

PRESIDENT

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

The President is the Chief Executive Officer of the Chapter and is responsible for executing and implementing the policies of the Board of Directors and Chapter membership.

II. ORGANIZATION

The President is an elected member of the Board of Directors, reports to the Board of Directors and is responsible for overseeing the ARMA Houston Chapter functions. The President is elected for a one year term and may not serve more than two consecutive terms in the same office.

III. GUIDELINES

- A. Exercise general supervision over the affairs of the Chapter.
- B. Responsible for enforcing the Constitution, Bylaws, Directives of the Board of Directors and the ARMA Code of Professional Responsibility.
- C. Presides at all meetings of the Chapter and of the Board of Directors.
- D. Serves as administrator providing guidance and direction to the Executive Vice President and the six (6) Vice Presidents.
- E. Makes appointments as required by the Constitution and Bylaws or authorized by the Board of Directors, including seven trustees to serve on the ALHEF Board, any vacancies on the Board of Directors, and Ad Hoc Committee Managers when the need arises. Requests meeting notices from all committees.
- F. Serves as e- officio member of all Standing and Ad Hoc Committees, except the Nominating and Awards Committees. (May also delegate to the Executive Vice President)
- G. Keeps the Board of Directors fully informed of the activities of the Chapter, Region V, and International. (May also delegate to the Executive Vice President)
- H. Signs, with approval of the Board of Directors, all contracts or formal

instructions obligating the Houston Chapter.

I. Deliver to the succeeding President all books, papers, records and other property of the Chapter for which they may become responsible.

J. Perform all other duties normally incidental to this office.

IV. PROCEDURES

A. Determine goals and mission statement for the year. Encourage all Managers to provide their committees objectives & goals during the month of June.

B. Determine who will keep a backup key to the Post Office box Update Post Office registration form if needed. Only those listed on the form are authorized to accept mail. (Forms are available at the Post Office) ARMA Houston Address: P.O. Box 1794 zip 77251 address 401 Franklin St. key #75913.

C. Nominate seven Chapter members to serve on the Alice L. Haltom Educational Fund. See Chapter Bylaws and ALHEF Bylaws) for instructions.

D. Check with ARMA dilla editor to see whether "President's Message" will be used in the newsletter.

E. The Region V Leadership Conference is held in July each year. Determine who will attend. Typically, the outgoing President covers registration and the incoming President covers the other expenses. Encourage all attending Officers to make reservations early in order to take advantage of discounted airfares.

F. Review other Chapter newsletters and share the newsletters with Board members. Assignment may be delegated

G. In accordance with the Bylaws, "Committee Managers and members must be Chapter members in good standing." Remind the Vice Presidents to keep this in mind as they determine their committees.

H. "With the exception of the Awards Committee and Nominating Committee, the appropriate Officer, with guidance from the President, shall

appoint a Committee Manager for each Standing and Ad Hoc Committee reporting to that Officer. The President shall inform the Board of Directors by presentation of a list of the Manager appointments. Other members of committees shall be appointed by the Manager." (See Bylaws.) The Managers should be appointed as soon as possible. This will allow additional time before the transition for transfer of knowledge from outgoing Managers. I. Be familiar with administrative letters (AL'S) from International. Administrative letters are provided to each Chapter President. The AL's are posted on ARMA International's website www.arma.org .

J. The Board sets the date and location for the Houston Chapter Conference. If possible, guarantee date and location for two years in advance. Try to assure that the date is not in conflict with other related organizational meetings or seminars.

K. Chapter Membership Meetings shall be held on the fourth Wednesday of each month." The International Conference has affected our meeting dates in the past. Review the possibility of a change with the Program and Workshop committees.

L. Traditional Chapter meetings are not held in December. Some alternatives have been a Christmas party and an informal networking social with focus on community service projects.

M. Community service project are a tradition at ARMA Houston. The Chapter has chosen to encourage donations to several community outreach programs such as: donations for battered women with hotel amenities collected on trips, a clothing/food drive after a local disaster and "Christmas in July" fund raiser for local charities. Determine if there is a community service project that needs our Chapter's participation. This can be handled by an Ad Hoc Committee or the Public Relations Committee.

N. The Annual Meeting shall be held each year at the May Chapter meeting. A notice of the Annual Meeting shall be posted to the ARMA Houston website, www.armahouston.org not fewer than ten days prior to

the meeting. See the Bylaws for further instruction on quorum requirements. Agendas may include: announce incoming Officers, review of Chapter finances by Treasurer and thanks to outgoing Officers.

O. The Board of Directors Meetings shall be held on the second Tuesday of each month. A notice of the meeting shall be e-mailed to each member of the Board of Directors not fewer than five days prior to the meeting." The incoming President may choose the monthly meeting location and time

P. Distribute the Region V Newsletter to Officers. Forward a copy to the ARMAdilla editor or pull the news you want shared with the membership and forward that to the editor.

Q. Request written reports - monthly, mid-year and annual reports. The Vice Presidents are responsible for obtaining these from their Managers.

R. Arrange for committee photos in the annual report with the ARMAdilla. Photos may be taken in conjunction with a monthly meeting, transition or the Houston Chapter Conference.

S. In April, International will forward a memo asking whether the Board wants to increase the Chapter portion of membership dues. The President will respond with the answer.

T. Respond with Board selections regarding International elections.

U. The Chapter Recap Report for Region V is received in May or June for the outgoing President to complete.

V. Transition

1. Work with Treasurer to determine which Officers' signatures to place on signature cards with the bank. Review prior to transition meeting and have Treasurer bring signature cards to transition meeting.
2. Prepare Committee sign-up sheets to enable members to volunteer. Have available at May and June meetings. Work with Social & Hospitality for extra table(s). Encourage Officers and Managers to attend these meetings to solicit help with their committees.
3. Visit with the returning Vice Presidents (2nd year) as to what

positions they would prefer. Encourage them to the area you feel is the best "fit." The Vice Presidents' positions are determined by asking the second year VP's to choose their positions first and the first year VP's to choose last. You may want to ask them to give you a first and second choice. The President has the final decision for offices designated to the Vice Presidents. Try to place the skills with the position, but not place them where they don't care to be.

4. Pass on the gavel, procedures manual and any other Chapter records to the incoming President at the transition meeting. The incoming President should request the exchange for the rest of the Board. This could be included on the agenda for the transition meeting.
5. The installation of Officers is held during the June Chapter Meeting. There are no formal procedures. Coordinate with the President Elect and the Program Committee for the transition of Officers. The installation provides an opportunity for the President Elect to choose someone that is important to their career to administer the oath, or it may be helpful to invite someone from ARMA International to give a brief presentation and install the new President of ARMA Houston. The programs needs to be conscious of time constrains for luncheon meetings.
6. Remind VP's that Committee Managers must have their Vice President sign check requests. Check requests require two signatures prior to payment.
7. The Transition meeting is coordinated by the incoming President. The outgoing President may choose to hold the June board meeting prior to the transition meeting and then turn over the transition meeting to the incoming President.
8. Awards and Committee Manager's certificates of appreciation are presented at the May Chapter meeting. . "Certificate of Appreciation"

forms will be mailed to committee members that were designated by Officers/Managers to the outgoing President. Work with the Awards Committee Manager on the plaques and forms.

9. The incoming President distributes a binder, notebook or CD at the transition meeting with the following information: organizational chart, address/phone listing of incoming Officers/Managers, and calendar.

International Conference

1. Designate a chapter member to begin asking members to contact you or a designated member if they will be attending the ARMA International Conference. Consider compiling a list of Chapter attendees and special socials/functions for distribution to all attending members and Chapter "friends".
2. If you are not able to attend the conference, designate a liaison for the Chapter.
3. The President may designate the purchases of Chapter trading pins for members attending the conference to distribute or trade.
4. A conference sign-up sheet should be circulated at the Chapter meetings prior to the conference. Also contact International for list of Chapter member registrants.
5. The President may appoint a Coordinator for the Chapter Hospitality Suite at the conference. (See Attachment G for procedures.)
6. In the past, we have shared the Hospitality Suite and its expenses with other Region V Chapters. If you want to do the same, contact other chapters. (This can even be presented at Region V Leadership President's meeting.) X. Verify that our financial records have been audited. Make arrangements with a CPA, the Treasurer and Financial Administration. X. Y. Sister Chapter - Calgary: Get in touch with the incoming President. You may choose to share information in

newsletters, get together at the International conference, do joint project, etc. (This can be delegated.)

V. BUDGET

Note: ARMA Houston's budgets are approved by the previous year's board. Coordination of expected expenses is imperative with the incoming President. Any changes to the budgets after July 1 must be submitted to the Treasurer and approved by the Board of Directors.

A. Region V Leadership Conference - travel, hotel, meals and fees. Refer to Procedures E.

B. Copying and mailing expenses for monthly Board meeting notices. Decide if you will e-mail to Board only or to all Committees Managers.

C. Letterhead and envelopes can be obtained from the Secretary for official communications from the Present. . The Secretary will budget for these items.

D. Determine if you want to budget for snacks for Board meetings. Depending on the time you hold the meeting, you may want to cover lunch or breakfast or just soft drinks for late afternoon meetings.

E. Request the Secretary to send the previous years Board Meeting minutes to incoming Officers.

F. If the Region V fund is below \$2000, an assessment can be required. This assessment is based on chapter membership and is not to exceed \$2 per member. Check with the Region V Vice President.

G. International Conference:

1. Determine if your company will cover expenses for you to attend. If not, then inform the President during the June Budget cycle that the incoming President's budget must be adjusted to include the expenses for the International and Region Conference travel and accommodations.
2. The Hospitality Suite - contact the International's Conference hotel

registration desk to determine cost of a suite and number of days the suite will be needed. Decide if any expenses are to be shared with other Chapters.

3. Determine what types of refreshment will be served and what supplies will be needed for the Hospitality Suite.
4. 5. Miscellaneous - flowers and donations are to be included in the president's budget for the hospitality suite at International Conference

VI. 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.