

Criteria for Texas Gulf Coast Supply Chain Chapter of AHRMM

Office	Requirements	Duties
Vice President	Must be an active member, that has/will/is serving on the board, is a leader in supply chain, and has the ability to meet offsite. This individual must have a flexible work schedule that can accommodate chapter meetings, chapter business – related functions, and some travel. This leader must be willing to address large crowds, meet with vendors, speak, write, and communicate effectively to motivate members; and grow the chapter.	5-2: Vice-President. Shall assume the duties of the President in his/her absence. The Vice President shall succeed to the office of President following completion of his/her term. The Vice President shall produce a TGCA strategic plan to be executed during his/her term as President. The Vice President assists in the development of programs/services/events that maintain current Chapter designation of Diamond. The Vice President is expected to actively participate on the Board for two years, before succession to the presidency.
Secretary	Must be an active member, that has/will/is serving on the board, is a leader in supply chain, and has the ability to meet offsite. This individual must have a flexible work schedule that can accommodate chapter meetings, chapter business – related functions, and some travel. This leader must be an excellent writer, recorder of minutes, and effective communicator.	5-4: Secretary. Shall maintain suitable records in a permanent form of the proceedings of all General Business meetings and meetings of the Board, and shall perform other duties as may be assigned by the President. The Secretary will provide evaluation forms for all members attending educational seminars and collect and tabulate the responses and send copies to all Board members. He/she shall prepare the Annual Membership Meeting agenda, with the President's input, and distribute to all members, in advance of the monthly meetings. The Secretary will send reminder e-mails to the members of TGCA prior to all monthly general meetings. Any other duties as assignment by the President or the Board.

At-Large Member	Must be an active member, that has/will/is serving on the board, is a senior leader (VP, COO, CEO, EVP) in supply chain, and has the ability to meet offsite. This individual must have a flexible work schedule that can accommodate chapter meetings, chapter business – related functions, and some travel. This member must be willing to assist with sponsorships and large scale programming.	5-6: At-Large Member. Shall serve in whatever capacity as may be determined by the Board.
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