VP Education and Professional Development

I. OBJECTIVES AND RESPONSIBILITIES

The Vice President of Education and Professional Development is responsible for arranging and scheduling educational content that provide professional development.

II. ORGANIZATION

The Vice President of Education and Professional Development 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.
- Review with managers the objectives, goals and budget for the year.
- Oversee the functions of the committees and assist as needed.
- Attend the Board of Directors meetings and give committee reports if the committee managers are not present.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

- ICRM Representative – Select a CRM (Certified Records Manager) for this position. This person is responsible for creating strategies for assisting CRM and CRA candidates as they prepare for the CRM exam and provide study and research materials for candidates.

- Industry Related Groups (IRG) – provides a venue to associate individuals in comparable industries, professions and responsibilities.

- Library – verifies the Web Site is up-to-date with the most current listing of the library. This position can be associated with the ICRM providing the CRM study groups with research material.

- Mentoring – welcomes New Members to the ARMA Houston Chapter
and answers any questions. Pairs new members with experienced chapter members for mentorship opportunities.

- Professional Development – researches and adds educational or other links to the web site that will enhance the profession development of the membership when found and verifies current links are still viable.

- Seminars – determine if there will be a professional development seminar. If yes, assign this position.

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