

Position:	Revision:
President	07/01/2007
Classification:	Appointment Method:
Chapter Officer	Elected

DEFINITION:

The President is an APICS Mid-Florida officer by established By Laws. The President's term is from the transition in June to the following transition meeting. There are no limits to terms, but by tradition the President will serve no more than three terms back to back.

PRIMARY RESPONSIBILITY:

The President is the Mid-Florida Chapter leader. The President will provide leadership and guidance to the chapter Board of Directors (BOD). The President is responsible to develop and manage the chapter's adherence to the APICS C-Bar Requirements, the Strategic and Marketing plans, and formulate plans to correct or adjust chapter tactics to meet the plan.

SPECIFIC DUTIES:

1. Plan transition from President to the President Elect.
2. Chair meetings. Provide a detailed agenda before the meeting that will address pertinent issues or action items from previous meetings.
3. Attend the professional development events (PDEs).
4. Attend all, PDE, special events, and region activities if possible.
5. Follow up with all members with open action items before meetings to determine status of open issues.
6. Recruit new members when an absence exists. Report to the BOD on all recruitment activities between meetings and report on potential candidates.
7. Create the "Letter from the President" for the newsletter and/or website.
8. Coordinate succession in leadership with the President Elect. Ensure no vacuum in leadership will exist when transition of office occurs.
9. Review the goals of each department with each member to facilitate overall objective planning for the year to support the C-Bar program and the strategic plan.
10. Ensure all position job descriptions are on file and that a strategic plan is in place.
11. Be a member of APICS officer list serve and other APICS e-mail correspondence related to chapter leadership.
12. Represent the Chapter at District meetings and web-based events, or assign an appropriate alternate.

REQUIRED SKILLS/CAPABILITY:

1. Ability to work with the
2. Communications ability including phone, e-mail, Internet



Mid-Florida Chapter

**JOB DESCRIPTION
PRESIDENT**

3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
4. President and President-Elect Chapter Leadership Handbook review
5. Willingness to learn how to run a nonprofit business
6. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation
7. Familiarity with APICS Body of Knowledge
8. Public speaking and presentation skills
9. APICS certification strongly preferred.