VP Chapter Meetings – Remote Meeting Procedure

I. OBJECTIVES AND RESPONSIBILITIES

The Vice President of Chapter Meetings is responsible for overseeing the provision of remote meeting capabilities, providing access to the monthly content for members participating in The Woodlands.

II. ORGANIZATION

The Vice President of Chapter Meetings, with the Lunch Speaker Manager and the Workshop Manager will work together to cover the responsibilities of remote meeting support at each monthly meeting using this procedure.

Managers will appoint Committee members to assist with this procedure to ensure the events run smoothly for both in-person and remote participants each and every month. This does not include the Spring Conference sessions and Holiday Social events.

III. GUIDELINES

- Meet with the former committee managers and volunteer contact points in The Woodlands to hand over lessons learned, obtain records and discuss duties and responsibilities by July 15th (before the July Chapter Meeting).
- Review with managers the objectives, goals and budget for the year.
- Keep current with the latest remote meeting support for non-profit organizations in order to continuously improve remote meeting support, at little or no cost to the Chapter.
- Prepare reports on the number of remote meeting participants and quality of broadcasts for the committee manager to present to the Board of Directors.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

- On handover, check the administrative permissions and subscription to remote meeting service provider accounts for validity and accessibility.
- Annually-review billing from the service provider, approve and send to the treasurer for payment.
- Review and revise speaker notes for remote broadcast method chosen by the Board of Directors the year in process.
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- Monthly-assign a member of the Committee to be responsible for each monthly meeting and workshop broadcast. Use the service for training purposes, if necessary.
- Monthly-verify that meeting materials have been sent to the remote location contact for backup purposes prior to the meeting.
- Monthly - discuss with speaker ahead of the meeting date, so they are prepared to use the speakerphone on conference call mode, and repeat questions for and take questions from the remote participants.
- Day of meeting – assigned assistant from the Programs Committee to arrive 45 minutes early to set up the remote connection, verify good quality with The

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. 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. TIMELINE OF EVENTS

(See Chapter Meetings Manager procedures)

VII. ATTACHMENTS