

PROGRAMS

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

This committee is in charge of the programs in connection with the monthly meetings.

II. ORGANIZATION

A manager appointed by the Vice President Chapter Meetings will head the Programs Committee. This manager reports to the Vice President Chapter Meetings.

III. GUIDELINES

- Read and become familiar with the Constitution and Bylaws and become familiar with the procedures for your function.
- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Coordinate with Manager of Social and Hospitality the host facility requirements and deadlines.
- Prepare the objectives, goals and budget for the year.
- Manage the functions of the committee. Appoint additional committee members as necessary.
- Submit status reports and recommendations to the vice president for reporting to the Board of Directors.
- Attend the monthly Board of Directors meetings if requested.

IV. PROCEDURES

Scheduling

Programs are scheduled from January to December instead of July to June to allow the incoming manager time to acclimate to the position before having to provide speakers. The Vice President Chapter Meetings presents the slate at the October Board of Directors meeting. Dates for programs are scheduled in advance by the Vice President Chapter Meetings in conjunction with the host facility contract. The usual meeting date is the fourth Wednesday of the month but may vary due to scheduling conflicts with holidays or the ARMA International Conference schedule.

Programs usually follow the following format but may be changed by Board of Director approval.

January – Motivational Speaker

February – Open Topic

March – Open Topic

April – Speaker is provided by Conference Committee in conjunction with Spring Conference

May – Chapter Annual Meeting and Awards Luncheon with Professional Development Speaker

June – Installation of Officers Meeting. Current Chapter President has the privilege of selecting speaker for this meeting

July – Open Topic

August – Open Topic

September – Open Topic

October – Open Topic

November – Vendor Appreciation event. Usually no speaker is scheduled. School children from Robert Louis Stevenson Elementary may perform.

December – Holiday social meeting. No speaker is scheduled.

Speaker Pool

Speakers are selected from a wide variety of sources including members of other ARMA chapters or other professional associations, members of the community at large, speakers suggested by Chapter members, and Houston Chapter members presenting a case study or topic from a published Journal article. Other than at the Vendor Appreciation Event and a select track at the Spring Conference, speakers provided by vendor companies are not allowed to market their products or services when they are speaking to the Chapter.

Publicity

Coordinate with VP Chapter Meetings to publicize Programs on website, in web blasts, in the ARMA dilla, and on the Southwest Region website

Meetings

Prior to meeting:

- Contact Program speaker(s) to confirm. Notify Vice President Chapter Meetings immediately if speaker cancels or cannot honor speaking commitment.
- Ask about Audio-Visual needs
- Obtain gift card and speaker's gift to present
- Ask for brief bio for introduction purposes

- Notify Manager Social & Hospitality if speaker needs projector or lapel microphone (podium mike is default microphone)
- Arrange for payment of expenses for the speaker (if any)
- Create evaluation sheet
- Confirm room arrangements with Social and Hospitality
- Make luncheon reservation for speaker. Note in comments on registration that speaker is guest of Chapter.
- Day of meeting:
- Bring and distribute evaluations sheets.
- Bring speaker bio
- Serve as host to speaker, ensuring that they are welcomed, seated, receive introduction, and have what they need to present the speech
- Provide thank you card and gift and end of presentation
- Provide payment if payment is to be provided day of speech
- Collect evaluation sheets
- Following meeting:
- Provide evaluation summary to Vice President Chapter Meetings for reporting to Board of Directors.

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