

## VP MEMBERSHIP

Revised June 2009

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

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

- Membership Growth
- Membership Retention
- Resource Directory

### **II. ORGANIZATION**

The Vice President of Membership 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.
- 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 present committee reports if the committee managers are not present.
- Read and become familiar with the Constitution and Bylaws.
- Serve as intermediary as necessary between other Board Members and Membership Growth, Membership Retention and the Resource Directory Managers.
- Provide assistance to ARMA Houston members or prospective members in communication to ARMA International

#### **IV. PROCEDURES**

None

#### **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.