

PROCEDURES: ARMA Houston Vice President of Community Outreach and Fundraising

revised 25 April 2014

Note: Upon the appointment of new vice presidents in July 2013 for Professional Marketing and Outreach and for Communications, the former was re-named Community Outreach and Fundraising and the latter assumed marketing and publicity functions.

I. Objectives and Responsibilities

- A. to serve ARMA Houston's regional community by participating in "common good" activities and/or by collecting funds and materials for donation to various and selected deserving entities; and
- B. to promote ARMA Houston by increasing its visibility in the greater regional community, through participation as noted above.

II. Organization

- A. The ARMA Houston Vice President of Community Outreach and Fundraising is an elected member of the Chapter Board of Directors and reports directly to the Chapter President.
- B. The Vice President of Community Outreach and Fundraising is responsible for the committees described below.
 1. Permanent Committees
 - a. Golf Tournament consists of a manager, members, day-of-tournament volunteers;
 - b. Highlighting Literacy for Kids consists of a manager and members;
 - c. Holiday Social consists of a manager and members; and
 - d. Legislative and Regulatory Affairs consists of a manager and members.
 2. Temporary Outreach Committees are created for specific beneficiaries and goals, for particular times, dates or places of service, and is of limited life. They consist of a manager and members.

III. Guidelines

- A. Read and become familiar with the association's constitution and by-laws;
- B. Meet with previous office-holder/s to obtain records and discuss duties and responsibilities;
- C. Appoint permanent committee managers:
 1. review objectives, goals, budget and, possibly, methodology, including check request submission procedure and Communications VP committee practices and contacts, and
 2. oversee committee functions and assist when and as needed;
- D. Determine up to two (2) additional fundraising beneficiaries, and
 1. appoint committee managers, when applicable, and
 - a. review objectives, goals, budget and, possibly, methodology, including check request submission procedure and Communications VP committee practices and contacts;
 - b. oversee committee functions and assist when and as needed, or
 2. determine that Community Outreach and Fundraising VP will serve as committee manager, select committee members and assign tasks to members.
- E. Attend Board of Directors meetings, and give committee reports.

IV. Procedures

- A. Meet with committee managers regularly via telephone, email and/or in-person discussion for updates and reports for Board meetings;
- B. Announce and promote events, activities and projects at Chapter luncheon meetings, on Chapter website and in Chapter newsletter editions, or encourage and allow committee manager/s to do:
 1. Golf Tournament
 - a. requires golf club contract to be negotiated, and check request for course reservation (pre-event) and use (post-event) to be signed and submitted to Treasurer with invoices, receipts or

- proofs of payments. Post-event costs may include catering, prizes and awards, equipment rental, beverage cart expenses and fees for other goods and services;
- b. establish electronic registration and payment on website;
2. Highlighting Literacy for Kids: manager will collect monies at Chapter luncheons and deposit same with Chapter Treasurer for end-of-fiscal-year disbursement to beneficiary;
 3. Holiday Social
 - a. requires venue reservation and down payment, and post-event final payment: sign and submit check requests with invoices, receipts or proofs of payment to Treasurer;
 - b. requires door prizes and contest awards: sign and submit check requests with invoices, receipts or proofs of payment to Treasurer; and
 - c. establish electronic registration and payment for guests' attendance on website;
 4. Legislative and Regulatory Affairs: encourage manager and/or members to write articles for Chapter newsletter, and to post to Local Government Industry Interest Group blog and forums.

V. Financial

All funds received from a Chapter event, activity are to be deposited with the Chapter Treasurer for handling. UNDER NO CIRCUMSTANCE ARE CHAPTER VPs, COMMITTEE MANAGERS OR MEMBERS AUTHORIZED TO DISBURSE OR RETAIN MONIES COLLECTED FROM A CHAPTER-SPONSORED EVENT, ACTIVITY OR PROJECT. The Treasurer will pay for expenses or reimburse member/s upon presentation of completed check request form/s with appropriate invoice/s, receipt/s and/or other proof/s of purchase.

