Chapter Program Manager

I. OBJECTIVES AND RESPONSIBILITIES

The Chapter Meetings Manager is responsible for planning the educational content for the monthly chapter meetings, securing speakers and ensuring the smooth running of each luncheon meeting.

II. ORGANIZATION

The Manager for Meeting Speakers is appointed by the Vice President of Chapter Meetings and report directly to the Vice President.

Programs are scheduled from January to December instead of July to June (the ARMA Houston fiscal year), to allow the incoming manager time to acclimate to the position before having to provide speakers.

The usual meeting date is the fourth Wednesday of the month but may vary due to scheduling conflicts with holidays or the ARMA International Conference schedule.

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary. Prepare the objectives, goals and budget for the year.
- Submit status reports and recommendations to the vice president for reporting to the Board of Directors.
- Attend the monthly Board of Directors meetings as necessary.
- Read and become familiar with the Bylaws.
- The functions of the committee are managed by the VP Chapter Meetings.

IV. PROCEDURES

A. Collaborate with the Vice President, the Social and Hospitality Committee Manager and the Workshop Manager to obtain leads for speakers. Solicit speakers from list of speakers obtained from Conference Programs committee and other known sources.

B. Secure speakers and their topics for luncheons.
Chapter Program Manager

C. Prepare program of speakers and topics for the calendar year, January through November (the Holiday Social in December takes the place of a Monthly Meeting) with the Vice President for approval by the ARMA Houston Board of Directors.

D. Provide copy on meeting topics and speakers to the Vice President to pass to the Communications Committee for publicizing events via the website, in push emails and any other channels.

E. Prepare for all aspects of the meeting, including audio visual support, remote meeting participation support and speaker support must be covered.

F. Introduce speaker, unless arrangements have been made for the president or other committee members to introduce the speaker.

G. Send out evaluation surveys to all attendees

H. Compile evaluation results and inform speaker.

V. FINANCIAL

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

VI. TIMELINE OF EVENTS

Annual Planning:

Call for speakers issued by Vice President Chapter Meetings via website posting and email distribution to members in late summer, before the Spring Conference call for speakers.

List of speakers and proposed topics for the following calendar year is due to the ARMA Houston Board of Directors in time for the October Board of Directors meeting.
Monthly Meeting timeline for Manager of Meeting Speakers:

A. **1 month before**, check in with speaker to review content and fine tune as needed.
B. **1 week before**, check in with speaker to confirm final requirements for audio visual equipment and other needs, if any.
   a. Obtain presentation support materials for topic from speaker.
   b. Register speaker for luncheon. Note in comments that the speaker is a guest of the Chapter.
C. **2 days before**, confer with Social and Hospitality Committee Manager to agree numbers for venue guarantee.
   a. Report numbers and equipment required directly to the venue contact manager.
   b. Provide information to Vice President about upcoming monthly meeting speakers for announcement at the meeting.
   c. Send speakers materials to remote location for reference during the broadcast meeting.
D. **Day of Meeting event**: Arrive 45 minutes early to meet speaker, set up and provide context for how the meeting will proceed (remote meeting broadcast arrangements, repeat questions etc.)
E. **1 day after meeting** (and no later than one week after meeting), distribute the survey link to attendees of the meeting.

VII. ATTACHMENTS

Procedure for Remote Meetings