

VP CHAPTER CONFERENCE

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

The Vice President of Chapter Conference is responsible for overseeing the following committees:

- Conference Arrangements
- Conference Brochure/Publicity
- Conference Exhibits
- Conference Programs
- Conference Registration

II. ORGANIZATION

The Vice President of Chapter Conference is an elected member of the Board of Directors and reports directly to the Chapter President.

III. GUIDELINES

- Meet with the former vice president to obtain records and discuss duties and responsibilities and select people to receive complimentary admission to next year's conference.
- Appoint managers for the committees for which responsible.
- Review with managers 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 the committee managers are not present.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

Select Committee Managers.

Review preceding years' materials.

Review budget, theme, schedule, programs and facility with Committee Managers at first meeting in July.

Begin calendar for Committees and responsibilities.

Overview Committee activities.

Prepare a list of previous years committee managers/members to receive complimentary admission to next year's conference. There are to be no designates or substitutions due to the fact that it would be awarded as a thank you for the work on the conference from the previous year.

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.

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