

# EXECUTIVE VICE PRESIDENT

Revised 2013

## I. OBJECTIVES AND RESPONSIBILITIES

The Executive Vice President is responsible for overseeing the following Board members and committees:

- Archives Committee
- By-Laws Committee
- Procedures Manual Committee
- Secretary (Board Member)
- Treasurer (Board Member)
- Strategic Planning
- Strategic Reserves
- Ad-hoc Committees

And submission of the ARMA International Chapter of the Year application.

## II. ORGANIZATION

The Executive Vice President is an elected member of the Board of Directors and reports directly to the Chapter President.

## III. GUIDELINES

- Meet with the former vice president to obtain records and discuss duties and responsibilities.
- Appoint managers for the committees for which responsible.
- Review with managers and board members the objectives, goals and budget for the year.
- Oversee the functions of the committees and board members and assist as needed.
- Attend the Board of Directors meetings and give committee reports.

- Read and become familiar with the Bylaws.

#### **IV. PROCEDURES**

- Assume all the duties of the President during absence or disability of the President.
- Assist the President with any duties as required. (i.e. liaison with Southwest Region, job hotline interface, chair special committees)
- Serve as ex-officio member of all Standing and Ad Hoc Committees.
- Serve as administrator providing guidance and direction to the Secretary and Committee Managers.
- When deemed necessary by the President and/or Board, appoint a Calling Ad Hoc Committee Manager and provide guidance to the Manager.
- Provide Board of Directors Meeting Minutes to the Archives, By-Laws, and the Procedures Manual Committee Managers.
- Collect data for and submit the application for the ARMA International Chapter of the Year Award.
- Contact President upon receipt of a complaint or grievance
- Perform additional duties as assigned by the President and/or Board of Directors.

#### **V. FINANCIAL**

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project.

