



APICS Board of Directors Position Descriptions

Board members are a team of industry leaders who are nominated and elected to serve. These professionals provide industry insight, guidance, and recommendations as they work to further the advancement of the supply chain and operations management community.

Board Member Role, Responsibilities and Qualifications:

- Set Vision
- Review/Provide Input/Approve Strategic Plan
- Fiduciary responsibility for organization's assets
- Represent the best interests of APICS
- Active engagement/participation
- Must be APICS members before serving on the Board.
- Must affirm APICS' statement of General Purposes and abide in all respects with corporate policies and must characterize personal commitment to the values of APICS.
- Are restricted from holding any elected or appointed position with a partner, or any position that would create an inherent conflict of interest during their tenure on the Board of Directors.
- To enable diverse points of view and underscore the everchanging leadership within supply chain, the wait time for a past board member to be reelected to serve as a director on the board is 2 years.
- To avoid mid-term vacancies, current board members applying for an officer position must complete their term on the Board before the proposed officer term begins.

Board Member Specific Qualifications and Terms:

Directors

- Preferred characteristics include:
 - Strong Critical Thinker
 - Strategic Perspective
 - Supply Chain Thought Leader
 - Collaborative
 - Effective Communicator
- **Term:** APICS director term of office is three years and begins January 1.

Chair-Elect

- All prospective officers must have been directors on the APICS Board within the past five (5) years.
- Candidates for Chair-Elect may not have held that office previously.
- During the absence or disability of the Chair, the Chair-Elect will exercise all the functions of the Chair.
- The Chair-Elect will have such powers and discharge such duties as may be assigned to him or her from time to time by the Board.
- The Chair-Elect will automatically succeed to the office of Chair of the Board on January 1 of the following year.
- The Chair of the Board will be the principal elected officer of APICS, and subject to the control of the Board and will preside at all meetings of the Board.
- **Term:** The term of office for Chair-Elect is one year and begins January 1.



Treasurer-Secretary

- All prospective officers must have been directors on the APICS Board within the past five (5) years.
- Candidates for Treasurer-Secretary may not have held that office previously.
- The Treasurer-Secretary shall have governance oversight of the financial books of APICS; authenticate records of the corporation; and in general, discharge all duties incident to the office of Treasurer-Secretary, and such other duties as may be assigned by the Board.
- **Term:** The term of office for Treasurer-Secretary is one year and begins January 1.

APICS Young Professional Board Guest Position Description

Young Professional Board Guest Role, Responsibilities & Qualifications:

The APICS Young Professional Board Guest and Guest-Elect are appointed by the APICS Chair of the Board and can be nominated by APICS members.

The APICS Young Professional Board Guest and Guest-Elect are individuals with three to five years' experience in the supply chain profession. An ideal candidate would have prior experience on a nonprofit board, e.g. student organizations, professional associations, or a local APICS chapter.

Young Professional Board Guest Specific Qualifications and Terms:

- Provide young professional voice and perspective
- Ongoing input to Board deliberations and decision making
- Active engagement/participation
- Serve as a member of the Young Professional Committee. The Young Professional Guest will automatically succeed to the office of Chair of the Young Professional Committee on January 1 of the following year.
- Non-voting guest member of the Board
- Must be an APICS member before serving on the Board.
- Must be able to attend, in person, all 2019 meetings listed below. Note that full-day meetings will likely require a travel day both before and after the meeting date.
- **Term:** The term of office for the Young Professional Board Guest is one year and begins January 1.

Young Professional Board Guest-Elect Specific Qualifications and Terms:

- Serve as a member of the Young Professional Committee.
- The Young Professional Board Guest-Elect will automatically succeed to the office of Young Professional Board Guest on January 1 of the following year.
- **Term:** The term of office for the Young Professional Board Guest-Elect is one year and begins January 1.



APICS Board of Directors Calendar:

Please note that attendance at Board meetings and orientations are critical. *(2019 Board meeting dates are subject to change).*

Day	Date	Meeting	Location	Time Commitment
2018				
Thursday	Sept 6	2019 Board Orientation	Chicago, IL	Half-day
Friday	Sept 28	Board Dinner	Chicago, IL	6pm – 8:30pm
Saturday	Sept 29	APICS Board Meeting <i>(incoming board members & young professional guest observe)</i>	Chicago, IL	Full-day
Saturday	Sept 29	Partner Dinner	Chicago, IL	6pm – 9pm
Sun-Tues	Sept 30 – Oct 2	APICS 2018 International Conference	Chicago, IL	3 Full-days
Fri-Sat	Dec 7-8	APICS Board Meetings Fri AM – 2018 Board Meeting Fri PM – 2019 Board Meeting Sat ALL DAY – Retreat	San Diego, CA	2 Full days
2019				
Mon-Tue	Jan TBD	ASAE Exceptional Boards Conference <i>(for APICS directors who have not previously attended)</i>	TBD - FL	2 Full-days
Friday	Apr 26	APICS Board Meeting	Chicago, IL	Full-day
Friday	July 26	APICS Board Meeting	Chicago, IL	Full-day
Wed	Sept 5	2020 Board Orientation	Chicago, IL	Half-day
Saturday	Sept 14	Board Dinner	Las Vegas, NV	6pm – 9pm
Sunday	Sept 15	APICS Board Meeting <i>(incoming board members & young professional guest observe)</i>	Las Vegas, NV	Full-day
Sunday	Sept 15	Partner Dinner	Las Vegas, NV	6pm – 9pm
Mon-Wed	Sept 16-18	APICS 2019 International Conference	Las Vegas, NV	3 Full-days
Fri-Sat	Dec 6-7	APICS Board Meetings	Austin, TX	2 Full days