

VP CHAPTER MEETINGS

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

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

II. ORGANIZATION

A manager appointed by the Vice President Chapter Meetings will head the Workshop 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.

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

Workshops 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.

Speaker Pool

ARMA Houston has a large pool of local members from which to select speakers for workshops. Speakers can also be arranged through other affiliated associations in the area depending on the topics selected for the year. Since Speaking at the workshops provides a good certification maintenance opportunity for members who are Certified Records Managers (CRMs), they usually appreciate being asked to speak.

Publicity

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

Meetings

Prior to meeting:

Contact workshop speaker(s) to confirm. Notify Vice President Chapter Meetings immediately if speaker cancels or cannot honor speaking

commitment.

Ask about Audio-Visual needs

Ask if they will be attending the luncheon (Will their company be paying or will we?)

If speaker is not attending luncheon at Chapter expense, obtain gift card or speaker's gift to present

Ask for brief bio for introduction purposes

Notify Manager Social & Hospitality if speaker needs projector

Arrange for payment of expenses for the speaker (if any)

Create name badges and/or sign-in log to document attendance (for prize drawing at end of series) (Retain for records)

Create evaluation sheet

Confirm room arrangements with Social and Hospitality

Make luncheon reservation for speaker (if speaker will be attending luncheon). Note in comments on registration that speaker is guest of Chapter.

Day of meeting:

Bring evaluations sheets and sign-in log

Bring pens, markers and other supplies as needed

Bring speaker bio

Give thank you card and gift (if receiving) to speaker

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

None.

