VP Chapter Meetings

I. OBJECTIVES AND RESPONSIBILITIES

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

II. ORGANIZATION

The Manager for Chapter Meetings and the Manager for Workshop Meetings are appointed by the Vice President of Chapter Meetings. These Program Committee Managers 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 managers 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 VP Chapter Meetings to obtain records and discuss duties and responsibilities before July Board of Directors Meeting.
- Appoint managers and additional committee members no later than July 1, as necessary. Prepare the objectives, goals and budget for the year.
- The functions of the Programs Committee are managed by the VP Chapter Meetings.
- The Vice President submits status reports and recommendations to the Board of Directors.
- Attend the monthly Board of Directors meetings as necessary.
- Read and become familiar with the Bylaws.
- Read and become familiar with the venue contract terms and conditions for monthly Chapter meetings.

IV. PROCEDURES

A. Determine theme for the year. Themes can be different for the workshop series and the luncheon series. These can align with the President’s theme but it’s not a requirement.
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Programs will be organized in the following format unless changed by Board of Director approval.

- January – Motivational Speaker
- February – Open Topic
- March – Open Topic
- April – Speaker is provided by Conference Committee in conjunction with Spring Conference
- May – Chapter Annual Meeting and Awards Luncheon with Professional Development Speaker
- June – Installation of Officers Meeting. Incoming Chapter President has the privilege of selecting speaker for this meeting
- July – Open Topic
- August – Open Topic
- September – Open Topic
- October – Open Topic
- November – Open Topic
- December – no meeting

B. Solicit speakers from list of speakers obtained from Conference Programs committee and other known sources. Collaborate with other Vice Presidents and Program Committee Managers to discuss potential speakers and setups.

C. Secure speakers and their topics for workshops and luncheons.

D. Present program of speakers and topics to the ARMA Houston Board of Directors for the calendar year, January through November (the Holiday Social in December takes the place of a Monthly Meeting).

E. Provide approved copy on workshop and meeting topics and speakers to the Communications Committee members for publicizing events via the website, in push emails and any other channels.

F. Members of the Program Committee arrive at least 45 mins early to the meeting venue to assist with setup. All aspects of the meeting, including audio visual support, remote meeting participation support and speaker support must be covered.

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

H. Send out evaluation surveys to all attendees

I. Compile evaluation results and inform speaker.

J. Create a monthly Board of Directors report.
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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, shall pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. TIMELINE OF EVENTS

Annual Planning:

Call for speakers issued 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 :

A. 1 month before, confirm speakers are in contact with managers to review content and confirm final requirements for audio visual equipment and other needs, if any.

B. 2 days before, confer with Social and Hospitality Committee Manager to agree numbers for venue guarantee.
   a. The Lunch Meeting Speaker Committee Manager will report numbers and equipment required directly to the venue contact manager.
   b. Provide information to President about upcoming monthly meeting speakers for announcement at the meeting.
   c. Confirm arrangements are in place for remote meeting.

C. Day of Workshop and Lunch Meeting event:
   a. Confirm Manager(s) and/or other Program Committee members are assigned to arrive 45 minutes early to meet speaker, set up and remote meeting preparation.
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b. Be in communication with other Board Members if unavailable to attend the Chapter Meeting in person.

D. 1 day after meeting (and no later than one week after meeting), confirm distribution of survey links to attendees of the workshop and/or meeting.

VII. ATTACHMENTS