



PIMA Management Division

Supplement to General Division Manual

Approved October 12, 2022

Division Scope

PIMA is the leadership division of TAPPI dedicated to all professionals in the pulp, paper, tissue, packaging, and associated industries providing the means for our members and leaders to address relevant industry issues and develop their leadership skills.

Mission

PIMA's purpose is to influence a culture of innovation complementing the technical and professional work done by all TAPPI's divisions towards a sustainable future for the entire industry.

Vision

PIMA is recognized as the trusted source for leadership, workforce development, and safety content that contributes toward an innovative, sustainable global pulp and paper industry.

PIMA Membership

Membership in the PIMA Division is defined as an active member of a PIMA committee and/or an interest in the global pulp, paper, tissue, packaging, and associated industries. Active membership in TAPPI is required.

TAPPI can create mailing lists and meeting notices based on this to keep the membership informed of Division activities.

PIMA Division Structure

Executive Council

The PIMA Executive Council is the primary governing body for the PIMA Division. The Executive Council is responsible for management and planning for the Division within the Division's scope and structure and in accordance with TAPPI objectives and policies. The Executive Council functions primarily as follows:

- To administer the structure of the PIMA Division, including committees, task forces, common interest groups, or any other member groups within the Division.
- To do the future planning and, after acceptance of a plan, to guide it in its growth.
- To enable the PIMA Division Officers to effectively perform their duties.
- Vote for and award Division Awards and Scholarships.

The Council meets monthly unless otherwise specified. Two meetings will be open to all members. One of the open meetings will take place at the annual TAPPICon Conference.

Executive Council Members

The members of this committee are limited to these officers:

POSITION	TERM	VOTING (Y/N)
Executive Council Chair	2 Years	Yes
Executive Council Vice Chair	2 Years	Yes
Executive Council Secretary / 2nd Vice Chair	2 Years	Yes
Executive Council Immediate Past Chair	2 Years	Yes
Awards Chair	2 Years*	Yes
Diversity, Equity, and Inclusion Chair	2 Years**	Yes
Future of the Industry Chair	2 Years*	Yes
Membership Chair	2 Years**	Yes
Mill Engagement Chair	2 Years*	Yes
Program Chair	2 Years**	Yes
Safety Chair	2 Years*	Yes
Student/Academic Relations Chair	2 Years**	Yes
Workforce Development Chair	2 Years*	Yes
Women In Industry Chair	2 Years***	Yes
Young Professional Chair	2 Years***	Yes
Couch Pit University Chair	2 Years***	Yes
Paper360 Editor	No Term	No
TAPPI Staff Liaison	No Term	No

**Rotates in even years*

***Rotates in odd years*

****Rotates based on that division's policy*

Executive Council Chair

Responsible for representing the division and administering the division business in accordance with association policies. Functions as the executive head of the division.

Duties, Responsibilities, and Authority

- Sets the agenda and presides at all meetings of the division council in accordance with TAPPI's Antitrust Policy and Procedures.
- Oversees the development of all products and activities of the division. Works with the appropriate TAPPI staff account manager to ensure that products are delivered with quality and in a timely manner.
- Leads the development of strategic and operational plans for the division focused on customer and member needs.
- Facilitates the recruitment of candidates for Council leadership and committee chairs.
- Leads selection of PIMA's Leadership and Service Award winner.

Relationships

- Maintains working relationship with TAPPI Staff in such areas as:
 - Division and committee guidance
 - Operating procedures
 - Any product or event development
- Maintains working relationships with other division officers and all committee officers.
- Sets overall direction and focus of the division with input from the Council members.

Immediate Past Chair

- Provides continuity of historical context to committee
- Available to step in, if needed, for any ad hoc project

Vice Chair

- Assists the Executive Council Chair
- Fills in for the Executive Council Chair if he/she cannot attend a particular function or fulfill their duties.

2nd Vice Chair/Secretary

- Ensures the recording of meeting minutes of all Executive Council Meetings.
- Publishes meeting minutes for review by Council Chair and TAPPI staff liaison prior to the following meeting.

Committees and Chairs

Award Committee Chair (No standing committee)

- Oversees the management of the award program, including soliciting nominations, preparing for award selections, and leading the PIMA Executive Council in voting.
- Encourages nominations from PIMA members and the industry.
- Facilitates any changes/improvements to the awards or their criteria.
- Leads fundraising efforts for scholarship and award funding.
- Can form task forces to work on specific changes to the awards program when needed.

Diversity, Equity, and Inclusion (DEI) Committee

The Diversity, Equity, and Inclusion (DEI) Committee's mission is to promote policies and practices which encourage the attraction and retention and engagement of a diverse workforce which leads to a more sustainable industry.

DEI Committee Chair

- Chairs meetings of the DEI committee
- Leads the development of goals to achieve the committee's outcomes.
- Ensures tracking of DEI outcomes
- Leads the development of a program to assist all committees to take DEI practices into account across PIMA events.
- Can form task forces to assist in content development or survey outreach efforts.

Future of the Industry (FOTI) Committee

The Future of the Industry (FOTI) Committee brings to light the research and development of new processes, materials and applications allowing an assessment of the current and evolving industry dynamics. The committee also develops content and resources designed to increase awareness and usage of existing IT tools among mill leadership, allowing them to improve operational efficiency and make better data-based decisions.

FOTI Committee Chair

- Chairs meetings of the FOTI committee
- Leads the development of goals to achieve the committee's outcomes.
- Ensures tracking of FOTI outcomes
- Collaborates with TAPPI technical divisions on content development for specific industry segments.
- Can form task forces to assist in content development or survey outreach efforts.

Membership Committee Chair (No standing committee)

- Develops strategies for recruiting new members into the division for continuous growth and engagement.
- Identifies excellent people who want to give back to the industry and can enhance PIMA programs and activities.
- Recruits new members of PIMA to active committee roles.
- Organizes both open meetings for PIMA Division
- Can form task forces to work on specific membership programs when needed.

Mill Engagement Chair (No standing committee)

- Encourages and supports value-added content development for the industry while serving as the key point of contact for mill individuals.
- Collects input from mills and industry to understand industry needs.
- Collaborates with Program, Membership, and Workforce Development facilitating mill engagement in all regards.
- Facilitates and leads the mill manager roundtable at TAPPICon.
- Can form task forces to assist in content development or survey outreach efforts.

Program Committee

The Program Committee's mission is to develop in-person and virtual content, and collaborate with Women in Industry, Young Professionals, and Couch Pit University to develop the PIMA Management track at TAPPICon.

Program Chair

- Oversees the Program Committee and directs its efforts in development of programming content for TAPPICon, Student Summit, and other events where PIMA is involved.
- Serves on the TAPPICon Steering Committee (TCSC) and reports progress at the monthly TCSC meetings.
- Co-chairs TAPPICon's PIMA Executive Panel, along with *Paper360* editors, developing content, recruiting speakers, and driving regular meetings when appropriate.
- Helps recruit for the Program Committee when necessary to fill gaps.
- Can form task forces to assist in content development or survey outreach efforts.

Safety Committee

The Safety Committee's mission is to promote and develop safety related content for the industry reducing risk for all employees. The committee goal is to educate and promote proactive risk reduction reducing injuries across the industry. Collaborates with Pulp and Paper Safety Association (PPSA) and other organizations.

Safety Chair

- Leads committee and sets agenda in conjunction collaboratively with PPSA or other resources.
- Facilitate and lead PIMA Safety content at TAPPICon.
- Can form task forces to assist in content development or survey outreach efforts.

Student/Academic Relations Committee Chair (No standing committee)

- Provides updates and insights into the paper engineering programs and student chapter activities.
- Can form task forces to assist in content development or survey outreach efforts.

Workforce Development Committee

The Workforce Development Committee's goal is to share best practices and tools for skills development for the frontline workforce. The committee also provides career development support for management and leadership professionals. The focus is on the pulp, paper, tissue, packaging, and affiliated industries, but may also discuss content outside of this area. The committee is intended as a central point of support to other TAPPI Divisions addressing workforce topics specific to their audience.

Workforce Development Chair

- Leads Committee and sets agenda in conjunction with other PIMA chairs and TAPPI staff liaison.
- Facilitates and leads PIMA Workforce Development content at TAPPICon.
- Coordinates with other TAPPI Divisions supporting and addressing topics specific to their audience.

- Can form task forces to assist in content development or survey outreach efforts.

Women in Industry Division Chair or WIN Representative (No standing committee)

- Represents the Women In Industry Division goals, especially in areas of leadership, workforce development, or safety, to the PIMA Division Executive Council to facilitate collaboration between the two divisions.
- Helps the Executive Council recruit women for PIMA Division officer rotation.
- Facilitates and leads WIN content for the PIMA track at TAPPICon.

Young Professionals Division Chair or YP Representative (No standing committee)

- Represents the Young Professionals Division goals, especially in areas of leadership, workforce development, and safety to the PIMA Division Executive Council to facilitate collaboration between the two divisions.
- Helps the Executive Council recruit YPs for PIMA Division officer rotation.
- Facilitates and leads YP content for the PIMA track at TAPPICon.

Couch Pit University Chair or CPU Representative (No standing committee)

- Represent the goals of Couch Pit University, especially in areas of leadership, workforce development, and safety to the PIMA Division Executive Council to facilitate collaboration between the two groups.
- Helps the Executive Council recruit CPU members for PIMA Division officer rotation.
- Facilitates and leads the PIMA Superintendent content at TAPPICon.

Subcommittees

Subcommittees may be formed within Committees and may be permanent or temporary. Temporary subcommittees are typically known as ad hoc committees. Subcommittees may be established to work permanently on one specific area of interest to the committee or to complete a particular project. Members of a permanent subcommittee must be members in good standing of the Association. However, a temporary subcommittee can invite nonmembers to participate and lend their expertise to the project.

AWARDS

The PIMA Division presents the following awards which require completion of a nomination form:

AWARD	DESCRIPTION	AWARDED
PIMA Leadership Award	Recognizes an individual who has best demonstrated outstanding leadership, management, and organizational skills leading to improved results for their team or company. Nominees for this award are judged on four criteria: skill in people development; application of best management practices; effective use of external resources; and change management.	Yearly, Nominations held for 2 years.
PIMA Student Leadership Award	Recognizes and supports an outstanding student leader who has best demonstrated outstanding leadership, management, and organizational skills. Nominees must be enrolled in a full-time undergraduate program. This individual shall demonstrate an intent to work in the industry post-graduation. Only one nomination per University/College permitted.	Yearly, Nominations are not held over.
PIMA Innovator Award	Awarded to a member of a paper, paper converting, supplier or affiliate company who has best demonstrated outstanding innovative strategies, application of technology or other means leading to improved results at their facility or enterprise.	Yearly, Nominations held for 2 years.
PIMA Division Leadership and Service Award	Recognizes an individual for outstanding leadership and exceptional service to the PIMA Division which have resulted in significant and demonstrable benefits to the Division's members.	Yearly, Nominations are not held over.