

**THE ASSOCIATION OF RECORDS MANAGERS AND
ADMINISTRATORS**

DETROIT CHAPTER

OFFICER and COMMITTEE

DUTIES & GOALS

PRESIDENT

GOALS & OBJECTIVES:

- Increase membership involvement in the Chapter.

Increase membership recruitment and retention in order for the Detroit Chapter of ARMA to grow.

- Establish a friendly and enjoyable environment at all ARMA functions.

Communicate monthly with Committee Chairs in order to increase involvement.

- Create a professional atmosphere to enable the board to work together with speed and efficiency. by accomplishing the above goals.

Increase the credibility of ARMA with vendors and members

- Delegate duties in order to keep all Board members and Committees equally active.

Maintain contact with all regional Presidents and Presidents of other records management organizations.

DUTIES:

- Personally welcome new Chapter members

- Forward materials received from ARMA International to board members and chairpersons as appropriate.

Preside over and direct Board and Chapter meetings.

Provide Chapter Secretary with an Agenda for all Board meetings.

- Fulfill all duties the chapter has to ARMA International.

- Appoint Chapter Board Directors and Committee Chairs for standing committees; serve as an ex-officio member to all committees.

- Report local, regional and international ARMA affairs to the chapter.

Delegate, respond, distribute and initiate correspondence on behalf of the chapter.

**President
Duties continued**

- Authorize expenditures, payments and policy exceptions.
Sign, with Board approval, all contracts or formal instructions obligating the chapter.
- Communicate with chapter regularly
- Work with Region Vice-President to establish new Chapters.
- Establish contacts to promote ARMA International and Detroit Chapter.

Fairly determine recipients of Presidents Awards with the Awards Committee.
- Communicate chapter issues, concerns and opinions (eg: ARMA International decision making) to Regional Vice-President.

PROGRAMS VICE-PRESIDENT

GOALS and OBJECTIVES:

- Create a spirit of professionalism and fun at all monthly meetings.

Have all meeting places booked at least 2 months in advance.

- Maintain communications between the members and guests about all upcoming events (i.e. general meetings, seminars, other events).
- Diversify meeting formats to increase interest (i.e., workshops).

Schedule workshops.

Organize educational sessions which will contribute to the professional development of the Chapter membership.

DUTIES:

- Plan all monthly meetings.

Schedule all speakers.

- Arrange meeting places (restaurants, clubs) for all Board meetings and program meetings.

Contact Public Relations Chairperson as soon as meetings are scheduled.

Notify members of each meeting (time, place, and format) by mail at least 1-2 weeks prior to the meeting.

- Follow up meeting notifications with a reminder 1 or 2 weeks before the meeting, and have it published in the newsletter.

Provide all audiovisual and other equipment to totally accommodate each guest speaker.

Write articles for the newsletter about upcoming events and speakers.

**Programs Vice-President
Duties Continued**

Work with treasurer at registration.

Summarize speaker evaluations

Provide synopses of program for annual report and annual leadership conference.

ASSURE MEETING FACILITY IS SET UP PROPERLY!

Introduce speakers at meetings.

Work with speaker to make sure everything for his speech is operational - send copy of meeting notice.

Supply speaker evaluations.

- Prepare presentation Awards for all speakers, companies and members as designated by Detroit Board approval.

MEMBERSHIP VICE-PRESIDENT

GOALS and OBJECTIVES:

- Increase and maintain membership.

Utilize Public Relations to create interest of non-members in ARMA (pamphlet creation).

- Ensure that all membership information is centralized in the membership database, current and appropriately distributed to other officers, board members and committee chairpersons.

Maintain 100% membership retention at membership renewal time.

- Encourage recruitment done by individual members (contest, dues reduction).

DUTIES:

- Handle new membership applications and send copies to Treasurer (original and money), President Elect and President.

- Distribute certificates of membership and anniversary pins to members.

Distribute membership manuals.

Compile and distribute membership packet to potential members.

Packet should include application (with Vice President name and address and chapter dues typed in), letter from the Membership Vice-President, International Brochure, Detroit Chapter Brochure, Newsletter, Technical Publication List and information of upcoming meetings.

Reconcile membership renewals with ARMA International to have correct membership count and directory at all times.

- Coordinate address/other change requests from existing members with ARMA International.

Constantly recruit new members, and follow up on all potential new member contacts.

- Have membership packets available at all chapter events

Membership Vice-President
Duties continued

Maintain centralized database of membership, board and newsletter distribution. Distribute as appropriate e.g. to board officers, directors and committee chairpersons. Ensure that board list, program notification and newsletter distribution list emanate from this source.

Prepare and send roster membership to chapter members annually and new members upon joining chapter.

From the information database, prepare name tags for program attendees.

SECRETARY

GOALS and OBJECTIVES:

Responsible for chapter and board phone correspondence (phone tree).

DUTIES:

- Record minutes of board meetings and distribute to board members, Regional Vice-President approximately one week prior to the next scheduled board meeting.

Maintain board meeting materials and correspondence received from board members.

- At each board meeting, obtain status of issues that required follow-up.
- Record and distribute board minutes.
- Record under old business, pending actions of the board and the person(s) responsible for researching the action.

In board meeting minutes, record attendance of board members and ascertain if absence is excused or unexcused.

- Provide, co-author and mail with minutes, agendas for board meeting.
- Update job descriptions as needed.
- Mail job descriptions to board members in July.

Obtain updated board member mailing addresses, phone/fax numbers from centralized membership database maintained by Membership Vice-President.

- Arrange for printing and maintaining a supply of chapter letterhead.

Work with committee chairpersons and board members as needed

- Distribute bylaws document according to article VIII titled Amendments To The Bylaws.

TREASURER

GOALS and OBJECTIVES:

- Identify budget expenses in order to stay within the budget.

Return reimbursements with receipts expeditiously.

Provide for the running of a financially sound chapter.

Keep abreast of financial opportunities that become available.

DUTIES:

- Receive and deposit money from membership applications, advertising, dinner receipts, seminar, no-show dinner billings, etc.

- Pay chapter bills and maintain checking and savings accounts.

Balance checking accounts.

Collect monies due for chapter programs.

Maintain attendance listing of people who paid, canceled or did not show.

Send out billings for advertising and no-shows at program(s).

- Prepare treasurer's report for board meetings that show accounts receivable, accounts payable and balance of savings account.
- Submit a financial report to board members regarding seminar and review the seminar's budget committee's progress.

BUDGET

GOALS and OBJECTIVES:

- Assess the cost effectiveness of the chapter by compiling forecasts and comparing those forecasts to actual expenditures.

Monitor monthly, the forecasted budget to actual expenses.

DUTIES:

- On July 1 send Budget Submission forms to all Officers and Committee Chairpersons. They must be returned by July 31; if not, verbally contact those who have not submitted their budget.

Compile budget proposal and submit to the Board at the August meeting for approval.

Submit the final budget summary for publication in the Newsletter.

Work with past officers and treasurers to ensure the creation of a reasonable budget.

AUDIT

GOALS and OBJECTIVES:

Committee of at least two board members who will at least annually, at the end of the fiscal year, June 30th, or at the specific request of the Board, verify monies received and Chapter expenses, and report findings to the Board.

The Audit Committee generally has a 13-month cycle starting at the beginning of the fiscal year, July 1, and maintaining an active status until the annual audit is completed and submitted in writing to the President in early August.

DUTIES:

- Review all expenses and revenues as listed in the Treasurer's monthly report and balance the two categories against the starting and ending balances in all bank accounts.

Categorize the Treasurer's report by the different types of expenses/revenues as indicated by the categories on the final report filled out in July.

Prepare and sign the "Chapter Financial Information" form

Return the form to the President for attachment of the "Group Return Authorization" cover letter, president's signature and submission to ARMA International by the date it specifies.

IMMEDIATE PAST PRESIDENT/FORWARD PLANNING

GOALS and OBJECTIVE:

- Offer support, experience and innovations to the President, Executive Council and the Board.

Innovate and complete new programs designed to promote and nurture the chapter.

DUTIES:

- Communicate with other committee chairpersons to help them meet long range goals.
- Supervise Education Committee, and Parliamentarian.
- Supervise the By-laws and Legislative and Regulatory Affairs Committee.

Develop a plan for reaching long term goals.

Act as Nominating Committee Chairperson.

PUBLIC RELATIONS

GOALS and OBJECTIVES:

- Standardize all ARMA advertisements and news releases in order to maintain quality.
- Work closely with and submit articles to the newsletter staff.
- Send press releases and media releases about seminars and events to all community calendars and free bulletins.

Make sure that proper correspondence (confirmations, thank you's) are implemented by the president.

DUTIES:

- To publicize within the surrounding areas all ARMA related activities (possible submission of an article about ARMA to the newspapers).

Prepare news releases for monthly meetings.

Send press releases before Wednesday, of the week preceding the monthly meeting, preferably earlier (see attached sheet for newspaper listing and gather a list of television and radio community calendars.

Maintain constant contact with the Vice-President of Programs so information can be printed.

- Review newspapers for printed announcements and submit to Awards Chairperson for chapter of the year award.
- Maintain contact with Forward Planning Committee for assistance and delegate many of these duties to your staff.

In July coordinate obtaining badges, stickers, etc. for members to have at ARMA International Conference.

- Report to Newsletter Editor for publications of progress and upcoming events.
- Chapter Activities should be sent to New, Notes & Quotes

SEMINAR:

- In December of each year, contact Mayor of Detroit to start process of having Records Management week declared by proclamation of Mayor for week of Spring Seminar. Distribute proclamation copies to Chapter and Board.

**Public Relations
Seminar Duties Continued**

- Prepare press releases (see seminar manual (President Elect)).

Maintain contact with Seminar Chairperson and begin laying out publicity in November.

Press releases to all newspapers plus ARMA Quarterly and International News, Notes & Quotes (deadline November 15)

Clip notices for Awards Chairperson.

Help compile seminar brochures

EDUCATION

GOALS and OBJECTIVES:

- Maintain a high standard of excellence in all educational seminars for Detroit Chapter ARMA members.

Innovate new and different educational approaches.

DUTIES:

- Direct Chapter Scholarship Administration policy

List specific scholarships and deadlines.

Promote competition for Chapter Scholarships.

Identify, evaluate and recommend the appropriate colleges, universities and businesses within Michigan that have a Records and Information Management program or its equivalent that would be eligible for scholarships.

Select the Scholarship Award recipients and submit to Chapter Board for approval.

Monitor issuance of scholarship(s), check(s), etc

Notify winning and losing scholarship candidates and invite winners to June meeting for award acceptance.

Promote scholarships by publishing articles in ARMA newsletters throughout Michigan and contacting colleges with Records and Information Management Programs.

Participate in Chapter activities to promote Education of Chapter members.

Pursue schools to establish records management courses.

Conduct 50/50 raffle at chapter events.

RECORDS MANAGER/HISTORIAN

GOALS and OBJECTIVES:

Ensure that chapter information and record retention is managed according to sound and current records management/archival principals. Maintain a history of the chapter.

DUTIES:

- Review annually and update retention schedule and chapter history when needed.
- Retain, destroy and protect chapter records according to all determined audit, legal, financial, operational and archival requirements.

Ensure archived information can be made available to chapter membership.

BYLAWS

GOALS and OBJECTIVES:

When necessary, provide information that would assist in the proper interpretation of bylaws during board meetings.

Update bylaws as required:

- 1) Submit to Chapter Board for approval
- 2) Submit to Region II Vice-President for approval
- 3) Submit to Chapter membership for approval

DUTIES:

- Approximately July of each year or as needed, make general announcement in Renaissance Record that bylaws are open for change.
- Submit changes to board for approval followed by Regional Vice-President and general membership. (Chapter Secretary to mail a copy to each member...see bylaws Article VIII Amendments). Allow 30 days for membership response. Ratification of change(s) is achieved by an affirmative vote of two-thirds of the valid votes received in writing and reported from the general membership.
- Upon ratification, prepare notice and submit to newsletter editor for publication in the Renaissance Record.

Maintain current file and file for the previous year of all activity related to bylaw revisions. An historical file will be maintained in the chapter archives for the life of the chapter.

Submit for review any revisions and/or amendments to chapter bylaws to Region Vice-President and Arma International Executive Director prior to adoption according to Article VIII Amendments.

NEWSLETTER

GOALS and OBJECTIVES:

- Publish an informative, instructional and entertaining newsletter for the membership.

Produce a minimum of ten issues of the newsletter yearly beginning with July issue, in a timely manner.

- Maintain quality of newsletter while keeping costs down.
- Solicit article submissions from members
- Recruit company/vendor volunteers for mailings
- Participate in ARMA newsletter of the year competition

DUTIES:

- Use ARMA International Administrative Letter AL #718 "Chapter Newsletter Award" as a guide.

Request articles from members in the form of profiles or job related themes.

Publish and establish with board approval vendor newsletter advertising rates for the year.

Submit completed copies of Advertising Agreement for new vendor advertisements to the Chapter Treasurer.

Request newsletter mailing labels from the Membership Vice-President/Mailing List Coordinator.

Use selected photographs obtained from the chapter photographer.

Have all articles typeset, proofread and corrected

Lay out newsletter pages to submit to printer.

Mail to all members, plus International Board Members and Region II Vice President. Chapter Historian/Archivist receives an additional copy, Chapter Awards Chairperson receives an additional copy and all non-members mentioned in the newsletter receive copies, other Region II Chapter Presidents and newsletter editors.

Bring extra newsletters to meetings and give the rest to the Vice President of Membership.

Maintain a master file for the next staff

IAC (INDUSTRY ACTION COMMITTEE)

GOALS & OBJECTIVES:

To serve as a liaison of IAC information for the Detroit Chapter through ARMA International, promote the IAC program, encourage participation in the IAC program and to provide promotional materials for chapter member use.

DUTIES:

Obtain IAC Operating Procedures Manual from ARMA International in August. Review and become familiar with Chapter Level IAC Guidelines as published in the manual.

Obtain a directory of IAC chairpersons and IAC brochures from ARMA International in August. Have brochures and listing available at each chapter meeting and seminar.

Prepare budget forecast for Detroit Chapter Budget Committee in September.

Coordinate seating by IAC with Program Vice-President at one or two chapter meetings.

Review chapter membership directory to ensure each member is coded in an IAC. Coordinate changes with ARMA International and the Detroit Chapter Membership Vice-President.

Contact ARMA International on up-and-coming industry mid-year seminars and inform membership by publishing the information in the Renaissance Record and/or speaking at a chapter meetings.

Publish IAC Chairperson Directory in the Renaissance Record in October and March.

Contact ARMA International in August and November for meeting minutes of the IAC Leadership Conferences. Review and report any news items at the chapter board meetings and/or write an article for the Renaissance Record.

NOMINATING

FUNCTION:

Responsible for elections to ARMA International and the Detroit Chapter by providing ballots and results.

GOALS and OBJECTIVES:

- Nominate competent, enthusiastic officers
- Increase chapter voting percentage

DUTIES:

- Recruit local members to run for Chapter offices.
- Compile profiles of each candidate to mail along with the ballots.

Mail the ballots and profiles to all members (consider enclosing self-addressed stamped envelopes).
- Tabulate Election results and submit them to the Board of Directors.

TIMETABLE:

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|----------|--|
| January | Begin polling Chapter members for nominations officer positions.

Submit articles to chapter newsletter to gain candidates. |
| February | Submit to Board those people interested in being candidates for available positions.

Prepare candidate profiles to be mailed with the ballot. |
| March | Prepare actual ballot, request labels from Membership Vice-President, mail by March 15th request return by April 1. |
| April | Verify/count election returns and report to Board of Directors at the April Board meeting. |
| May | Report election results in newsletter. |

Nominating Timetable Continued:

Ballots Should Contain:

President Elect Candidates
Even years, Treasurer Candidates
Odd years, Secretary Candidates.

Also space should be specified as write in
to vote for other candidates.

U.S. LEGISLATIVE and REGULATORY AFFAIRS

GOALS and OBJECTIVES:

- Act as liaison between ARMA International and the Detroit Chapter on projects developed on the International level including Project ELF (Eliminate Legal-size Files)

DUTIES:

- Maintain current list of Representatives and Senators both for the State of Michigan and the United States Congress, for use in any "Write Your Congressman" campaigns, and coordinate Chapter participation in any such campaigns

Report to Chapter Board and Chapter Membership any new items regarding legislative and regulatory affairs which affect records management.

Keep track of any major issues published relating to record retention requirements of a governmental or regulatory nature.

AWARDS

GOALS and OBJECTIVES:

- Submit a professional and complete application for Chapter of the Year Award - see AL #714 & 75

DUTIES:

- Chapter Member of the Year - AL #716
Prepare qualification nomination ballots and send to each chapter member by April 15th. Ballots to be returned by May 1st. Present qualified nominations received by the Board.

Award to be presented at June meeting. Submit winner to ARMA International by June 30th. (Note: Official plaques mailed to Chapter President from International in Oct/Nov)

Perfect Attendance Awards- Chapter members that attended all meetings for the year. The information on this is available through the Chapter Treasurer.

- Chapter Newsletter Award - see AL #718
In April follow up to be sure our Region Vice-President and the Vice-President of the voting region has received all copies.

Chapter of the Year - year long process of collecting material for Chapter of the Year submission.

- Publish winners in Renaissance Record.

ICRM (INSTITUTE OF CERTIFIED RECORDS MANAGERS) LIAISON

GOALS and OBJECTIVES:

- Promote Institute of Certified Records Managers for the Detroit Chapter.

DUTIES:

- Encourage members to apply to take the Certified Records Managers (CRM) exam.

Publicize CRM by:

- * speaking at meetings
- * articles in the newsletter
- * having CRM brochures and applications at all meetings

- Coordinate study groups for the examination.

Recruit proctors for the exam.

- Have publications on the exam available or in the library.

Interact with ICRM on an ongoing basis and report major events to the board and membership.

PARLIAMENTARIAN

GOALS and OBJECTIVES:

Maintain professionalism and order at all Chapter Board Meetings.

DUTIES:

- Ensure Board meetings are conducted in a smooth, progressive and proper manner abiding by the Chapter Bylaws, International's Constitution and Roberts Rules of Order

Check for Quorum to enable voting on issues

- Draft resolutions as needed by the Board

ALL BOARD MEMBERS

Place this item under goal/objective for parliamentarian
Ensure board meetings are conducted in a timely, efficient manner.

DUTIES:

- Support the efforts of board meetings being conducted in a professional, timely and efficient manner.

Prepare budget forecast for Budget Committee by July 31st

Track monthly expenses for telephone, copying/faxxing, postage and miscellaneous supplies.

Review job descriptions and obtain board approval as needed.

Publish articles in Renaissance Record.

Submit newsworthy items to Awards Committee chairperson for Chapter Of The Year Award.

Provide a report as needed for area of responsibility.

Promote chapter activities and recruit new members.

Whenever possible, create dialogue with general meeting attendees.