

# ICRM REPRESENTATIVE

## Revised JUNE 2009

### **I. OBJECTIVES AND RESPONSIBILITIES**

The ICRM Representative (A.K.A. Liaison or Ambassador) is responsible for serving as the communications and training support contact between the ICRM and the Houston ARMA Chapter. This individual arranges workshops and facilitates study groups for CRM candidates.

### **II. ORGANIZATION**

The Vice President of Education & Outreach and directly to this vice president appoints the ICRM Representative.

### **III. GUIDELINES**

- Meets with the former representative to obtain records and discuss duties and responsibilities.
- Appoints additional assistants as necessary
- Prepares updates or modifies objectives, goals and budgets for the year.
- Manages the activities for this service
- If unable to attend meetings, submits status reports and recommendations to the Vice President of Education & Outreach for reporting to the Board of Directors.
- As necessary, attends the monthly Board of Directors meetings.
- Reads and becomes familiar with the Chapter Constitution and Bylaws.

### **IV. PROCEDURES**

- Creates and maintains a current Email and Telephone contact list for

### CRM Candidates. (Confidential)

- Creates and maintains a current contact Email list for Chapter CRM's
- Creates and distributes notices to appropriate parties regarding training or study group activities
- Facilitates study groups for CRM Candidates
- Solicits participation from Chapter CRM's for study group training and workshops
- Provides an annual orientation for potential CRM candidates
- Ensures CRM Candidates are using the most up-to-date ICRM Exam Guidelines and Bibliography (*See ICRM.Org Website*)

## 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

Houston Chapter CRM Candidates Contact List (Confidential)



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## Houston Chapter Active CRM Contact Email List



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