is responsible for providing roster information to the "My Chapter" section of the Association Chapter Relations Department and providing the necessary website access to BOD members; the VP-Administration is not empowered to complete this activity.
  - 3) Updates should be solicited from BOD members throughout the BOD year and when substantive changes occur, a revised roster should be provided to Society, Region VII, and the Chapter Webmaster, as required.

## 5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

### a. Attachment(s)

- BOD Meeting Minutes Template
- Action Log Template
- Monthly Report Template

### b. Closely Related Policies/Procedures/Document

- Policy 01-004: Chapter Policies and Procedures, Current Revision
- Policy 02-001; Administrative Position Procedure, Current Revision
- Policy 02-010; Phoenix Chapter-Administrative Support Provider Interface, Current Revision

- Chapter #58 By-laws, Current Revision

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- VP-Administration

**Inclosure 1**

**APICS – PHOENIX CHAPTER #58**

**Chapter BOD Meeting Minutes**

**DD MMM YYYY**

QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

**Board Members**

Members Present

Dave Krause	Bob Woitaszewski	Jack Wetzel	Pat McFarland
Sonia Reid	Joyce West	Lori Shields	Dave Johnson
Gary Scullion	Luke Laliberte	Robert Lundeen	Gordon Loucks
Joseph Behrens	Joyce Lewis		

Members Absent

**Other Meeting Attendees - None**

**Meeting Location:**

MSS Technologies Conference Room  
3202 East Harbour Drive Suite One  
Phoenix Arizona

**General BOD Meeting Groundrules**

- The BOD Meeting agenda will be published prior to the meeting and govern the conduct of the meeting (New business issues for discussion will be provided to the President at least 5 days prior to the scheduled meeting date for inclusion in the agenda, if possible).
- A Parliamentarian will be appointed by the VP - Administration and parliamentary rules will govern the conduct of BOD meetings to ensure that meetings proceed effectively and efficiently.
- New business items presented during the BOD meeting will be in writing, if possible and feasible; a statement of the issue, facts bearing on the issue, and expected/desired action should be included.
- BOD meetings are not considered working sessions; work of functional offices should be performed outside of the BOD meeting and actions status summarized during the meeting.

## **BOD Meeting Summary**

- The meeting was called to order at XXXX hours.
- The Minutes of the XXXXX 2005 BOD Meeting were approved as read/amended as follows: YYYYYYYYYYYY and approved. A Copy of the minutes, as approved, was provided to the Executive VP for inclusion in the PassPort submission.
- The President discussed items from Society/Region and distributed folders with items of interest to the appropriate BOD members.

### Functional Reports

- President
  - 1
- Executive VP
  - 2
- VP-Programs
  - 3
- VP-Education
  - 4
- VP-Administration
  - 5
- VP-Finance
  - 6
- VP-Membership
  - 7
- VP-Marketing
  - 8
- Academic Liaison
  - 9
- Director/Chairperson
  - 10
- Past President
  - 11

### Agenda

- 12

### Old Business

- 13

### New Business

- 14

Miscellaneous Notes

- INSERT DATA HERE ON MONTHLY DINNER MEETING
- 15

The Meeting was adjourned at XXXX hours on DD MMMMMM 2005.

**Inclosure 2**

**APICS - Phoenix Chapter  
Board of Directors  
Action Log  
As Of: DD MMMMM 2005**

<u>No</u>	<u>Short Title</u>	<u>Assigned to</u>	<u>Date Opened</u>	<u>Date Complete</u>
1				

Currently (2005) not in use  
May (should) be reinstated in the future

### **Inclosure 3**

#### **MEMORANDUM FOR RECORD**

**DATE:** DD MMMMMM 2005

**SUBJECT:** VP-Administration Monthly Report/Phoenix Chapter – MMMM 2005

**TO:** Chapter President  
BOD Minutes Record File  
**cf:** BOD Members

#### **Performance Against Strategic Plan Goals:**

Goal #1: Summarize Goal as stated in Strategic Plan

Progress to Date: Outline steps taken to meet objectives supporting goal

Goal #2: Summarize Goal as stated in Strategic Plan

Progress to Date: Outline steps taken to meet objectives supporting goal

In broad terms, cover each goal in the Strategic Plan for the administrative function

#### **MISCELLANEOUS:**

Cover any items not directly related to attainment of Strategic Plan goals, eg, speaking engagements, attendance at meetings, support to other functional areas, etc. Highlight any items with PassPort significance.

#### **ISSUES:**

Cover any issues with Chapter operation, reporting practices, etc.