

PRESIDENT

Reports to: Board of Directors

Responsibilities:

- Represents ISM-CT to external organizations in a professional manner.
- Identifies and communicates strategic issues affecting ISM-CT.
- Establishes business planning priorities.
- Conducts and presides over Board meetings.
- Conducts regularly scheduled Membership meetings. Greets all new members present at meetings.
- Continually works to increase the public awareness of ISM & ISM-CT and the value they can bring to the community and to the membership.
- Continually works to increase membership in the Association within the limits of the Constitution and By-Laws. Recognizes the importance of progressive changes within the organization that may best serve the growing membership.
- Authorizes expenditures and expenses in compliance with ISM-CT policy.
- Appoints committees as deemed necessary.
- Attends the ISM International Conference, if available, and reports on the current affairs of ISM-CT.

Qualifications:

- Member of ISM
- Member of ISM-CT
- 4 Years of Board of Director service
- Ability to lead and delegate
- Ability to speak in public.

Expected Results:

- An effective and efficiently managed organization.
- Great mentoring to existing and new volunteers on the Board of Directors (BOD).
- Shared experience for the betterment of ISM-CT.

Resources Available:

- Executive Director
- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

Term: 1-2 Years

Signature Authority: Yes

**IMMEDIATE FORMER PRESIDENT &
REPRESENTATIVE TO THE
NORTHEAST SUPPLY MANAGEMENT GROUP (NSMG)**

Reports to: President; Board of Directors

Responsibilities:

- Serves as ISM-CT's official liaison officer to the Northeast Supply Management Group (NSMG) of the Institute for Supply Management (ISM).
- Gives a report at the NSMG annual meeting on the state of affairs of ISM-CT. This should contain membership figures and interesting facts about ISM-CT.
- Actively participates on the planning of the annual NESCON conference.
- Provides updates for posting on the ISM-CT Web Site for NSMG information.
- Strives to offer all committees of this Association the fullest measure of service that your experiences in the various offices have equipped you to render.
- If attending the ISM International Conference, offer your most constructive thoughts to ISM.

Qualifications:

- Member of ISM
- Member of ISM-CT
- Past President of ISM-CT
- 4 Years of Board of Director service
- Ability to lead and delegate
- Ability to speak in public.

Expected Results:

- Good relations/communication amongst the ISM affiliates in NSMG.
- Great mentoring to existing and new volunteers on the BOD.
- Shared experience for the betterment of ISM-CT.

Resources Available:

- Executive Director
- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers

Term: 1-2 Years

1st VICE PRESIDENT

Reports to: President

Responsibilities:

- Represents ISM-CT to external organizations in a professional fashion.
- In the event of the temporary inability of the President to perform the duties of his or her office resulting in illness, absence or any other cause, the 1st Vice President shall perform all duties of the office of President until such time as the incumbent is able to resume the duties of the office.
- Assists the President and other officers in the discharge of their duties to the limit that your experiences in the various offices have equipped you to render.
- The following committees report to the 1st VP: Education & Training, Forum, Sponsorships and Diversity.
- Participates in regularly scheduled Board meetings.
- Attends Workshops/Membership meetings; greets all existing and new members present at meetings. Is prepared to run the meeting if the President is absent.
- Continually works to increase the public awareness of ISM & ISM-CT value they can bring to the community and to the membership.
- Continually works for a larger and better Association within the limits of our Constitution and By-Laws. Recognize the importance of progressive changes within our organization that may best serve our growing membership; be willing to share ideas and assist in executing them to improve the association.

Qualifications:

- Member of ISM
- Member of ISM-CT
- 1 Year of Board of Director service
- Ability to lead and delegate
- Ability to speak in public
- Initiative/inspirational ideas to share with BOD

Expected Results:

- An effective and efficiently managed organization.
- Great mentoring to existing and new volunteers on the BOD.
- Shared experience for the betterment of ISM-CT.

Resources Available:

- Executive Director
- ISM- Leadership Training
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

Term: 1-2 Years

2nd VICE PRESIDENT

Reports to: President

Responsibilities:

- Represents ISM-CT to external organizations in a professional fashion.
- Is prepared to perform all the duties outlined for the 1st Vice President in his/her absence.
- Assists the Board of Directors in the discharge of their duties to the limit that your experiences in the various offices have equipped you to render.
- The following committees report to the 2nd VP: Membership/Marketing, Scholarships, Negotiator and University Liaison.
- Considers ways to market ISM-CT and increase Supplier awareness to aid the Sponsorship committee in acquiring sponsors.
- Participates in regularly scheduled Board meetings.
- Attends Workshops/Membership meetings;
 - Greets all existing and new members present at meetings.
 - Be prepared to run the meeting if the President and 1st Vice President are absent.
 - Deliver the Pledge of Allegiance and invocation at each meeting.
- Continually works to increase the public awareness of ISM & ISM-CT and the value they can bring to the community and to the membership.
- Continually works for a larger and better Association within the limits of our Constitution and By-Laws. Recognize the importance of progressive changes within our organization that may best serve our growing membership; be willing to share ideas and assist in executing them to improve the association. Focus on the Fun Factor of ISM-CT.
- Responsible for the Negotiator in the absence of the ED

Qualifications:

- Member of ISM
- Member of ISM-CT
- 1 Year of Committee service
- Ability to speak in public; good communication skills
- Initiative/inspirational ideas to share with BOD

Expected Results:

- Increased Sponsorships and better Supplier relations
- Great mentoring to existing and new volunteers on the BOD.
- Marketing increased for ISM-CT.

Resources Available:

- Executive Director
- ISM- Leadership Training
- ISM-CT Board of Directors
- Chairpersons
- Member volunteers; membership

Term: 1-2 Years

TREASURER

Reports to: President

Responsibilities:

- Represents ISM-CT to external organizations in a professional fashion.
- Collects, receives, and takes charge of all money for the corporation and deposit same to the credit of this corporation in such bank or banks as the Directors may direct.
- Disburses all monies for the corporation as directed by the Board of Directors. All checks shall be signed by the treasurer or President.
- Renders a true and complete report of the financial condition of the corporation at each regular monthly meeting of the Board of Directors.
- Furnishes a bond for the faithful performance of your duties, in such form and for such amount as shall be designated by the Board of Directors, the cost of said bond to be paid by the corporation. The bond so furnished shall cover the office of Treasurer or Acting Treasurer.
- Performs such other duties as may be required by you or the Board of Directors or by law.
- Participates in regularly scheduled Board meetings.
- Attends Workshops/Membership meetings;
 - Greet all existing and new members present at meetings.
- Works with the President and Executive Director to create an annual budget to present to the Board of Directors. The treasurer will regularly monitor the budget with respect to revenue and expenses.

Qualifications:

- Member of ISM
- Member of ISM-CT
- Good finance skills
- Bonded

Signature Authority: Yes

Resources Available:

- Executive Director
- ISM-CT Board of Directors

Executive Director

Reports to: President

Responsibilities:

- Represents ISM-CT to external organizations in a professional fashion.
- Maintains membership database for ISM-CT.
- Updates ISM Membership
- Distributes ISM-CT publications (newsletters, workshops, seminars, etc...).
- Records and compiles financial reports for the Treasurer
- Responsible for payment of all invoices
- Makes all deposits
- Maintains proper insurance for board members and office
- Liaison with ISM Affiliate Support
- Editor of newsletter the Negotiator
- Assists the Board of Directors in the discharge of their duties
- Considers ways to market ISM-CT and increase Supplier awareness to aid the Sponsorship committee in acquiring sponsors.
- Schedules and attends monthly Board meetings; compile and distribute minutes; agenda and remind committee chairs to have their reports ready or submit one to be read in their absence.
- Sets up workshop/membership meetings (This responsibility is the 1st VP in the absence of the ED)
 - Venue
 - Agenda
 - Presenter information; honorarium
 - Dinner; being aware of possible allergies of attendees
 - Attend Workshops/Membership meetings;
 - Greet all existing and new members present at meetings
- Provides customer service to all members and non-members.
- Carries out special assignments at the discretion of the President.
- Continually works to increase the public awareness of ISM & ISM-CT and the value they can bring to the community and to the membership.
- Is the Executive Secretary on the Board of Directors. Continually works for a larger and better Association within the limits of our Constitution and By-Laws. Recognize the importance of progressive changes within our organization that may best serve our growing membership; be willing to share ideas and assist in executing them to improve the association.

Qualifications:

- Member of ISM
- Member of ISM-CT
- Outgoing; task oriented; organized ; multi-tasking
- Ability to speak in public; good communication skills
- Initiative/inspirational ideas to share with BOD

Term: On Contract Basis

Signature Authority: Yes

BOARD OF ADVISORS

Reports to: ISM-CT President

Responsibilities:

- Establish a Board of senior supply management officers from major Connecticut business sectors.
- To support, and coordinate Board of Advisors (BOA) members and their activities with the ISM-CT Board
- Arrange for at least 2 meetings per year with the BOA to discuss ISM-CT business, Education & Training programs, potential presenters deemed important for ISM-CT membership professional development and other issues that come before the ISM-CT Board of Directors.
- Attend BOA meetings and compile minutes to disperse to ISM-CT Board of Directors.
- Work closely with the Education & Training Committee Director.
- Communicate with members of the BOA regarding status of programs and issues brought before the BOA with any additional recommendations.
- Submit changes to the ISM-CT web site to ensure that all BOA information is up to date.

Qualifications:

- Member of ISM
- Member of ISM-CT
- Outgoing; task oriented; organized ; multi-tasking
- Ability to speak in public; good communication skills
- Initiative/inspirational ideas to share with BOA/BOD

Expected Results:

- An effective and efficiently managed committee dedicated to the advancement and improvement of ISM-CT.
- Great mentoring to existing and new members.
- Shared experience for the betterment of ISM-CT and participating organizations
- Improved programs for ISM-CT

Resources Available:

- ISM
- Executive Director
- ISM-CT Board of Directors

NOMINATING COMMITTEE

Reports to: President

RESPONSIBILITIES:

- To recommend to the membership a slate of Officers and Directors, to be voted upon by the membership at the April meeting of ISM-CT.
- Review the qualifications of possible candidates for Officers and Directors and place in nomination the names of Full Regular Members in good standing who, in the Committee's estimation, are best qualified to fill the positions. This process should begin in November to allow sufficient time to select nominees.
- Confirm the candidates' willingness and acceptance to have their names placed in nomination.
- Confirm with Directors in unexpired terms of office their availability and willingness to fulfill their term.
- Present to the meeting of the Board of Directors in February a recommended slate of Officers and Directors for the upcoming Association year.

Committee Members: In accordance with ISM-CT By-Laws, the Nominating Committee shall consist of:

- Three Full Regular Members in good standing, from differing geographical areas at the time of their appointment by the President with the approval of the Board of Directors.
- The President.
- The immediate former President and Representative to the NSMG

Qualifications:

- Member of ISM
- Member of ISM-CT
- Good communication skills

Expected Results:

- Full slate for Board of Directors

Resources Available:

- ISM-CT Board of Directors
- Executive Director
- Member volunteers; membership

Director-at-Large

Reports to: 2nd Vice President

Responsibilities:

- Your powers and duties are clearly outlined in the Association By-Laws, and you must familiarize yourself with these By-Laws.
- You are the voice of the members and business/educational base. Therefore, you must meet with or solicit from this constituency their views/needs and present them to the Executive Committee. You should be the champion of their wishes and blend them into the activities of the Association.
- Assist the Membership/Marketing Committee in their recruitment activities by helping to contact people being recruited.
- In order to assist the Editor of *THE NEGOTIATOR*, you should submit each month news items which in your opinion will be of interest to the membership.
- Make every effort to welcome new members and greet them at monthly membership meetings.
- Be ready to accept assignments of special service to assist the officers of the Association, and to give freely of your best counsel to maintain the strength and high standards of our Association.
- Barring any unforeseen circumstances, you should attend each meeting of the Board of Directors. Be aware that the By-Laws state that any Director who misses three consecutive meetings of the Board, without consent, will be removed from office. Report activities of the committee under your jurisdiction at Board of Directors meetings.
- Attend meetings of any committee under your jurisdiction and provide assistance to the chairperson. Oversee budget areas related to the committee. In the absence of a committee chairperson, the Director will assume the responsibilities of the chairperson (e.g. minutes).
- Make changes to the ISM-CT web site to ensure all information is up to date.

Qualifications:

- ISM/ISM-CT member
- Pro-active
- Desire to improve and enhance the association
- Outgoing
- Develop and maintain programs

Resources Available:

- ISM Leadership Workshops
- Executive Director
- Workshop Networking

EDUCATION & TRAINING COMMITTEE

Reports to: 1st President

Responsibilities:

- The development and implementation of educational and professional training programs.
- Represent ISM-CT to external organizations in a professional fashion.
- Create a committee that will create and support intended programs and provide continuity.
- Organize Education & Training Committee meetings.
 - Notify Committee members directly
 - Compile minutes and report to Board of the committees plans.
 - Write articles for *THE NEGOTIATOR*, and send them to the Executive Director in accordance with the published deadlines.
- Ensure that the following tasks are accomplished by the Committee:
 - Biographies and information on each workshop or seminar is given to the ISM-CT office 3 months prior to the event to allow time for typing, proofreading, printing, and distribution to the membership and neighboring affiliates.
 - Work to create the ISM-CT program for the following year, preferably by April of the current year. This program should consist of not fewer than 8 Workshops/Membership meetings (2 ½ hours in length).
 - Arrange at least 8 all-day (8 hours in length) seminars with Continuing Education Hours toward CPSM certification
 - Compile evaluations for seminars and workshops and report the results to the Committee for use in future evaluations and schedules.
- Work with the Chair of University Relations to provide appropriate programs for students.
- Designate a Proctor to be in charge of each workshop/seminar; Board members should be asked first then Committee members as proctors attend seminars for free.
- Select, by majority vote of the committee, a recipient of the ISM-CT Education & Training Person-of-the-Year Award to the ISM-CT Executive Director by April 1.
- Attend and submit a report at the monthly Board of Directors meeting.
- Submit changes to the ISM-CT web site to keep program information up to date.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public
- Initiative/inspirational ideas to share with BOD

Expected Results:

- Quality programs for membership professional development
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Resources Available:

- Executive Director
- ISM- Website-Presenters available
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Member volunteers; membership

Marketing Director

Reports to: 2nd Vice President

Responsibilities:

- Develop a marketing plan and action items with measurable results for the Association to support the various needs of the committees, including such things as a video, booth set-up, membership material, website content and advertising brochures
- Create a Committee that will support intended ISM-CT programs and provide continuity.
- Develop and implement marketing to promote ISM-CT programs
- Establish and maintain social media tools to promote ISM & its activities
- Work to develop relationships and cross-marketing opportunities with other professional associations and networking groups
- Develop promotional incentives that will attract new members to attend ISM events
- Select, by majority vote of the Committee, a recipient, if any, of the ISM-CT Marketing Person-of-the-Year Award. Submit the nomination to the ISM-CT office by April 1.
- Submit changes to the ISM-CT web site to ensure that all information is up to date.
- Write articles for *THE NEGOTIATOR* and submit articles of interest to the Executive Director to distribute.
- Responsible for submitting monthly committee activity report to the Executive Director and 2nd VP which will go under the Committee Reports section of the Board Meeting Agenda for board consent approval. Items to be discussed must go under “New” or “Old” business.
- Responsible for attending board meetings; if unable must have discussed absence with 2nd VP.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public
- Initiative/inspirational ideas to share with BOD

Expected Results:

- Increased recognition of ISM-CT throughout Connecticut
- Increased membership and retention
- Increased attendance to our programs
- Great marketing plan

Resources Available:

- Executive Director
- ISM- Leadership Training
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Member volunteers; Membership committee; Education & Training Committee; Emerging Professionals Group; HR & Recruiters Relation Director

Membership Director

Reports to: 2nd Vice President

Responsibilities:

- Develop and implement programs to promote continued interest of new and potential members, and recruit and retain members of ISM-CT. Determine reasons for lack of participation or non-renewal of membership
- Create a Committee that will support intended programs and provide continuity.
- Greet new members at dinner meetings and act as their host when applicable.
- Follow up by phone with prospective members, non-participating members, and dropped members.
- Develop an action plan to recruit new members that is to be presented to the Board of Directors at the September Board meeting.
- Coordinate recruitment efforts of the Executive Director from both the public and private sectors, as follows: a) Seminar attendance; b) ISM lists of seminar attendees, C.P.M. recipients, and ISM Direct Recruitment; c) ISM Northeast Supply Management Group Conference attendance; d) Referrals; e) Telephone requests; and f) Follow-up to companies when a member leaves.
- Discuss and help develop with the Marketing committee advertizing material to recruit new members both electronically and by mailings.
- Promote retention of membership through follow-up by contacting them at their home if they have left a company or at their new company.
- Compile minutes and submit a monthly report for the Board of Directors meetings.
- Select, by majority vote of the Committee, a recipient, if any, of the ISM-CT Membership Person-of-the-Year Award. Submit the nomination to the ISM-CT office by April 1.
- Submit changes to the ISM-CT web site to ensure that all information is up to date.
- Collaborate with the E&T committee on the “attendee evaluation” process for ISM events and help use the feedback to make measurable improvements in ISM-CT program offering with all ISM-CT committees
- Write articles for *THE NEGOTIATOR* and submit articles of interest to the Executive Director to distribute.
- Responsible for submitting monthly committee activity report to the Executive Director and 2nd VP which will go under the Committee Reports section of the Board Meeting Agenda for board consent approval. Items to be discussed must go under “New” or “Old” business.
- Responsible for attending board meetings; if unable must have discussed absence with 2nd VP.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public
- Initiative/inspirational ideas to share with BOD

Expected Results:

- Increased membership
- Increased retention
- Great membership plan

Resources Available:

- Executive Director
- ISM- Leadership Training
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Member volunteers; membership

LONG-RANGE PLANNING COMMITTEE

Reports to: The Board of Directors

Responsibilities:

- The President, Representative to the NSMG, 1st and 2nd Vice Presidents, and Directors of Membership/Marketing, Education & Training, and others as requested, shall provide long-range planning for the Association and evaluate all ISM-CT programs to ensure that the needs of the membership are being met and ISM-CT's image and direction are promoted and re-evaluated on a continuing basis.
- Brainstorm new ideas, concepts, and operating processes that will benefit the Association, through greater visibility of the Association activities in support of the business community or the membership.
- Align the Association with current business needs and changes in the Supply Management profession.
- Review existing directorships and committee functions to make sure that they meet the needs of our membership. Obtain information from other ISM Affiliates regarding their directorships and committees. Make recommendations to the Board of Directors for changes, if deemed proper.
- Formulate, for the Board's approval, a vision statement and three-year operational plan of goals and objectives for the Association.
- Establish a strong leadership development program to ensure the continuation of ISM-CT's leadership roles among ISM local affiliates. Continually seek members to be recruited as potential Directors of the Association, and report the names of those individuals to the Nominating Committee.

Expected Results:

Continuous improvement of ISM-CT and conforming to the needs of maintaining our affiliation requirements with ISM

Resources Available:

- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

THE NEGOTIATOR EDITOR

Reports to: 2nd Vice President

Responsibilities:

- To collect material and prepare and submit it to the printer for publication of *THE NEGOTIATOR* on a timely basis.
- Write articles by attending, or designating someone else to represent you at, the following functions in order to insure proper coverage in *THE NEGOTIATOR*:
 - Monthly Membership meetings and Pre-Meeting Workshops, for summary articles of presentations. (Articles are to be written by the Education & Training Committee representatives.)
 - Other affairs, such as plant visitations, special seminars, trade shows, etc.
- Set up a procedure and schedule for collection of material to be included in *THE NEGOTIATOR*, to include the following:
 - Request articles from the President and Directors each month.
 - Review past issues of *THE NEGOTIATOR*.
 - Collect information on area seminars.
 - Edit information from ISM.
- Compile all materials and coordinate with the ISM-CT office for the timely delivery of materials each month in an appropriate format for the scheduled publication of *THE NEGOTIATOR*.

Expected Results:

A publication of exceptional professionalism for the membership

Resources Available:

- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

DIVERSITY/MINORITY DIRECTOR

Reports to: 1st Vice President

Responsibilities:

- To build relations with the Greater New England Minority Supplier Development Council and increase the Association's awareness of diversity issues that affect our profession.
- Attend meetings of the Greater New England Minority Supplier Development Council.
- Make monthly reports to the Board of Directors.
- Recommend to the Board of Directors areas in which ISM-CT should become involved.
- Develop a training program for the buyers in minority business concerns.
- Develop a diversity awareness program for the Association.
- Coordinate an annual joint meeting with the Greater New England Minority Supplier Development Council and ISM-CT by working with the Program Chairperson
- Take responsibility for writing articles for *THE NEGOTIATOR* and for general publication in the area of minority and diversity issues as they relate to the Purchasing and Supply Management profession.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public.

Resources Available:

- Greater New England Minority Supplier Development Council
- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Member volunteers; membership

UNIVERSITY RELATIONS CHAIR

See Emerging Professional Group

Reports to: 2nd Vice President

Responsibilities:

- Develop, support, and coordinate educational programs with area universities in order to promote the professional training of ISM-CT members and to promote the Supply Management profession.
- Establish and maintain a relationship with area universities in order to promote available educational programs.
- Try to meet with representatives of the schools to understand the role ISM-CT can play in helping to enhance the Supply Management program that the school offers and in making the profession known to the students.
- Keep the list of contact persons up to date, and provide such updated list to the ISM-CT office.
- Communicate with area universities to solicit information on educational programs of interest to ISM-CT members. Assemble the information and forward it to the ISM-CT office for including in *THE NEGOTIATOR*, by July 10 for fall courses and by Nov. 10 for spring courses.
- Submit changes to the ISM-CT web site to ensure that all information is up to date.
- Serve as a member of the Education & Training Committee and offer assistance and guidance regarding educational programs.
- Explore how ISM-CT can enhance the awareness of the Supply Management profession in the following ways:
 - a. Student ISM-CT Chapters
 - b. Speakers Bureaus
 - c. Internship Programs
 - d. Articles in student publications
 - e. Participation in Career Programs
 - f. Become a member of the schools' Board of Directors, Advisory Committee, etc.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public.

Resources Available:

- Executive Director
- ISM
- ISM-CT Board of Directors
- ISM-CT Board of Advisors

SCHOLARSHIPS DIRECTOR

Reports to: 2nd Vice President

Responsibilities:

- Administer the ISM-CT Scholarship Programs as designated by the Board of Directors.
- Follow the scholarship guidelines as set forth in the ISM-CT POLICIES AND PROCEDURES MANUAL.
- Provide to the ISM-CT office a letter addressed to the membership, advising of scholarships being offered, as well as appropriate application materials, instructions, and deadlines of no later than March 1.
- Receive all scholarship applications and backup materials, check applicant eligibility with the ISM-CT office, and notify applicants in advance of the deadline if anything is lacking.
- In accordance with ISM-CT POLICIES AND PROCEDURES, review of applications and recommendation of the award recipients shall be made by a professional education consultant. Therefore, engage the services of such individual to perform this task as soon after the application deadlines as possible.
- Write congratulatory letters to the scholarship recipients and provide their names and addresses to the ISM-CT office so that formal invitations can be sent to them and their parents to the spring Installation and Awards dinner.
- Write acknowledgment letters to the non-recipients.
- Write news releases to the newspapers requested by the recipients.
- Present the scholarship awards at the spring Installation and Awards dinner.
- Submit changes to the ISM-CT web site to ensure that all scholarship information is correct.

Qualifications:

- Member of ISM/ISM-CT
- Ability to speak in public.

Resources Available:

- Executive Director
- ISM-CT Board of Directors

SPONSORSHIP & SUPPLIER EXHIBIT DIRECTOR

Reports to: 1st Vice President

Responsibilities:

- Develop and implement a Sponsorship & Supplier Exhibit Program for the program year and in conjunction with the March Supply Management Month Conference.
- Determine, by consultation with the Board of Directors as early as the June Board meeting, a rate to charge for sponsorships and supplier exhibitors.
- Review the current Program details for possible change.
- Make changes to the ISM-CT web site to ensure that all Sponsorship information is up to date.
- Create a committee of members who will help obtain potential sponsors by soliciting ISM-CT membership for recommended suppliers and by continually spreading the message to suppliers.
- Work with ISM-CT's Executive Director to send out letters to former sponsors.
- Continually supply the ISM-CT office with new potential sponsors, including company name and address, contact person's name, title, phone, and e-mail address.
- Work with the staff at the site of the Supply Management Month Conference to determine the setup of the booths, the assignment of booth location for each exhibiting company, and any additional requirements for the exhibitors.
- On the day of the exhibit, welcome each exhibitor, direct them to their booth, and assist with any needs they might have.
- At the conclusion of the Supply Management Conference, obtain from the Supplier Exhibitors their comments and suggestions.
- Write notes of thanks to the sponsors and invite them to participate the following year.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public.

Resources Available:

- Executive Director
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

SUPPLY MANAGEMENT MONTH CONFERENCE (Forum)

Reports to: 1st Vice President

Responsibilities:

- Develop and implement a Supply Management Month Conference during the month of March.
- Search out and, with Board of Directors approval, contract for an appropriate venue that will accommodate the Conference and booths for a Supplier Exhibit.
- Work with the staff of the facility to provide needed AV, food, and setup.
- Work with the Education and Training Committee to provide suitable speakers.
- Work with the Sponsorship Committee to ensure sponsors will have the appropriate number of tables.
- Coordinate the speakers' PowerPoint presentations for smooth functioning at the Conference, and arrange for someone to be in charge of handling AV for the day.
- Submit changes to the ISM-CT web site to ensure that all Supply Management Month Conference information is up to date.

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public.

Resources Available:

- Executive Director
- ISM website for possible presenters
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

Director of HR and Recruiter Relations

Reports to: 1st Vice President

Responsibilities:

- Mission to identify, help educate what ISM certifications past and present mean
- Help build a stronger presence and position with companies for their candidate selection for jobs that they have been asked to fill in the Supply Management arena.
- We need to chip away at the CFO only mentality in the market with people who can not only manage the numbers but provide sustainable long term value to organizations.

Qualifications:

- Member of ISM-CT
- Ability to lead and delegate
- Ability to speak in public.

Resources Available:

- Executive Director
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Chairpersons
- Member volunteers; membership

Director-Emerging Professionals Group

Reports to: 2nd Vice President

Responsibilities

The Director of Emerging Professionals Group is responsible for working closely with the Education & Training, Membership Marketing, University Liaison, BOD and Executive Director to develop a robust program that will engage, retain and provide value to the “under 40 demographic” within ISM-CT. The target demographic includes students, recent graduates; supply chain professionals and those may aspire to a career in supply chain management.

The Director of Emerging Professionals Group (EPG) will be responsible for developing a successful program and delivering results in three key areas:

1. **Networking** – bring together a community of emerging professionals, with a variety of industry affiliations, to generate external networking opportunities for career growth.
2. **Professional Development** – Through the EPG program accomplish the following:
 - a. Enhance members’ supply management skill set
 - b. Encourage and grow membership in ISM-CT (target demographic <40)
 - c. Generate interest & awareness of professional credentials
 - d. Encourage participation in the mentor program and match mentor/mentees as needed
 - e. Provide career services and coaching opportunities
3. **University Outreach** – Support the University Liaison efforts and work to:
 - a. Educate students about the career opportunities that exist in Supply Management
 - b. Engage the target demographic early to help grow membership
 - c. Provide input to University curriculum development
 - d. Maintain involvement with Professors, Career Services Dept., Career Days, Job Fairs, Job placement, etc.

The Director of Emerging Professionals Group will work to:

- Develop the EPG program & events for the calendar year
- Establish & manage an annual budget and other expenditures authorized by the BOD
- Maintain and develop an effective means of communicating the EPG activities to members and potential members
- Collect and maintain demographic information on EPG members
- Collect regular input from EPG members (and non-members) on the perceived value of the program, using this information for continuous improvement
- Increase ISM / ISM-CT membership among the target demographic

Qualifications:

- Member of ISM/ISM-CT
- Ability to lead and delegate
- Ability to speak in public
- Initiative/inspirational ideas to share with BOD

Expected Results:

- Quality programs for membership professional development

Resources Available:

- Executive Director
- ISM- Website-Presenters available
- ISM-CT Board of Directors
- ISM-CT Board of Advisors
- Member volunteers; membership