





Membership Handbook



**Tammy Johnson;
CPIM, CSCP
Lisa Ross
Triangle Chapter**



*Advancing Productivity, Innovation,
and Competitive Success*



Introductions

- **Tammy Johnson;**
CPIM & CSCP
- Triangle Chapter
- VP Membership
- **Lisa Ross**
- Triangle Chapter
- VP Finance
- 2010 APICS
International
Conference Chair



Why Are We Here Today?

- To share ideas and practices used by the Triangle chapter to support the value proposition to its customers, members and perspective members.



Key Membership Functions

- Use chapter data from MyChapter
- Identify expired members and members up for renewal
- Provide listing of members to contact
- Contact via email notice
- Invite member as guest to next PDM
- Follow up contact with a personal call
- Defines membership status going forward



Using MyChapter

- Run Standard Monthly Snapshot Report from MyChapter
<https://www.apics.org/apics/Chapters/ChapReport.aspx>

Reports provide:

- Member Name
- Member ID #
- Membership type
- Certifications
- Employer Information (if provided)
- Contact Information
- Date member joined APICS
- Anniversary of Dues



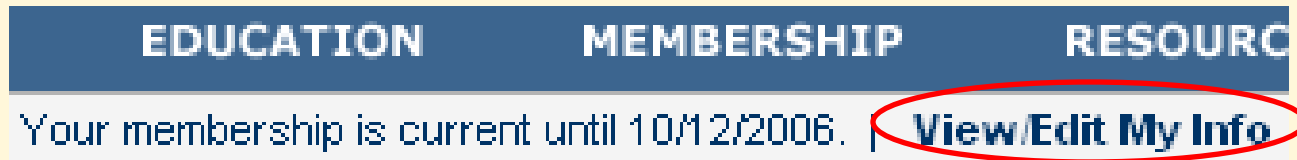
Using MyChapter

- Additional Snapshot Reports Available from MyChapter
- New member Reports
 - * Used to welcome new members to the chapter
- Suspended Member Reports
 - * Used to contact the member about renewing

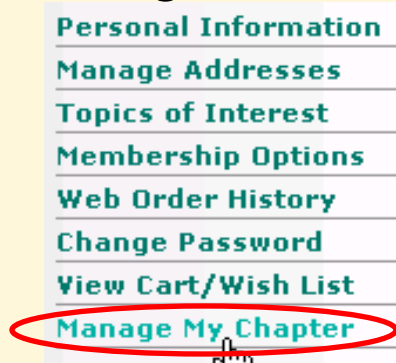


Access My Chapter

1. Log into the APICS Web site at www.apics.org.
2. Select the View/Edit My Info link within the Welcome panel in the upper right-hand corner of the screen.



3. Select Manage **MY CHAPTER*** from the left-hand navigation bar.



*Only officers granted My Chapter access by their chapter president are able to view the Manage My Chapter option.

Real Time Reports

<https://www.apics.org/APICS/Chapters/ChapReport.aspx>

- Current Members
- Renewal Alert
(60 days prior to dues end date)
- New Members
(past 180 days)
- Former suspended members
(past 180 days)



Membership

- Identify Expired member and create a contact listing with email address
- Identify Suspended members and create a contact listing with email address
- Chapter membership directors send email notifications to the members on their lists
- Notification includes a free Professional Development Meeting and a direct link to the APICS website for unemployed benefits

<http://www.apics.org/Membership/Join/unemployed.htm>



Career Workshops

Chapter has sponsored 2 sessions

March 09 and June 09

Sessions were held on:

Saturday morning for 4 hours with light refreshments.

Subject matter experts in career placement

One on one career counseling



Career Workshops

- Additional meetings are now scheduled prior to each Professional Development Meeting for the remainder of 209 PDM's
- Career focus for helping members and local company opportunities come together
- Help members learn valuable career building skills



Company Coordinators

- Expectations
- **Influence Chapter Planning**
 - Represent the associated company to the chapter, providing feedback to chapter
 - Promote relevant professional development events
 - Coordinate group registrations/reservations for chapter activities
- **Promote APICS education and certification**
 - Encourage APICS Education & Certification
 - Give Advice and Answer Questions



Company Coordinators

- Number of Coordinators – 5

Burt's Bees

Caterpillar Incorporated

Novozymes North America

Siemens Medical Solutions

Tekelec

- Number of companies represented

The Triangle Chapter currently has over 320 members represented by more than 200 companies

- Ways to engage company coordinators:
- Hows: Luncheons, Special shirts



Enterprise Members

- Enterprise Members are expected to take leadership roles, as Triangle Chapter Partners
- Triangle currently has two Enterprise Member Companies:
 - BASF
 - Eaton Corporation
 - Coty Inc (in process)



Enterprise Members

- The Enterprise member partnership with Triangle Chapter includes some important expectations
 - Certification activity and achievement
 - Professional development activity
 - Speakers and Instructors
 - Board responsibility and support

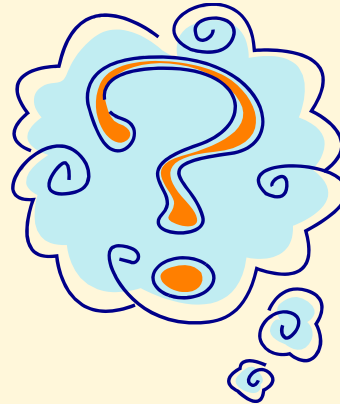


Key is the Personal Touch!

- Membership Directors follow-up email with a personal call
- Provides feedback on member status
- Direct feedback from our customers



Questions or Feedback?



THANK YOU~

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