

# PROCEDURES MANUAL

## Revised June 2009

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

This committee produces the Procedures Manual, which outlines duties of officers and committee managers.

### **II. ORGANIZATION**

A manager appointed by the Executive Vice President will head the Procedures Manual Committee. The committee manager reports directly to the Executive Vice President.

### **III. GUIDELINES**

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary.
- Prepare the objectives, goals and budget for the year.
- Manage the functions of the committee.
- Submit status reports and recommendations to the Executive Vice President for reporting to the Board of Directors.

### **IV. PROCEDURES**

- Update Procedures Manual as required by the Board of Directors or committee managers (i.e., paper, internet).
- Review the Board of Directors meeting minutes for changes in procedures. (The Executive Vice President should provide a copy.)
- Prepare procedure manuals for incoming board members who are not attending the Transition Meeting. Replace all outdated procedures with

updates and distribute to incoming board members and committee managers.

## **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.