

## PAST PRESIDENT

Revised June 2009

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

The past president is responsible for overseeing the Tellers Committee and Financial Administration.

### **II. ORGANIZATION**

The Past President is a member of the Board of Directors, reports directly to the Board of Directors.

### **III. GUIDELINES**

- Meet with the former Past President to obtain records and discuss duties and responsibilities.
- Appoint managers for the committees for which responsible.
- Review with managers and board members 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 committee managers are not present.
- Read and become familiar with the Constitution and Bylaws.

### **IV. PROCEDURES**

Update chapter history.

### **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)