VP Communications

I. OBJECTIVES AND RESPONSIBILITIES

The Vice President of Communications is responsible for overseeing the following committees:

- ARMAdilla
- Internet
- Web Advertising

II. ORGANIZATION

The Vice President of Communications is an elected member of the Board of Directors and reports directly to the Chapter President.

III. GUIDELINES

- Meet with the former vice president to obtain records and discuss duties and responsibilities.
- Appoint managers for the committees for which responsible by July 15 no later.
- Review with managers the objectives, goals and budget for the year.
- Oversee the functions of the committees and assist as needed.
- Keep current with the latest World Wide Web technology in order to keep the Chapter website current.
- Explore various ways to use all communications tools (examples, social media, email blasts and newsletters) to raise awareness of the ARMA Houston message and educational offerings to Chapter members and when possible the general public in a timely fashion.
- Attend the Board of Directors meetings and present committee reports if the committee managers are not present.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

- Monthly-Create a monthly BOD report
- Monthly-Verify that monthly meetings, luncheons, workshops or special events are on the website
- Monthly-Develop and monitor priorities for the website
- As Needed-Update the Web Procedure Document
- Annually-review the budget
  - Budget will be sent to you.
VP Communications

- Review and update as required
  - Annually-review billing from the following, approve and send to the treasurer for payment
    - Go Daddy
    - Your Membership
    - Constant Contact
  - Annually-ensure the ARMA Houston annual conference is built out
    - This should be started within two months of the close of the current year’s conference
  - Quarterly
    - Ensure the Quarterly ARMADilla is published
  - Bi-weekly
    - Ensure the Bi-weekly ARMADilla is published

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 committee procedures)

VII. ATTACHMENTS