



Achieving Sustainable Productivity  
Meeting Customer Demand in an Unpredictable World

Volunteer Leadership  
Workshop at  
**2011 APICS International  
Conference & Expo**





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### Best Practices for Managing APICS Student Chapters

Matt Drake, PhD, CFPIM

- Assistant Professor of Supply Chain Management at Duquesne University

Stephen Limmex, CPIM

- Logistics Manager  
Rioglass Solar, Inc.


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### APICS Student Chapter Management Program

- Five categories
  - Administration
  - Education
  - Programs
  - Membership
  - Public Relations
- Bonus items

**Requirements for Awards:**

- Gold**—90 (120 in education)
- Silver**—70 (90 in education)
- Bronze**—50 (70 in education)


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## Administration

- Distribute chapter rosters and contact info for officers
- Hold regular executive board meetings
- Attend parent chapter BOD meetings
- Consider running officers' terms based on calendar year rather than academic year
- Establish a budget and track expenses throughout the year

**Any other ideas from your chapters?**




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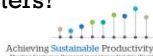
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## Education

- Attend parent chapter meetings
- Invite speakers to campus for student meetings
- Encourage student members to make presentations on resource management
- Work with other local student chapters to share information and run joint programs
- Encourage student members to take certification exams (especially CPIM)

**Any other ideas from your chapters?**




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## Programs

- Plan and publish calendars as far in advance as possible
- Conduct plant tours
- Invite senior student members to present to underclassmen members on internships and the job search process
- Work with other business organizations on campus to have joint meetings/programs
- Encourage student members to intern

**Any other ideas from your chapters?**




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## Membership

- Run annual membership campaigns
- Ask parent chapter to support membership campaign by providing benefits to new members
- Conduct regular member needs surveys to identify new opportunities
- Reward outstanding members with awards
- Consider establishing a point system to encourage member involvement

**Any other ideas from your chapters?**




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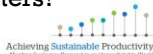
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## Public Relations

- Publish a student chapter newsletter regularly
- Utilize social media to publicize events
- Submit updates about chapter activities to campus newspapers and parent chapter newsletters
- Publish member résumés for jobs/internships
- Maintain contact with alumni to support future chapter initiatives

**Any other ideas from your chapters?**




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## Bonus Items and Other Activities

- Volunteer activities
- Cultivate relationships with local companies for internships, speakers, and mock interviews
- Ask local chapter or district to perform a special task for them
- Promote APICS to other local colleges that do not have a student chapter

**Any other ideas from your chapters?**




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