



**Policy Number: 01-004**

**Revision: G**

**Title: APICS Phoenix Chapter Policies & Procedures**

**Date: 1 October 2005**

1. PURPOSE

The purpose of this Policy is to provide guidance to individuals creating operating policies and procedures for APICS Phoenix Chapter/Chapter #58. This Policy outlines a broad, general methodology for developing policies/procedures and may be adapted, as required by the proponent, to fit specific circumstances.

2. PHILOSOPHY

Policies and procedures provide a platform for the APICS Phoenix Chapter to define its values, goals, and methods of operation across the organization. Policies represent executive management's position concerning operation of the organization, build on proven past decisions, and provide information required to make new decisions in today's fast-paced, environment. Further, policies speed communication across the organization and provide a clear picture of APICS Phoenix Chapter's expectations of its BOD and members. Procedures are the implementing instructions necessary to execute APICS Phoenix Chapter policies across the organization in a uniform manner. Finally, well-written Policies/Procedures will ease the transition process from BOD year to BOD year as Chapter operations will be defined in a uniform manner. Users should note that, if a policy or procedure does not meet organizational requirements, is outdated, or for any other reason cannot be implemented, the facts should be brought to the attention of the proponent of the policy/procedure for corrective action. Policies and Procedures which are not used and/or do not promote effectiveness and efficiency within the organization should and must be revoked or rewritten since they must represent "the way APICS Phoenix Chapter does business" and must support realization of the Chapter's Strategic Plan.

3. SCOPE

This policy is applicable to all members of the APICS Phoenix Chapter and, absent special instructions to the contrary, will guide the development and distribution of the organization's operational policies and procedures. In the event of conflicting documentation, the conflict will be resolved in favor of the policy/procedure outlined in this document series.

4. PROCEDURE

A. Definitions

- (1) Policy - Policies are based on the experience and vision of executive and operating Chapter management and provide guidance concerning action to be taken in normal and unusual situations. Policies cover the "what" of strategic and tactical decision making in the APICS Phoenix Chapter. A Policy may, also, include procedures in a single document; this document will be a "policy" since it is higher in the Chapter document hierarchy.
- (2) Procedure - Procedures are the detailed written instructions, which define specific activities and actions required to implement APICS Phoenix Chapter policies. Procedures provide a framework for ensuring consistency of policy implementation

across the organization, serve as a reference for performance, and assist in training new BOD members in the conduct of APICS Phoenix Chapter business. Procedures cover the "how" of expected performance in APICS Phoenix Chapter.

- (3) Proponent - The Proponent of a document is the individual, and the functional area he or she represents having primary responsibility for maintaining the policy or procedure in question. That individual is the one who provides counsel and assistance to anyone with a question concerning the meaning or operational implications of a policy and/or procedure. The proponent for Operating instructions will, normally, be the vice president/director (BOD member) responsible for operational processes within a particular area, eg, President, Executive Vice-President, VP Education, VP Finance, etc. Proponents provide the "who" of the policy and procedure program in APICS Phoenix Chapter.
  - (4) Administrative Support Services Provider (ASSP): the entity under contract to provide designated administrative services in support of Phoenix APICS Chapter activities
- B. A document may be a combined Policy and Procedure and, in that case, will, normally, be shown as a Policy. Such a document might be a policy concerning purchase orders for expense items, which would include instructions and examples of the form required to obtain such items. However, there may be a policy, an APICS Phoenix Chapter Membership Policy, for example, which will require a series of implementing procedures, a Marketing Procedure, a Recruitment Procedure, a Retention Procedure, and so on.
- C. Attached at inclosures are a template for developing a policy/procedure and a list of numbers assigned to various APICS Phoenix Chapter functional organizations in the development of policies and procedures. The format is self-explanatory; however, some additional information is provided below to assist proponents in developing policies and procedures.
- D. The policy/procedure development process
- (1) Proponent determines the need for a policy and/or procedure.
  - (2) Proponent selects a policy/procedure number based on Attachment 2 and provides a tentative (working) policy/procedure title.
  - (3) Proponent or author prepares the policy/procedure document and attachments.
  - (4) Proponent obtains necessary coordination approvals.
  - (5) If execution depends on other organizations, groups, or an individual, the proponent/author obtains that approval/agreement.
  - (6) The Proponent presents the new policy/procedure to the BOD at a scheduled meeting, answers questions/concerns raised, makes changes deemed appropriate, and publishes the final, approved version of the policy/procedure.
  - (7) Proponent places the new policy/procedure in the master APICS Phoenix Chapter Policy and Procedure file by providing a copy of the final policy/procedure, electronically or on diskette/CD, to the VP-Administration.
  - (8) The VP-Administration adds the new policy(s)/procedure(s) to the Index and to the record set maintained by the VP-Administration. The revised Index and the new policy(s)/procedure(s) is/are, also, provided, electronically, to the Chapter Website Administrator for inclusion on the Chapter Website, and, if appropriate, to the Chapter Administrative Support Provider (ASSP) for inclusion on the electronic master policy/procedure set maintained on the Chapter website by that office.
  - (9) Proponent/VP-Administration notifies the BOD and, if required, the Chapter membership of the title, revision, and date of the Policy/Procedure. This may be

done by publishing this information in the monthly BOD Meeting Minutes maintained by the VP-Administration and the PassPort/Minimum Standards & C-Bar Coordinator (Executive VP).

- (10) Any BOD/Chapter member desiring a copy of the Policy/Procedure Index and/or any Policy/Procedure may either read/copy it from the Chapter Website or request that it be e-mailed by the Chapter VP-Administration or ASSP. There is no charge for this service; however, it is the Chapter member's responsibility to ensure that the copy on hand is the most current copy available.

#### E. Production Criteria

- (1) The Heading will be in **bold 14-point type** as shown in attached template.
- (2) The body of the policy/procedure will be in 12 point Ariel/Helvetica type in the format shown in the attached template.
- (3) The draft of the policy/procedure may be hand-written or typed for preliminary presentation to the BOD, if required.
- (4) The final policy/procedure will be available to any member of the APICS Phoenix Chapter either from the Chapter Website or via e-mail from the VP-Administration/ASSP.
- (5) Suggested changes, updates, and/or deletions should be sent to the Proponent of the policy/procedure in question with an explanation of why the change is requested. The Proponent will accept and incorporate the change or deny the request and notify the requestor of the denial.

#### F. Update, Change, Review Process

- (1) Review process - All policies and procedures will be reviewed every July and January by the proponent to ensure that the information is current and correct. The July review will be directed by the VP-Administration. The result of the review may be no change required, publishing a change, or superceding/rescinding the policy/procedure.
- (2) Update/Change Process - A policy/procedure may be changed/revised at any time to reflect changes in the underlying operating process, philosophy, or practice.
- (3) The "Revision" section of the Policy/Procedure header is used to indicate the current status of the document. The "Revision" block is one alpha character; A is the initial issue, B is the 1st revision, C the 2d revision, and so on.
- (4) The procedure is the same as that outlined in paragraph 4D above to include announcing the Policy/Procedure Number, Title, Revision Number, and Date of the change.

### 5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

#### a. Attachment(s)

- (1) Template for development of APICS Phoenix Chapter Policy or Procedure
- (2) Index of Policy/Procedure numbers assigned to APICS Phoenix Chapter organizations. The legend for the numbering system (##-###) is as follows:  
##= Numeric Characters to denote Section/Department, e.g., 02 is Administration  
-###= Numeric Characters to denote the sequential Document Number

#### b. Closely Related Policies/Procedures/Documents

APICS Phoenix Chapter By-Laws, Current Revision

APICS Phoenix Chapter Strategic Plan, Current Revision

### 6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- VP- Administration

## APICS PHOENIX CHAPTER POLICY/PROCEDURE TEMPLATE



**Policy Number: ##-###**      **Revision: Current Rev**

**Policy Title: Title (Assigned by Proponent)**

**Date: Issue/Effective Date of Procedure**

1. PURPOSE

Outline what the policy/procedure is written to accomplish.

2. PHILOSOPHY

Outline any underlying philosophy or practice, which impacts this policy/procedure. May or may not be required with a policy; typically is not required with a procedure. If a philosophy is not required, note "Not Required" in that section.

3. SCOPE

Who and/or which group does the policy/procedure pertain to; that is, who does the proponent expect to react to/implement the document. Typically, a Policy will be applicable to all or a major portion of APICS Phoenix Chapter members and a Procedure will refer to a more restricted group of individuals.

4. POLICY/PROCEDURE

- a. Provide any definitions required to make the policy/procedure clear to the user
- b. What is the policy/procedure to accomplish to include any actions required and by whom.
- c. Reference to any attached forms and/or templates, etc.
- d. Define any other individuals or organizations involved
- e. Provide any step-by-step instructions necessary for implementation and any timing requirements, if applicable

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

- a. Attachment(s)  
List any attached forms, templates etc, which impact this policy/procedure. If there are none, show "None"
- b. Closely Related Policies/Procedures/Documents  
List any other policies, procedures, or documents, which are closely related to execution of this policy/procedure. For example, a Procedure will show the applicable policy as a related document (XX-001 is the Policy which spawned Procedure XX-010). If there are none, show "None"

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- Name and position of the individual responsible for answering questions and providing guidance concerning the contents and/or execution of the policy/procedure

## APICS PHOENIX CHAPTER POLICY/PROCEDURE NUMBERING SYSTEM

The following is the numbering system for APICS Phoenix Chapter Policies /Procedures. Individual components, eg. Administration, Programs, Membership, etc, may wish to further define subordinate ranges to cover specific topics within particular areas.

<u>NUMBER RANGE</u>	<u>PROPONENT ORGANIZATION</u>
01-000 to 01-100	APICS Phoenix Chapter Management (President/Exec VP)
01-001	General Operating Policy
01-002	President Position Procedure
01-003	Executive VP Position Procedure
01-004	APICS Phoenix Chapter Policies and Procedures
01-005	Chapter Passport Maintenance/Submission Policy
02-000 to 02-100	Administration (VP Administration)
02-001	General Administrative Policy
02-002	Administrative Position Procedure
03-000 to 03-100	Education (VP Education)
03-001	General Education Policy
03-002	Education Position Procedure
03-050	General Academic Liaison Policy
03-051	Academic Liaison Position Procedure
04-000 to 04-100	Finance (VP Finance)
04-001	General Finance Policy
04-002	Finance Position Procedure
05-000 to 05-100	Membership (VP Membership)
05-001	General Membership Policy
05-002	Membership Position Procedure
05-050	General Company Coordinator Policy
05-051	Company Coordinator Position Procedure
06-000 to 06-100	Programs (VP Programs)
06-001	General Programs Policy
06-002	Programs Position Procedure
07-000 to 07-100	Marketing (VP-Marketing)
07-001	General Marketing Policy
07-002	Marketing Position Policy
07-050	General Newsletter Policy
07-051	Newsletter Position Policy
07-052	Chapter Newsletter Policy (changed from 01-006)
08-000 to 08-100	Reserved for Future Requirements
09-000 to 09-100	Reserved for Future Requirements