VP Education: Seminars

I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for coordinating education workshops or seminars.

II. ORGANIZATION

The Committee Manager will be appointed by and report to the Vice President of Education.

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary.
- Manage the functions of the committee.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

- Research and suggest education topics and speakers to VP for consideration.
- Reserve speaker and venue.
- Launch and test website, registration process and database.
- Determine breakfast and lunch needs, depending on length of seminar.
- Develop marketing plan and material; produce flyers and posters.
- Compile attendee list for badge preparation. Make sure the speaker is registered and has a badge.
- Prepare badges for attendees. Badge template is Avery 5393.
- Arrive at the venue at least 45 minutes early to set up the room.
- Separate paid and unpaid attendees badges for easy processing.
- Note any payments made at the seminar on the website. Remember to note all check numbers in the appropriate space.
- Complete chapter deposit sheet and give ALL money collected to treasurer.
- Collect name badges from attendees for re-use.

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
VP Education: Seminars

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

A. 2 days prior to session
   a. Submit preliminary numbers to venue

B. 1 day prior to meeting
   a. Submit final numbers to venue
   b. Compile registration list and prepare badges
   c. Print Sign in Sheet for walk ins (Attachment A)

C. Day of event
   a. Compile new registration list and prepare additional badges (if any)
      i. Have a separate list for paid and unpaid attendees

VII. ATTACHMENTS

Attachment A: Sample Sign in Sheet
### VP Education: Seminars

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Company Name</th>
<th>E-mail Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>