



ROUNDTABLE POLICIES and GUIDELINES

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Council of Supply Chain
Management Professionals

The World's Leading Source for the Supply Chain Profession.™

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CSCMP BOARD of DIRECTORS POLICY STATEMENT ROUNDTABLE RECOGNITION

Revised: June 2007

THE PURPOSE OF A ROUNDTABLE

Education

- Know and serve the audience
- Develop quality programs that provide knowledge that is meaningful, insightful and of high value to participants
- Educate participants on the importance of global supply chain management and how it affects the world economies

Networking

- Leadership to encourage, facilitate and provide opportunities for networking

Personal and Professional Development

- Create an organization that involves as many persons as possible, minimizing the time commitment required of any single member by leveraging technology
- Involve roundtable volunteers with meaningful responsibilities that enable them to grow professionally and personally and to become more valuable to their employer
- Demonstrate professional and personal benefits of volunteering
- Institute a volunteer development program to attract, train and retrain volunteers
- Value the differences of all roundtables and the contributions they make to support the Council's mission and values while ensuring that they adhere to guidelines
- Effectively communicate roundtable goals, activities, challenges and solutions through an integrated effort of the roundtable cabinet, the advisory committee and interested parties

POLICIES REGARDING ROUNDTABLES AUTHORIZATION BY CSCMP BOARD OF DIRECTORS

The Board of Directors may authorize a CSCMP roundtable:

1. That a regional or local group wishing to set up periodic Roundtable discussions related to supply chain management submit a petition to the Board of Directors stating their intent and desire to hold Roundtable discussions under the auspices of the Council of Supply Chain Management Professionals. This petition must bear the signature of at least ten (10) current members of the Council of Supply Chain Management Professionals.
 - Once the petition is accepted by the Board of Directors, the local group will be permitted to function as a "pending Roundtable" for a period of one year while the Board of Directors observes its programs and evaluates local member interest in its activities. If, at the end of a year, the Board of Directors deems that there is sufficient interest, that the programs are of educational value, and that the Roundtable functions within the policies of the organization, it may approve the group as an approved Council of Supply Chain Management Professionals Roundtable.

- Once a Roundtable is approved, it may continue to function without further approval as long as it holds at least three meetings annually, is administered by a minimum of three current members serving as officers of the Roundtable, and complies with the policies and guidelines with respect to Roundtables of the Council of Supply Chain Management Professionals. Failure to do so shall terminate the Roundtable and require a new petition be submitted to the Board of Directors.
 - Roundtables must have at least three officers: President, Program Chairperson, Secretary, Treasurer or Secretary/Treasurer. The president, vice president, program chairperson, secretary and treasurer must be a member of the Council. All other positions are considered cabinet or committee members.
 - That any person, acting on behalf of a Roundtable so as to bind, obligate or commit the Roundtable shall be a member of the Council of Supply Chain Management Professionals.
2. That the signers of the petition appoint or elect a minimum of three officers to direct Roundtable affairs, one of whom will keep the Board of Directors informed of the group's activities. All officers, whether initially appointed or elected thereafter, shall be members of the Council of Supply Chain Management Professionals.
 3. That no dues are collected to fund the activities of the Roundtable discussions group. A class of Council of Supply Chain Management Professionals Roundtable membership in which such members would pay dues to a Council of Supply Chain Management Professionals Roundtable account is strictly prohibited. All Council of Supply Chain Management Professionals memberships are in the parent organization. All dues shall be levied and collected by the parent organization. NOTE: This should not be construed to prevent Roundtables from establishing funds to meet expenses by charging for luncheons, dinners, seminars, etc.
 4. Must hold a minimum of three meetings each year.
 - Must keep the executive committee informed of its activities (through the advisory committee to the roundtable chairperson who serves as a member of the Board of Directors).
 5. May use the Council name, letterhead, logo, and other identifiable symbols to announce its own meetings and activities . . . but not for any other purpose.
 6. May sponsor functions jointly with an academic institution or professional association upon notification to CSCMP's executive office.
 7. That if a pending or approved Roundtable wishes to offer a service or conduct an ongoing activity that is available from the executive office of the Council of Supply Chain Management Professionals, the officers of said Roundtable must seek authorization to do so, in writing, from the executive office staff of the Council of Supply Chain Management Professionals.
 8. That an annual meeting be scheduled by each roundtable no later than the second quarter of each calendar year, preferably in conjunction with a regular meeting, in order that Council of Supply Chain Management Professionals members in each Roundtable area elect new officers who will manage the affairs of the Roundtable for the coming year. A Roundtable shall not

use the Council of Supply Chain Management Professionals' brand for any purpose other than communicating its own specific meetings and activities. Any joint sponsorship of a program, activity, or function by a Roundtable with another organization is subject to approval by the executive office staff of the Council of Supply Chain Management Professionals.

9. The purpose of a Roundtable is to conduct events that are educational. While some aspects of a roundtable event focus on networking and can be considered social, the main purpose/focus of the event is for education. Roundtables may not conduct or participate in any function that is primarily social in nature or can be construed by Council membership to be social.

Should you have any questions regarding the above policies or if your roundtable wishes to conduct an activity that is in conflict with Council policies, contact the Director of Education & Research or the Manager of Roundtable Services. It is possible that your roundtable's plans may be restructured to fall within the intent of the Council of Supply Chain Management Professional's policies.

POLICIES REGARDING SOCIAL EVENTS

CSCMP's policy is and always has been that golf and all social events are not acceptable. If some of the board/committee members for a roundtable want to have a golf outing on the same day as a roundtable program that is acceptable as long as it is clearly stated this is not a CSCMP/roundtable event.

The purpose of CSCMP and the roundtable is educational and several roundtables have successfully conducted half day seminars followed by golf events for those individuals interested. The pricing is separate (remember we are an inclusive organization and not everyone plays golf nor do their companies support or even allow them to attend on company time) and a reference can be made to the event and where to get more information, but it must be clearly identifiable that this is not a CSCMP event.

NAMING YOUR ROUNDTABLE

As you work on building the foundations for your roundtable it is very important to pay close attention to the name you chose. Naming a roundtable can be a tricky thing; you want it to be both memorable and descriptive of your location. The wrong name can result in situations that lead to lost opportunities for both your roundtable and CSCMP. You want to make sure the name of your roundtable clearly **indicates** where you are located.

Based upon past experience it is better to name your roundtable with the city served (i.e. Chicago, Dallas/Fort Worth, San Francisco, etc.). Exceptions to this naming convention must be approved by CSCMP Roundtable Staff.

GUIDELINES REGARDING ROUNDTABLE CO-SPONSORED EVENTS

The Council of Supply Chain Management Professionals is interested in various supply chain programs and events that are held in conjunction with roundtable events. If specific requirements are met, the Council is willing to co-sponsor such programs with both academic and non-academic organizations.

An organization seeking the Council's (or roundtable's) co-sponsorship of a supply chain related

event must meet the requirements of the guidelines. **The Council will not participate in or authorize any event with a for profit-organization.**

Guidelines for the Council and it's Roundtable's Co-Sponsorship of Educational Events with Academic Institutions/Non-Academic Organizations:

- Intentions to sponsor an event with a roundtable must be referred to the Roundtable in writing **prior to the proposed announcement.**
- The institution will supply the Council with the following at the time of advising of the intention to have the seminar:
 - ✓ The objectives of the seminar.
 - ✓ The program as to the subject matter, time, and key speaker's names.
 - ✓ When and where the seminar is to be held.
 - ✓ Approximately how many persons will attend and the limit on attendance, if any.
 - ✓ Must provide most favorable pricing to CSCMP members.
 - ✓ Cost to the attendee, and specifically, what the cost covers.
- The organization will furnish to the Council/Roundtable when the event is concluded a list of all attendees, including name, business affiliation, title and address, email and phone number.
- Any financial responsibility by the Council must be pre-approved by the Council must be pre-approved in writing prior to any commitment.
- If the Council co-sponsors an event, press releases and other publicity are to include reference to co-sponsorship by the Council.
- The educational institution agrees to reimburse the Council for its out-of-pocket expenses, if any, in publicizing this event.
- Council members will be encouraged, when appropriate, to serve as speakers at the various seminars.

Approval from the Council's executive office for one event does not mean approval for another. Each event must be approved.

ROUNDTABLE STRUCTURE

THE CABINET and their RESPONSIBILITIES

The cabinet consists of the officers and cabinet members who are elected by local Council members and are responsible to the members it serves. Council Board policy requires Roundtables must have at least three officers: President, Program Chairperson, Secretary, Treasurer or Secretary/Treasurer. The president, vice president, program chairperson, secretary and treasurer must be a member of the Council. Additionally, cabinet or committee positions must be held by a current member if the person is entering into binding, obligating, or committing, or contracting on behalf of the roundtable. All other positions are considered cabinet or committee members.

Programs are critical to the success of the roundtable and the efforts of the entire cabinet are necessary to guarantee that meetings are properly planned and executed. .

Roundtable Officer Election Process

Elections should be held near the end of your roundtable year (i.e. April/May). This will allow new officers an opportunity to plan the next season's activities prior to the start of the new roundtable year. This will also provide a one or two month transition period from one cabinet to the next. In addition, this allows time for new officers to plan to attend the June Leadership Forum with other officers.

The current president's responsibilities:

By **March** select a Nominating Chairperson and committee, and share the results with the Executive Office. The Nominating Chairperson should be a current CSCMP member.

- It's best to select a Nominating Committee/Chairperson that is highly motivated and conscientious.
- The Nominating Committee/Chairperson should be chosen from those members who support and participate regularly in roundtable affairs.

The Nominating Committee/Chairperson responsibilities:

By **May** share the results of the incoming roundtable cabinet with the Executive Office using the *New Roundtable Cabinet form*.

- Appointments should be made far enough in advance so the nominees can be announced to the membership at the meeting preceding the election. This allows members wishing to nominate someone can do so through the Nominating Committee. (As stated in Article XVI, section IV of the Council's bylaws regarding roundtable membership requirements.)
- Always ask members to suggest potential candidates.
- Have your roundtables WAMMS administrator pull a list of CSCMP members for potential candidates.
- New people should be introduced into every cabinet, but there should also be some continuity from one year to the next.
- It's recommended that officers not serve in the same position more than 1-2 terms to allow for continuous infusion of new ideas.

- The best way to have a conscientious cabinet is to select nominees who will take their responsibilities seriously.
- An election should be held at the next roundtable meeting following the announcement of the nominees.

President

The president is responsible for setting the direction of the roundtable and assuring that the group functions within the policies of the organization. The president is also responsible for submitting a *Quarterly Financial Report* by the 15th of the month following the end of each quarter. The treasurer is responsible for providing you with the data necessary to complete the report.

The following duties are commonly assigned to the position of president:

- Chief operating officer
- Presides over regular meetings
- Prepares and mails board meeting agenda
- Insures goals and objectives are met through the cabinet officers
- Appoints auditing and nominating committees
- **Files *Audit Report* with executive office**
- Assists in setting agenda

Vice President/Program Chairperson

This position assures that topics and speakers (or panelists) are identified, contacted and committed, and arrangements made for them to address the roundtable on a specific date. Individuals in this role lay out the program schedule for the entire year with replacement programs planned and short notice speakers on hand in case of speaker cancellations.

The following duties are commonly assigned to the position of vice president/program chair:

- Establishing overall program for the entire year
- Work with roundtable cabinet to develop topics and speakers for events
- Submitting the *Schedule of Activities form* to the Executive Office
- Contacting, obtaining commitments, and making arrangements for speakers
- Recruiting program coordinators
- Drafting event announcements for distribution
- Developing program budget
- Post event program evaluation and submit to Roundtable Services
- Assisting president
- Make follow-up calls the week of the meeting to speakers to assure they are prepared and have travel and housing arrangements
- Introducing speakers
- Sending *Thank You Letters* to speakers and a copy to Roundtable Services (a thank you letter and small gift will be sent to the speaker from CSCMP)
- Membership promotion

Secretary

The following duties are commonly assigned to the position of secretary:

- Maintain list of potential members and coordinate with WAMMS (CSCMP's webbased membership management program)
- Maintain list of non-members who participate in roundtable activities and include their contact information in WAMMS
- Preparing and mailing *meeting announcements* (if possible, 6 weeks prior to event date)
- **Completing and file meeting Activity Report**
- Coordinating administrative matters
- Sending board meeting minutes to Executive Office
- Registration support
- Maintaining roundtable records

Treasurer

The following duties are commonly assigned to the position of Treasurer:

- **Files Quarterly Report with Executive Office**
- Accepting meeting reservations
- Making arrangements for meeting facilities and food
- Collecting and disbursing roundtable funds
- Coordinating all financial matters
- On-site registration including offering printed name badges for attendees (suggest recycling badges and holders)
- Displaying of literature at meetings
- A report on monies received and distributed should be reported at each cabinet meeting

Additional information is available on the Finance Process Team webpage on the CSCMP website.

Education Chairperson (optional position)

The education chair is the liaison between the roundtable and local educational institutions and works to improve the level of communication between educators and business communities.

:The following duties are commonly assigned to the position of education chairperson:

- Coordinate functions with education community
- Coordinates career days, educational and business symposiums
- Sponsors students to annual global conference
- Sponsors students to monthly events
- Assure educational material available at events
- Develop roundtable dialogue with university
- Plan, organize, and implement the year's educational activities
- Scholarship administration
- Provide faculty and students with roundtable and Council activity information
- Provide roundtable members with courses offered (publish them in newsletters)

- Assist vice president/program chair with program development
- Work with local universities/colleges on how roundtable could better serve the educational process

Membership Chairperson (optional position)

The membership chairperson serves as a source of ideas, methods, and programs which will increase participation in roundtable activities. Each new attendee brings valuable experience and expertise which broadens and deepens the available pool of talent for programs and future cabinet positions.

The following duties are commonly assigned to the position of membership chairperson:

- Coordinate roundtable Recruit & Retain membership program efforts
- Coordinate all functions related to acquiring new members along with retention of current members
- Handle membership drives
- Telephone to solicit meeting attendance
- Assist secretary in endeavors
- Maintain mailing list from meeting attendees and Council updates
- Solicit firms to support mailing
- Handle mailing
- Develop strategies for increasing CSCMP membership
- Work with other cabinet members to increase attendance
- Mail literature and membership applications to interested parties
- Assist with calling tree to encourage participation in events

Hospitality Chairperson (optional position)

The following duties are commonly assigned to the position of hospitality chairperson:

- Arranges and confirms facilities, food, and audio visuals for events
- Greet members and guests at events
- Adjunct of the vice president/programming
- Research and develop need for full day program/event in a seminar format
- Acts as chairman of the seminar "work group"
- Coordinate membership activities in your roundtable area

Past President

- Retiring President
- Acts in advisory capacity
- Advises chairman of nominating committee

Cabinet Member

- Provide support for all events, including half and full day seminars
- Participates in cabinet meetings
- Available for special projects
- Position is to groom for future officer position

Advisory Committee (optional position)

- Former officers who serve as mentors to current officers, and advise and assist the president as requested

ROUNDTABLE SCHEDULE of DUE DATES

- **Audit of the Treasury**
 - ✓ July 1 (submitted by the audit committee or president)
- **Election of Officers**
 - ✓ April - May (submitted by the secretary)
- **Monthly Reports**
 - ✓ Event Announcement (recorded to WAMMS or submitted 30 days prior to the event to Roundtable Services for recording to the Internet [secretary or assigned officer])
 - ✓ Activity Report (submitted 5 days following the event by the secretary)
 - ✓ Thank You Letters (submitted 5 days following the event by the program chairperson)
- **Nominating Committee**
 - ✓ March 1 - Chairperson (submitted by the president)
- **Pictures of Presidents**
 - ✓ July 1 (submitted by the president)
- **Quarterly Report**
 - ✓ Four times per year (submitted by the president from the treasurers report)
 - ◇ January 15 (4th quarter)
 - ◇ April 15 (1st quarter)
 - ◇ July 15 (2nd quarter)
 - ◇ October 15 (3rd quarter)

The Roundtable Quarterly Report is due to the executive office on the 15th day of the month following the end of each quarter. That report will list regular income and expenses and a separate report for sponsorship income and expenses.

A roundtable that does not submit their quarterly report in a timely manner, after appropriate reminders, will not be allowed to function as a CSCMP roundtable until all reports are submitted and accepted by CSCMP's executive office.

- **Schedule of Activities**
 - ✓ August 15 (submitted by the program committee)
- **Slate of Roundtable Candidates**
 - ✓ April 1 (submitted by the nominating chairperson)
- **Travel Dates**
 - ✓ June Development Forum
 - ◇ June (first or second week - date to be announced. Location to be held in Chicago, Illinois)
- **Annual Conference**
 - ✓ September/October (date and location to be announced)

CSCMP SPONSORSHIP PROGRAM ROUNDTABLE GUIDELINES

Updated May 2007

(Optional Program for Roundtables)

Philosophy

As the premium global supply chain management organization, it is accepted and expected that the organization and its roundtables will attract, or be attractive to, sponsorship opportunities for their various programs and events. It is imperative to the integrity of the organization, its Board, the relevant Roundtable cabinets and the members of the CSCMP that these transactions are arranged and managed in an ethical and orderly manner at all times.

The CSCMP's philosophy regarding sponsorships is:

- Offering sponsorships allow the association to:
 - Develop new revenue streams to allow it to continue existing programs and implement new ones to further its mission of developing, advancing and disseminating supply chain knowledge and research.
 - Provide and present events in cordial, convenient, and well equipped venues that maximize the learning experience and networking benefits
- CSCMP members and prospective members will benefit directly from the association's increased ability to meet their needs.
- Sponsors will have NO direct or implied input, influence or involvement in educational programming.

CSCMP IMPLICATIONS

If a local Roundtable accepts sponsorship funds for an event, it will be imperative that the Roundtable does not endorse the sponsor's product or encourage roundtable members to use or buy the sponsor's product. The sponsor can only be a sponsor, and not be perceived in any way as an entity or product endorsed by CSCMP or the Roundtable.

How Sponsorships Affect Roundtables

Roundtables must comply with CSCMP philosophy regarding sponsorships:

1. All programming must be unbiased.
2. No sponsors will have a direct or implied input or involvement in programming.
3. Roundtable officer and cabinet member companies cannot be financial sponsors.
4. Sponsorship funds must be accounted for and identified separately from meeting and event income on quarterly financial reports.

Oversight/Reporting

- Income from sponsorships must be accounted for separately from the receipts for roundtable registrations.
- Costs associated with sponsorships must be accounted for separately.

- A report on monies received and distributed should be reported at each cabinet meeting.
- The Roundtable Quarterly Report is due to the executive office on the 15th day of the month following the end of each quarter. That report will list regular income and expenses and a separate report for sponsorship income and expenses.
- A roundtable that does not submit their quarterly report in a timely manner, after appropriate reminders, will not be allowed to function as a CSCMP roundtable until all reports are submitted and accepted by CSCMP's executive office.

What Can be Sponsored

- Student sponsorships to annual conference
- Student scholarships
- Seminar bags, lanyards or other logo items
- Pre-meeting networking reception
- Post-meeting networking reception
- Event meals
- Beverage breaks

What Cannot be Sponsored

- Any speaker or part of the program

What Does a Sponsor Receive?

The decision to accept sponsorships must be discussed and agreed on by your roundtable's cabinet. Using CSCMP's guidelines as the foundation, the roundtable must set its own policies before any discussions with potential sponsors. If there are any questions among the board, it is appropriate to contact your Regional Advisor Team member or CSCMP's executive office staff. Decisions for the cabinet:

- The entire database is never provided to a sponsor. The roundtable cabinet may decide to provide the sponsor with the registration list for the specific event/program that the sponsorship was received.
- What will the roundtable accept sponsor monies for and what amounts.
- How will the sponsor be recognized (within the policies)?
- Who is responsible for managing the sponsorships?
- Who is responsible for the sponsorship funds and reporting?
- What oversight does the roundtable have in place to assure sponsorships are managed, monitored and reported?

CSCMP ROUNDTABLE SCHOLARSHIP GUIDELINES *(Optional Program for Roundtables)*

Creating a scholarship through the local CSCMP Roundtable is one way you can assist students and it's also a very meaningful way to honor CSCMP and the Roundtable

The Roundtable should choose the name of the scholarship as well as the criteria. CSCMP Roundtable staff is available to help you create the criteria for your scholarship. Scholarships should be awarded to deserving students based upon area of interest, geographical origin, leadership potential, merit, financial need, academic achievement and/or other criteria.

Eligibility Criteria

Eligibility criteria determine whether or not an individual meets qualifications to apply for the scholarship. Criteria to consider:

- Field of study
- Student pursuing an advanced degree
- Enrollment status: full-time or part-time
- Enrollment in a particular college
- Academics: minimum grade point average or grade point range (i.e. 2.5 or 3.0 on 4 point scale)
- Financial need
- Extracurricular involvement

Selection Criteria:

- Selection criteria are used to identify the most qualified applicants for a particular scholarship.

Examples of selection criteria include:

- Financial need
- Grade point average
- Extracurricular involvement and Community activities
- Awards and recognition
- Special circumstances
- Demonstrated talent, leadership
- Letter of recommendation from a faculty member

APPLICATION PROCEDURES

The information requested on the application should be a reflection of the specific selection criteria the roundtable has identified. In most instances the scholarship application is written by the roundtable officers or the Roundtable Scholarship Selection Committee.

In order to fully advise prospective students the roundtable will need to provide the following information to local universities or colleges:

- Where and when are applications available?
- Where should completed applications be sent?
- What is the application deadline?

- What additional information must accompany the application?
- Examples: official academic transcript, letters of reference, written statement, etc.
- When will the scholarship(s) be announced or awarded?

You may also wish to recommend that any one or a combination of the following be required:

- Personal interview
- Letter(s) of reference

Responses to questions and statements may be used to provide information not already requested on the application form that will be helpful during the selection process. A few examples follow:

- Why do you feel you are deserving of this particular scholarship?
- Describe your personal and career goals.

The Selection Process

There are many different ways in which the roundtable can select a scholarship recipient. They range from complicated papers being presented to simply getting a recommendation from a professor. To help give you a starting point, listed below are several different ways a roundtable may select a student(s). There is no one right way to select a student and what works for your roundtable may not even be on the list. Should you need additional information on any of the methods, you can call Sherrie Nauden at (630) 645-3466 or Kathleen Hedland at (630) 574-0985.

- Ask interested students to submit a paper and have an interview. Paper should not exceed 5 pages, exclusive of appendices, exhibits and title page. Paper must be typed, double-spaced and proof read. Paper topic: Provide suggestions as to how a firm might manage their logistics system to provide customer satisfaction and, at the same time, lessen the negative impact of the logistics system on the environment. Interview topic: Explain why you would like to attend the CSCMP annual conference. Paper (50%), resume (25%) and interview (25%) is evaluated by 3 logistics executives of the roundtable.
- Ask interested students to submit a paper with a copy of current resume. Paper is a case solution not to exceed 3 pages, exclusive of title page. Paper must be typed, double-spaced and proof read. Supply chain management executives, who are members of CSCMP, will evaluate case solutions.
- Offer awards for students majoring in supply chain management, logistics, physical distribution, transportation, or related fields. For example, there could be 2 \$1000 awards for students attending four year colleges, universities, or graduate schools or two \$500 honorariums for students attending two year colleges. To be eligible, students must be nominated and recommended by a faculty member or school administrator and submit a research paper on logistics issue. A committee of roundtable members will judge the papers.
- Have each university select a student and provide the roundtable with a resume and an essay on why their student should be the one selected. Based on the essays, the roundtable would make the final decision.

- Professors on the board and other professors in the area host a "competitive week". Students write a professional paper with logistics or supply chain management theme. Professors grade papers as part of the selection process.
- Work with professors to identify a candidate who has a real interest in a supply chain management career with a deserving academic performance record. Roundtable board will review credentials of the proposed students and select a scholarship recipient.
- Ask universities to nominate a student who meets the criteria and generally accept the professor's nominee.
- Send an application and notice to supply chain management and logistics faculty at area colleges. The application asks for basic information such as name, address, and also for a list of logistics related courses, how the student's tuition is financed and to describe any logistics related full-time or part-time employment. The student must be majoring or pursuing a concentration in logistics. The faculty is asked to inform potential applicants and to hand out the applications. Completed applications are circulated among roundtable board members and the winner is chosen during a meeting of the board.

Administration of Scholarship Funds

Typically, a selection committee carefully reviews the scholarship applications submitted by students and selects the most deserving recipient(s) based on the donor-established criteria.

Award Amount

The size of the award and number of awards given is determined in part by the funds available. The Arizona Roundtable has established a practice where 75% of all net proceeds from the roundtable events are contributed to their scholarship fund. This practice has give the roundtable a formal objective for what they do as a group, aids in promotion of events and helps justify the expense for attendees. The practice also allow the roundtable to build a strong line of communication with the local education community. Any monies left in the fund at the end of the roundtable year are rolled over into the next year's fund. This practice has allowed the Arizona Roundtable to increase the amount of the scholarship awards.

Roundtable officers may wish to provide some direction regarding future changes to the scholarship fund should the distribution amount available change significantly (increase amount or number of awards given).

ROUNDTABLE LEADERSHIP

ROUNDTABLE ADVISORY COMMITTEE

The Roundtables report to the Board of Directors through the Chair of the Roundtable Advisory Committee. The Roundtable Advisory Committee is charged with creating support and guidance for each of the Roundtables.

STRATEGIC ADVISORY COMMITTEE

Small team of advisors focused on addressing strategic global issues that impact Roundtables and developing the policies and guidelines needed to govern around the world.

The Roundtable Advisory Committee is structured into Regional Advisors that provide direct contact with an individual Roundtable, and Process Teams that provide support and tools around individual processes that Roundtables perform.

INTERNATIONAL STRATEGIC ADVISORY COMMITTEE

A team of international advisors focused on defining the CSCMP connection on a national and regional level for the international community. Develop Ideas on how CSCMP will grow relationships with other local international organizations and grow CSCMP's presence with the international community while increasing roundtable attendance and CSCMP membership.

REGIONAL ADVISORS

Regional Advisors provide a "single-point-of-contact" for Roundtable cabinet members to get questions answered, share concerns and best-practices, provide feedback and opinions.

Teams of experts in areas focused on providing in-depth administrative and process support for the Roundtable cabinets around the globe.

PROCESS TEAMS

Teams of experts in areas focused on providing in-depth administrative and process support for the Roundtable cabinets around the globe.

Marketing

The Marketing Committee will establish the process of understanding the value of roundtables, creating a consistent message to present your offerings, and bringing this message to target audiences in order to achieve the strategic objectives of your roundtable. Activities will include the development of sample marketing plans, promotion and public relations assistance, development of tracking, and follow-up processes and procedures.

The work of the Marketing Committee will align itself with the mission of CSCMP, to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research.

PROCESS TEAMS (CONTINUED)

Communication

The overall goal of the communications team is to facilitate two way communication between roundtable officers and all the newly formed advisory teams who can suggest, assist, and in many other ways help the roundtables have better programs, attract better speakers, have more attendees, keep volunteers excited about what they do, and much more. In addition we will work on improving the quality of all types of communications (Written, Verbal, Internet) with and between the all Roundtable officers, Advisors, CSCMP's Executive Board, CSCMP staff, CSCMP members, nonmember meeting attendees, and other parties interested in the Supply Chain Profession.

The Communications team will focus on ways to enhance the Supply Chain profession through a smooth flow of communication to all the participants in CSCMP's global community.

Program

The Programs Committee goal is to invigorate and mentor Roundtable Program Chairs. The committee will provide, create and refine tools that will empower Roundtable Program Chairs ensure success of roundtable programs, and create a network for Roundtable Program Chairs to share best practices with, and ask questions of one another. Activities will include development of a speaker's bank, an idea bank, depository of best practices for roundtable programs, an event planning timeline and task management toolset, and development of program activities during the June Forum and Conference mini-forum.

The work of the Programs Committee will align itself with the mission of CSCMP, to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research.

Finance

The Finance Committee will establish finance processes and procedures to assist Roundtable Treasurers including assessment of resources needed for Roundtable financial management; development of tools and software recommendations; creation of a RT Treasurer support network; creation of an improved communication process; and development of an improved finance process taking a supply chain event workflow approach. The Committee will coordinate the communications and feedback regarding overall changes to CSCMP that will impact the Roundtable financial processes.

IT/WAMMS

The IT Committee promotes the capabilities and use of WAMMS (Web Accessible Membership Management System) by all Roundtables. The Committee encourages Roundtables to utilize this valuable resource and is available to answer questions about the system. The Committee supports training for WAMMS provided by CSCMP staff for Roundtable Administrators. The Committee collects feedback and reviews requests for upgrades and improvements to the system. By promoting the use of WAMMS by the Roundtables, the IT Committee supports the work of all other CSCMP Committees.

PROCESS TEAMS (CONTINUED)

Membership

The Membership Team will recruit volunteers to build on evolving and sustaining the organization with qualified professionals, greater depth, and broader membership. The team will develop programs to attract volunteers to expand growth of the local roundtables. Activities will include the development of community outreach, which is to expand awareness within the community by attracting individuals, businesses, and academics to foster relationships and promote CSCMP.

This work of the Membership Team will align itself with the mission of CSCMP, which is to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research.

Education

The Education Committee will develop programs and activities designed to assist local roundtable in identifying and developing initial academic relationships, Adopt-a-school programs, developing a career day program and getting students involved. Activities will include the development of a depository of education best practices, marketing of the Global SC Careers DVD and Toolbox and promotion of the ESC Pro membership program to graduating student members.

The work of the Education Committee will align itself with the mission of CSCMP, to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research.

Officer Development and Volunteer Recruitment

The Officer Development & Volunteer Recruitment Team will assist roundtables in the development of recruitment plans that are essential to a successful roundtable and should be an ongoing process. The plans will include an assessment of the needs of the roundtable, a job description for each of the cabinet positions, a process for identifying and inviting individuals to serve on the roundtable cabinet.

SOS

The SOS Committee will leverage the organization's experience to assist those roundtables in need through needs assessment, thought leadership, coaching and implementation activities that enhance the strength and vitality of the Roundtable.

Activities will include the use of the hierarchy of needs survey - focus on level 1&2 roundtables and the development of a multi-tiered assistance program (Level 1 – Mentorship and Coaching, Level 2 – Assessment and Recommendation, Level 3 – Implementation Assistance).

The work of the SOS Committee will align itself with the mission of CSCMP, to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research.

PROCESS TEAMS (CONTINUED)

ITEMS and SUPPLIES AVAILABLE from CSCMP EXECUTIVE OFFICE

On or about July 1st of each year, the Education & Roundtable Services Department will forward the following supplies to the appropriate officer:

- CSCMP Letterhead
- Name Badges and Badge Holders
- Council Literature

Additional resources available on the Roundtable Resources Webpage:

- *Education Guidebook*
- *Managing Roundtable Finances Guidebook*
- *Marketing Guidebook*
- *Program Planning Guidebook (Speakers' Bank)*
- *Volunteer Management Guidebook*
- *WAMMS Education Guidebook*

For your reference, please take a minute to navigate the Roundtables webpage to access roundtable leadership information. Additional reference materials including request forms, and CSCMP logo files can be found in this area as well.

