

VP COMMUNICATION

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

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

- *ARMA*dilla
- 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.
- 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 to get the ARMA Houston message and educational offerings to Chapter members 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

None.

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. ATTACHMENTS (not included on web site)

None.