I. OBJECTIVES AND RESPONSIBILITIES

The President is the Chief Executive Officer of the Chapter and is responsible for executing and implementing the policies of the Board of Directors and Chapter membership.

II. ORGANIZATION

The President is an elected member of the Board of Directors, reports to the Board of Directors and is responsible for overseeing the ARMA Houston Chapter functions. The President is elected for a one-year term and may not serve more than two consecutive terms in the same office.

III. GUIDELINES

- Exercise general supervision over the affairs of the Chapter.
- Responsible for enforcing the Constitution, Bylaws, Directives of the Board of Directors and the ARMA Code of Professional Responsibility.
- Preside at all meetings of the Chapter and of the Board of Directors.
- Serve as administrator providing guidance and direction to the Executive Vice President and the six (6) Vice Presidents.
- Make appointments as required by the Constitution and Bylaws or authorized by the Board of Directors, including seven trustees to serve on the ALHEF Board, any vacancies on the Board of Directors, and Ad Hoc Committee Managers when the need arises. Request meeting notices from all committees.
- Serve as e-officio member of all Standing and Ad Hoc Committees, except the Nominating and Awards Committees. (May also delegate to the Executive Vice President)
- Keep the Board of Directors fully informed of the activities of the Chapter, Region, and International. (May also delegate to the Executive Vice President)
- Sign, with approval of the Board of Directors, all contracts or formal instructions obligating the Houston Chapter.
- Deliver to the succeeding President all books, papers, records and other property of the Chapter for which they may become responsible.
- Perform all other duties normally incidental to this office.
IV. PROCEDURES

**Goals and Mission**

Determine goals and mission statement for the year. Encourage all Managers to provide their committees objectives & goals during the month of June.

**Banner and Slogan**

Determine the banner and slogan to be used for the year.

**Mailbox**

Determine who will keep a backup key to the Mailbox. Update Post Office registration form, if needed. Only those listed on the form are authorized to accept mail. (Forms are available at the Post Office)

ARMA Houston Address: P.O. Box 1391, Houston, TX 77251 Post office address 401 Franklin St., Houston, TX 77002 key #75913.

**ARMA International Annual Update**

Submit the full roster of Chapter Officers to International via the following ARMA International Chapter BOD Information page: [https://www.arma.org/page/ChapterBODChange?&hhsearchterms=%22chapter+and+information%22](https://www.arma.org/page/ChapterBODChange?&hhsearchterms=%22chapter+and+information%22)

Provide ARMA International with the names of Chapter BOD who will have access to update the Houston Chapter’s page on the International website. The Chapter President and one other person (usually the VP of Membership) will need to have this access.

**Alice L. Haltom Educational Fund**

Nominate seven Chapter members to serve on the Alice L. Haltom Educational Fund. See Chapter Bylaws and ALHEF Bylaws for instructions.

**President’s Message**

Coordinate with ARMAdilla editor to determine when the "President’s
Message" is required for the quarterly newsletter. Prepare message and submit to the editor as required.

**Regional Leadership Conference**

The Region V Leadership Conference is held in July each year. Determine who will attend. Typically, the outgoing President covers registration and the incoming President covers the other expenses. Encourage all attending Officers to make reservations early in order to take advantage of discounted airfares.

**Other Chapter Newsletters**

Review other Chapter newsletters and share them with Board members. This assignment may be delegated.

**Committee Managers and Members**

In accordance with the Bylaws, "Committee Managers and members must be Chapter members in good standing." Remind the Vice Presidents to keep this in mind as they determine their committees.

The appropriate Officer, with guidance from the President, shall appoint a Committee Manager for each Standing and Ad Hoc Committee reporting to that Officer. This applies to all committees except the Awards Committee and the Nominating Committee. The President shall inform the Board of Directors by presentation of a list of the Manager appointments. Other members of committees shall be appointed by the Manager." (See Bylaws.) The Managers should be appointed as soon as possible. This will allow additional time before the transition for transfer of knowledge from outgoing Managers.

**Administrative Letters (AL’s)**

Be familiar with administrative letters (AL's) from International. Administrative letters are provided to each Chapter President. The AL's are posted on ARMA International's website www.arma.org.

**Annual Chapter Conference**
The Board sets the date and location for the Houston Chapter Conference. If possible, guarantee date and location for two years in advance. Try to assure that the date is not in conflict with other related organizational meetings or seminars.

**Monthly Chapter Membership Meetings**

Chapter Membership Meetings shall be held on the fourth Wednesday of every month except December. The International Conference has affected the Chapter Membership meeting date in the past. Review the possibility of a change with the Program and Workshop committees.

Since traditional Chapter meetings are not held in December, some alternatives have been a Christmas party and an informal networking social with focus on community service projects. Community service project are a tradition at ARMA Houston. The Chapter has chosen to encourage donations to several community outreach programs such as: donations for battered women with hotel amenities collected on trips, a clothing/food drive after a local disaster and "Christmas in July" fund raiser for local charities. Determine if there is a community service project that needs our Chapter's participation. This can be handled by an Ad Hoc Committee or the Public Relations Committee.

**Annual Meeting**

The Annual Meeting shall be held each year at the May Chapter meeting. A notice of the Annual Meeting shall be posted to the ARMA Houston website, www.armahourston.org not fewer than ten days prior to the meeting. See the Bylaws for further instruction on quorum requirements. Agendas may include announcement of incoming Officers, review of Chapter finances by Treasurer and thanks to outgoing Officers.

**Monthly Board of Directors Meetings**

The Board of Directors Meetings shall be held on the second Tuesday of each month. A notice of the meeting shall be e-mailed to each member of the Board of Directors not fewer than five days prior to the meeting. The incoming President may choose the monthly meeting location and time. Distribute the Region Newsletter to Officers. Forward a copy to the ARMAdilla editor or pull the news you want shared with the membership and forward that to the editor.
Written Reports

Request monthly, mid-year and annual written reports. The Vice Presidents are responsible for obtaining these from their Managers. Arrange for committee photos in the annual report with the ARMAdilla. Photos may be taken in conjunction with a monthly meeting, transition or the Houston Chapter Conference.

Chapter Recap Report

The Chapter Recap Report for Region V is received in May or June for the outgoing President to complete. Complete the report and return it to the Region President. Maintain a copy of the report to be used during the ARMA Houston presentation at the Regional Leadership Conference.

V. INTERNATIONAL CONFERENCE

- Designate a chapter member to begin asking members to contact you or a designated member if they will be attending the ARMA International Conference. Consider compiling a list of Chapter attendees and special socials/functions for distribution to all attending members and Chapter "friends".
- If you are not able to attend the conference, designate a liaison for the Chapter.
- The President may designate the purchases of Chapter trading pins for members attending the conference to distribute or trade.
- A conference sign-up sheet should be circulated at the Chapter meetings prior to the conference. Also contact International for list of Chapter member registrants.
- The President may appoint a Coordinator for the Chapter Hospitality Suite at the conference. In the past, the ARMA Houston Chapter has shared the Hospitality Suite and its expenses with other Regional Chapters. If you want to do the same, contact the other chapters.

VI. TRANSITION

- Work with Treasurer to determine which Officers’ signatures to place on signature cards with the bank. Review prior to transition meeting
and have Treasurer bring signature cards to transition meeting.

- Prepare Committee sign-up sheets to enable members to volunteer. Have available at May and June meetings. Work with Social & Hospitality for extra table(s). Encourage Officers and Managers to attend these meetings to solicit help with their committees.

- Visit with the returning Vice Presidents (2nd year) as to what positions they would prefer. Encourage them to the area you feel is the best "fit." The Vice Presidents' positions are determined by asking the second year VP's to choose their positions first and the first year VP's to choose last. You may want to ask them to give you a first and second choice. The President has the final decision for offices designated to the Vice Presidents. Try to place the skills with the position, but not place them where they don't care to be.

- Pass on the gavel, procedures manual and any other Chapter records to the incoming President at the transition meeting. The incoming President should request the exchange for the rest of the Board. This could be included on the agenda for the transition meeting.

- The installation of Officers is held during the June Chapter Meeting. There are no formal procedures. Coordinate with the President Elect and the Program Committee for the transition of Officers. The installation provides an opportunity for the President Elect to choose someone that is important to their career to administer the oath, or it may be helpful to invite someone from ARMA International to give a brief presentation and install the new President of ARMA Houston.

- Remind VP's that Committee Managers must have their Vice President sign check requests. Check requests require two signatures prior to payment.

- The Transition meeting is coordinated by the incoming President. The outgoing President may choose to hold the June board meeting prior to the transition meeting and then turn over the transition meeting to the incoming President.

- Awards and Committee Manager's certificates of appreciation are presented at the May Chapter meeting. Work with the Awards Committee Manager on the plaques and forms.

- The incoming President will distribute a binder, notebook or CD, at the transition meeting, with the following information: organizational chart, address/phone listing of incoming Officers/Managers, and calendar.

- Request the Secretary to send the previous year's Board Meeting minutes to incoming Officers.

VII. BUDGET
ARMA Houston's budgets are approved by the previous year's board. Coordination of expected expenses is imperative with the incoming President. Any changes to the budgets after July 1 must be submitted to the Treasurer and approved by the Board of Directors.

Region V Leadership Conference - travel, hotel, meals and fees.

Copying and mailing expenses for monthly Board meeting notices. Decide if you will e-mail to Board only or to all Committees Managers.

Letterhead and envelopes can be obtained from the Secretary for official communications from the Present. The Secretary will budget for these items.

Determine if you want to budget for snacks for Board meetings. Depending on the time you hold the meeting, you may want to cover lunch or breakfast or just soft drinks for late afternoon meetings.

If the Regional fund is below $2000, an assessment can be required from the chapter. This assessment is based on chapter membership and is not to exceed $2 per member. Check with the Regional Vice President.

International Conference:
  o Determine if your company will cover expenses for you to attend. If not, then inform the President during the June Budget cycle that the incoming President's budget must be adjusted to include the expenses for the International and Region Conference travel and accommodations.
  o The Hospitality Suite - contact ARMA International’s Conference lodging coordinator to determine cost of a suite and inform them of the number of days the suite will be needed. Decide if any expenses are to be shared with other Chapters.
  o Determine what types of refreshment will be served and what supplies will be needed for the Hospitality Suite.
  o Miscellaneous - flowers and donations are to be included in the president’s budget for the hospitality suite at International Conference.

VIII. 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 committee procedures)

VII. ATTACHMENTS

Attachment 1: BOD Agenda Template
Attachment 2: BOD Monthly Meeting Template