

VP EDUCATION & OUTREACH

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

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

- ICRM Representative
- Industry Related Groups (*IRG*) *name change from ISG Industry Specific Group*
- Library
- Mentoring
- Professional Development
- Seminars

II. ORGANIZATION

The Vice President of Education & Outreach 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.

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.

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 specific 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. ATTACHMENTS

None.