

The APICS Toronto Chapter was formed in 1961 and we serve the supply chain and operations management community within the greater Toronto area.

The Board of Directors is a volunteer-based group of individuals who conducts the business of the Toronto Chapter.

What's in it for you as a volunteer:

- Be part of a group of professionals who administer all aspects of the Chapter business.
- Network and engage with the BOD and the Toronto Chapter members
- Step out of your comfort zone and work on something different than your everyday role.
- Be the face of the Toronto Chapter to its members.

What do you get out of it:

- Volunteer with the Board of Directors and gain board experience
- Give Back to the Community
- Share your Expertise
- Share your Passion
- Be a part of something larger than yourself
- If during the fiscal year and in advance of the Annual General Meeting, the Chapter BOD deems it necessary a board volunteer may be elected as a Director (Elect) during the Chapter fiscal year if the volunteer has contributed to the Chapter business and attended BOD meetings and events on a regular basis

Time Commitment:

- The individual has to attend one Board meeting per month, and are expected to attend the Chapter's Evening and Community events and/or other events and meeting(s). Including these meetings and the addition of e-mails and telephone conversations, each prospective volunteer must be prepared to commit a minimum of **15-20 hours per month to Chapter meetings and activities.**
- This is a volunteer position and receives no paid compensation or reimbursement of out-of-pocket expenses for attendance at local board meetings.

By signing this document, the individual agrees to:

- a) be available for a possible phone interview by the President,
- b) if requested, supply additional information and references,
- c) serve in accordance with the Chapter By-law,
- d) the time commitment and compensation guidelines outlined above. Board members may be asked to attend APICS Meetings/Events and/or ASCM International Conference.

## CALL FOR VOLUNTEERS

Please use this form to apply for a position of Volunteer on the APICS Toronto Chapter Board.

### Volunteer

Your Name (please print): \_\_\_\_\_

Designation(s): \_\_\_\_\_

APICS Membership #: \_\_\_\_\_ Join Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Current Employment Status \_ \_\_\_\_\_ (Full time, Self-Employed, Retired, Student, Unemployed)

Employer / Company / School Name: \_\_\_\_\_

Current Professional Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To accompany your form, please write a 100 word or less response to each of the following questions:**

1. Are you a member in good standing of APICS Toronto Chapter? Yes/No.
2. Why are you interested in running for a APICS Toronto Chapter Board Volunteer Position? Have you volunteered with other organizations, including APICS Toronto Chapter in the past or currently? Yes/No (If yes, please list them with dates and list all organizations for which you volunteer and approximate time you spend monthly on each.)
3. Do you have experience as a Board member (in a not-for-profit capacity)? Yes/No. (If yes, how many years of experience do you have as a Board member? Please identify the roles you've held.)
4. Do you have experience working with volunteers? Yes/No. (If yes, please provide examples.)
5. Do you have experience in strategic planning and/or establishing organizational/departmental goals? Yes/No. (If yes, describe how you have helped lead organizational strategic objectives.)
6. To the best of your knowledge, do you see any potential conflict of interest between your role as volunteer and your other personal and/or professional commitments? Yes/No. (If yes, please elaborate.)

\* Please include a bio and your photo.

\* Please provide any additional information you would like to share to support your application.

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Please fax this completed form to 416-441-0591 or scan and e-mail to [president@apics.ca](mailto:president@apics.ca)

The APICS Toronto Chapter representative may request an additional meeting and/or references from potential volunteers.

For further information, contact the Chapter Office at 416-366-5388 or by e-mail at [info@apics.ca](mailto:info@apics.ca).