

CSCMP ROUNDTABLE CALL FOR VOLUNTEERS



Council of Supply Chain
Management Professionals

Educating and Connecting the World's Supply Chain Professionals.™

January 13, 2023

Dear CSCMP Members

Thank you for your continued service to the industry and commitment to CSCMP.

We are excited to launch the [2023 Call for Volunteers Application](#). We project the centralized, open process will attract a diverse pool of talented volunteers to lead engaging roundtables that serve to connect, develop, and educate generations of supply chain management professionals.

****All current volunteer positions will conclude on June 30, 2023. If you are interested in continuing your volunteer role, you will need to reapply. ****

TIMELINE:

- Application Period – January 13, 2023 – February 28, 2023
- Roundtable President to appoint Nominating Committee Chair – February 1, 2023
- Nominating Committee will receive candidate applications – by March 10, 2023
- Nominating Committee will have the ballot ready – March 31, 2023
- Officer Elections – April 1-30, 2023
- Newly appointed volunteers shadow outgoing volunteers May 1 – June 30, 2023
- Nominating Committee Chair to submit confirmed slate of officers – May 5, 2023
- Roundtables submit full board rosters no later than May 31, 2023
- Volunteer terms being – July 1, 2023

Enclosed, you will find a role description for each available position, FAQs, and notes and documents required for the updated Roundtables Election Process.

If you have any questions about the Call for Volunteers application or the Election of Roundtable Officers process, please email roundtable@cscmp.org.

VOLUNTEER POSITION DESCRIPTIONS

President: The Roundtable President is responsible for ensuring the roundtable of which he/she presides functions within CSCMP's Bylaws and Roundtable Policies. The President is responsible for guaranteeing the health of the roundtable is top of mind. The president is also charged with executing productive monthly board meetings with measurable outcomes. He/she shall work in accordance with their elected officers and are responsible for creating a roundtable structure that will achieve set goals and objectives. The President is an active promoter of the value of CSCMP membership to local organizations and community members.

Vice President of Programs: The Vice President of Programs is responsible for the roundtable's calendar of events and ensuring those events are successfully executed. He/she works to develop a calendar supporting CSCMP's mission of educating and connecting the world's supply chain professionals; this includes ensuring that tours, networking events, educational seminars and speakers/panelists are identified and finalized within policy guidelines. He/she is accountable for directing the event from start to finish.

Vice President of Membership: The Vice President of Membership is responsible for recruiting and maintaining the roundtables' membership reach. He/she works to source ideas, methods, and promotions to increase participation in roundtable events. He/she will be the liaison for CSCMP headquarters' membership nurturing campaign and measure the roundtables' membership goals. He/she will work with the VP of Programs to ensure event pricing shows the value of membership and complies with CSCMP's pricing policy. He/she will ensure each event begins/ends with a brief reminder of membership; thus, promoting the importance of belonging to CSCMP's community.

Treasurer: The Treasurer is responsible for the financial management of the roundtable; this includes working with the officers to develop an annual budget. The Treasurer is responsible for reporting on the financial status of the roundtable at each board meeting. He/she will be assigned a credit card at the beginning of their term of which is to be used to purchase supplies for roundtable meetings or events. He/she is accountable for reconciling the roundtables' credit card by the 5th of every month, including providing all receipts to CSCMP headquarters.

Secretary: The Secretary records and maintains roundtable records, as well as maintains the minutes from each board meeting. He/she may also provide registration and other administrative support as needed by the Roundtable Leadership or committees.

Member at Large: The Member-at-Large Role will be assigned or will volunteer to oversee specific aspects of the operations of the Roundtable. This position maintains the same rights and responsibilities as other board members.

Young Professionals Chair: The Young Professional Chair works with the VP of Programs to help enhance the culture and community of local students and young supply chain professionals through connectivity, development, and education. He/she will also work with the Vice President of Membership to ensure the recruitment strategy includes outreach to students and young professionals.

Committee Chairs: The Roundtable Leadership Team may appoint or nominate committee chairs at its discretion. The term of a Committee Chair is undefined and may vary.

Committee Members: The Roundtable Leadership Team may appoint or nominate committee members at its discretion. The role of a Committee Member will be defined by the committee the individual serves.

Frequently Asked Questions

Q. Who is eligible to participate in the Call for Volunteers process?

- A. CSCMP members are eligible to file an online [2023 Call For Volunteers Application](#) to indicate their interest in serving, or in continuing to serve, as a roundtable officer. **CSCMP members are eligible to cast ballots for their preferred candidates.**

Q. Who needs to complete the online Candidate Information Form.

- A. Any CSCMP Member interested in volunteering to serve as an Officer with a local roundtable or **remaining in the position of Officer of a local roundtable.** Incumbents also need to complete the online [2023 Call For Volunteers Application](#).

Q. A volunteer was appointed to his/her Officer's role in 2022. Does he/she also need to complete the online Candidate Information Form?

- A. **Yes. Additionally, nominating committee members should strive to ensure there are at least two**

(2) volunteers interested in filling an Officer's role. If an individual runs uncontested, that should be noted on the election ballot and confirmed slate of Officers.

Q. Where can I find the online 2023 Call For Volunteers Application?

A. [2023 Call For Volunteers Application](#)

Q. Does the new Call for Volunteers process replace the roundtables process to elect officers?

A. No. The Call for Volunteers process will NOT replace the elections process. It is our hope that the Call for Volunteers will help to facilitate the roundtable's election process by identifying and recruiting volunteers interested in using their leadership skills and talents to support the next generation of supply chain management professionals.

All roundtables will be required to complete and forward a copy of the 2023 Election Ballot and 2023 – 2025 Confirmed Slate of Officers.

Q. What's different about this process?

- A. In summary, there are 4 primary differences that will occur in the 2023 Election of Roundtable Officers
1. **All persons** will complete the online Candidate's Information Form to express their interest in volunteering with roundtables.
 2. Candidates may express interest in serving on global subcommittees of the Roundtables Committee.
 3. **Before the Election**, roundtables will submit the 2023 Roundtable Election Ballot depicting all candidates interested in serving as roundtable officers.
 4. **After the election**, roundtables will submit the confirmed slate of 2023 Roundtable Officers

ROUNDTABLE OFFICER ELECTION PROCESS

By February 1, the current roundtable president selects a Nominating Committee Chair. The Nominating Committee Chair will select two to four members to serve on the Committee.

All members of the Nominating Committee must be active members in good standing.

Forward the name and email address of the Nominating Committee Chair to roundtable@cscmp.org.

Duties of the Nominating Committee

1. Direct Candidates to complete the [2023 Call For Volunteers Application](#) during the Open Application Period, **January 13 – February 28, 2023**
2. By **March 10**, the Nominating committee will receive candidate applications for review.
3. The Committee will strive to ensure that there are not candidates from companies that are already represented on the Board. No more than 2 representatives from 1 company may serve as an officer.
4. Candidates to be included on the ballot shall be approved by a majority vote of the Committee. CSCMP Membership is required at the time of application and must continue throughout the duration of volunteer role.
5. The Committee will ensure that diversity is represented on the board including geographic areas, member types, diversified gender and ethnic backgrounds, fields of practice and personalities.
6. Present a recommended ballot reflecting a minimum of 2 candidates for each position. Officers may NOT serve more than 2 consecutive terms in the role.

By March 31, the Nominating Committee or Secretary should have the election ballot ready. Sample ballot [here](#).

Election Day Reminders

- Roundtable elections shall occur anytime between **April 1 – April 30**.
- Virtual elections may be conducted by using an online survey application that features options for online polls or votes (survey monkey, mailchimp, etc.).
- Only CSCMP members may vote.

After the Election

By May 5, the Nominating Committee Chair shall submit the Confirmed Slate of Elected Officers. Please click [here](#). Meeting Minutes, including the list of voting members and final counts, shall be submitted through this form as well.

Once officers are slated and confirmed, the board may appoint committee chairs and member-at-large positions. It is expected each roundtable utilize the list of candidate profiles from the Call for Volunteers to source these roles as necessary. Full board rosters are due **no later than May 31**.

Succession Training

Once new officers are elected, it is important that each person be properly trained, coached, and developed in his or her new role.

By June 30, all incoming volunteers shall participate in the following training sessions:

- Roundtable to schedule a formal meeting of all elected officers with outgoing chair/volunteer position to:
 - Review CSCMP Mission/Vision, Tag Line, and Value Statements
 - Review Roundtable Structure document
 - Review responsibilities of the Officer's position
 - Review Roundtable Officer Dashboard
 - Introduce and train on the IMIS platform
 - Share hints, tips, checklists, resources, and lessons learned
 - Discuss strategy and goal setting for the year
 - Where applicable, create three-month shadowing period; schedule 30- and 90-day review meetings.

Thank you for your continued commitment and service with CSCMP. We are hopeful this structured Call for Volunteers process will prove to strengthen a broad pool of diverse roundtable leaders and maximize volunteers' skills and interests.

If you have questions or comments about the 2023 Call for Volunteers Process, please contact roundtable@cscmp.org.