

# IMMEDIATE PAST PRESIDENT

## Revised May 2013

### 1. OBJECTIVES AND RESPONSIBILITIES

Read and become familiar with the Chapter Bylaws.

The Immediate Past President is responsible for managing the Awards Committee and Nominating committees as well as serving as Parliamentarian at all Board of Directors Meetings.

### II. ORGANIZATION

The Immediate Past President is an elected member of the Board of Directors and reports directly to the Board of Directors.

### III. GUIDELINES

- Meet with the former Immediate Past President to obtain records and discuss duties and responsibilities
- Appoint members for the committees for which responsible
- Review with board members the objectives, goals and budget for the year
- Attend the Board of Director meetings and give committee reports
- Read and become familiar with the Chapter Bylaws
- Be familiar with Robert's Rules of Order

### IV. PROCEDURES

- Update History of Houston ARMA Chapter. Provide update to the VP Communications for posting on the webpage and distribution to membership.
- Collect Chapter photos from ARMAdilla staff and other Committees. Label all photos received and send to archives.
- Managing the Awards and Nominating Committees (*see procedures*)
- Serving as Parliamentarian at Board of Director's meetings

### 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 ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

### VI. ATTACHMENTS

None.