



Board of Directors and Committee Position Descriptions

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President

Description:

The Chapter President is the chief executive officer of the chapter and may serve as an ex-officio member of all committees, with the possible exception of the Nominating Committee. It is advisable that the President read and understands all parts of the chapter and ARMA operations, as it is vital to the success of the chapter.

Term:

One Year term. The position is filled by the previous President Elect.

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.
- Increase the credibility of ARMA with vendors and members.
- Delegate duties in order to keep all Board members and Committees equally active.
- Maintain professionalism and order at all Chapter Board Meetings.

General 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.
- Plan all Board meetings (select date, time and location).
- Welcome attendees of meetings.
- Forward materials received from ARMA International to board members and chairpersons as appropriate.
- Preside over and direct Board and Chapter meetings.
- Provide Board members 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.
- Authorize expenditures, payments and policy exceptions.
- Sign, with Board approval, contracts or formal instructions obligating the chapter unless otherwise delegated to other board positions (i.e. Programs Director for vendor contracts).
- Communicate with chapter regularly.
- Establish contacts to promote ARMA International and Detroit Chapter.
- Communicate chapter issues, concerns and opinions (e.g.: ARMA International decision making) to Region Coordinator.
- Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
- Report names of the chapter officers and chairmen to HQ and the Region Manger.
- Maintain current policies and procedures and ensure that the successor knows how and where to access them.
- Plan to attend ARMA International's Annual Conference and Expo in the fall, as there is a Chapter Leadership Day intended to provide chapter officers an in-depth look at the issues and resources affecting the chapters.

- Ensure board positions complete the required activities to support ARMA International, Region and chapter goals and deadlines (e.g. 990 Form due to HQ in August, Escrow payments received, membership letters sent, etc.).
- Review financial statements and bank accounts monthly.

Region Duties:

- Prepare special reports on chapter activities at the request of the Region Manager.
- Represent the chapter in relations with the region and the Association.
- In concert with the chapter Board of Directors, complete the Chapter Visit Report to let the Region Leadership and ARMA International HQ aware of issues and what can be done to assist the chapter (as requested).
- Attend the Region Leadership Conference during the summer months, which purpose is to orient the new presidents to the job of serving a chapter.
- The chapter should share with the Region Manager and Coordinators its executive minutes, treasurer's reports, and any other ideas emanating from the chapter.

President Elect

Description:

The President-Elect is the second executive officer of the chapter. It is advisable that the President Elect read and understands all parts of the chapter and ARMA operations, as it is vital to the success of the chapter.

Term:

One year term, elected by the membership. President Elect will become President the following year.

Goals & Objectives:

Support the President to ensure the goals of the Chapter are met.

Duties:

- In the absence or disability of the President, the President Elect performs all the duties of the President.
- The Board of Directors or the President may delegate other powers or duties to the President Elect.
- It is advisable that the President Elect be familiar with all duties of the President in the event he/she must act in the President's absence.
- The President Elect assists the President in the executive direction of chapter affairs.

Secretary

Description:

The Secretary is the corresponding and recording officer of the chapter. This position has record keeping responsibilities and acts as a liaison between chapter members, officers, and the Board of Directors.

Term:

The Secretary shall be elected for two years with each term commencing in an odd numbered year.

Goals & Objectives:

Responsible for documenting chapter and board meetings.

Duties:

- Record and distribute board minutes.
- Maintain board meeting materials and correspondence received from board members.
- At each board meeting, obtain status of issues that required follow-up.
- 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.
- Update job descriptions as needed.
- Provide job descriptions to board members in July.
- Work with committee chairpersons and board members as needed.
- Conduct the official correspondence of the chapter.
- Maintain chapter records in accordance to the retention and disposition schedule.
- Responsible for the history of the Chapter. This includes maintaining any hard copy and electronic documents as required. (May serve as chairman of the Historian Committee.)
- 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.

Treasurer

Description:

The Treasurer is the financial officer of the chapter. This position is responsible to the President and the Board of Directors for the receipt and deposit of all funds of the chapter and for the disbursement of funds for properly vouched and approved expenditures.

Term:

The Treasurer shall be elected for two years with each term commencing in an even numbered year.

Goals & 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.
- Monitor monthly, the forecasted budget to actual expenses.

Duties:

- Have custody of all of the funds of the chapter, which shall be deposited in a federally insured institution.
- Keep a full and accurate account of receipts and expenditures.
- In accordance with the budget adopted by the chapter, make disbursements as authorized.
- Prepare a monthly treasurer's report for board meetings. This report should show the previous month's balance, all deposits for the current month, all disbursements for the current month, and the current month's balance.
- Prepare an annual report, which shall be submitted along with the financial records to the Auditing Committee. The Committee when satisfied that the treasurer's annual report is correct shall sign a statement of that fact at the end of the report.
- Submit reports as required by ARMA International.
- Receive and deposit money from monthly meetings, vendor sponsorships etc.
- Pay chapter bills and maintain checking and savings accounts.
- Regularly balance all accounts.
- Maintain attendance listing of people who paid, canceled or did not show.
- Send out billings for advertising and no-shows at program(s).
- Prepare annual chapter financial information forms at the end of the fiscal year. This document is called the Group Authorization 990, and is a requirement from the IRS. Each chapter signed an agreement upon chartering to include their chapter within the ARMA International Group Exemption, and the completion of this form fulfills the requirement for that.
- Furnish all financial records for the annual audit to the Financial Review Committee.
- Update Signature cards as required. Signature Cards for accounts should include: President, President Elect, Treasurer and Programs Director
- Complete the State of Michigan Non-profit Corporate Information Update in October of each year.

Immediate Past President

Description:

The main responsibility of the Immediate Past President is to offer support and experience to the President and the Board.

Term:

One year term. The position is filled by the previous President.

Goals & Objectives:

- Create a spirit of professionalism and fun at all monthly meetings.
- Greet members and guests and encourage others to become involved in the chapter.

Duties:

- Assist in the operations and functions of the chapter.
- Serve on committees as needed.
- Perform other duties as assigned by the Board of Directors.
- Support the efforts of board meetings being conducted in a professional, timely and efficient manner.
- Provide a report as needed for area of responsibility.
- Promote chapter activities and recruit new members.
- Whenever possible, create dialogue with general meeting attendees.
- Complete the installation of incoming officers and board members during the annual meeting.

Membership Director

Description:

The Membership Director is the Chairman of the Membership Committee and is appointed by the chapter President with approval from the Board of Directors. The main responsibilities of the Membership Director are to ensure continued growth of the chapter and retain existing members.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals and Objectives:

- Increase and maintain membership.
- Create and maintain pamphlet to expand awareness of ARMA.
- Ensure that all current chapter and 099 membership information is centralized in the chapter's repository.
- Maintain 100% membership retention at membership renewal time.
- Encourage recruitment done by individual members.

Duties:

- Personally welcome new Chapter members by sending Welcome Letter which offers new member free attendance at a regular chapter meeting (Golf Outing, Holiday Breakfast, tours and all day seminars excluded) during the first calendar year of their membership.
- Have hard copy applications handy at all regular chapter meetings or direct potential new members to ARMA's website to enroll.
- Call members whose e-mail addresses are no longer valid to determine new way to communicate with members.
- Sit at Registration Table during chapter events to welcome and greet members.
- Introduce guests (non-ARMA Detroit members) at all chapter meetings.
- Collect mailing addresses for our chapter meeting guests (non-ARMA Detroit members) to be used in ARMA International's Spring Recruitment Campaign.
- Distribute anniversary pins to members at annual meeting.
- Distribute Perfect Attendance awards at annual meeting.
- Direct existing members to ARMA International's website for any contact information changes.
- Constantly recruit new members.
- Coordinate ARMA International's Spring Recruitment Campaign for Board and submit final list by deadline to ARMA International.
- Follow up on all potential new members including offering ½ price meeting offer to all Great Lakes 099 members in the states of Michigan and Ohio every other month.
- Follow up with all members who have not renewed their membership on time.
- Have ARMA Detroit pamphlets available at all chapter events.
- From the information database, prepare name tags for program attendees (including guest speakers and vendor sponsors).
- Confirm meeting attendees have registered at the correct price, informing Treasurer of any discrepancies one week prior to meeting.
- Maintain Membership pages on chapter's website.
- Maintain Contact Us page on chapter's website.
- Maintain and distribute Board contact listing.
- Maintain chapter letterhead and keep in chapter's repository.

Programs Director

Description:

The Programs Director is the Chairman of the Programs Committee and is appointed by the President with the approval of the Board. The main responsibility of the Director and the Committee is to plan educational meetings to support the mission of the chapter.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals & 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 meeting, seminars, and 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 chapter meetings [determine topic, speaker(s), location, date, time, menu (if applicable) and registration fees].
- Ensure meeting venue has all audio visual items needed to accommodate speaker(s).
- Ensure any handouts the speaker(s) have are printed in advance of the meeting.
- Arrive to meetings early in order to ensure venue is set up correctly, make sure all audio visual items work and handouts are on tables (if applicable).
- Introduce speaker(s) at meetings.
- Negotiate meeting contracts with the meeting facility, if necessary.
- Notify members of each meeting (date, time, and location) by e-mail at least 1 month prior to the meeting.
- Follow up meeting notifications with a reminder 1 or 2 weeks before the meeting registration deadline
- Create and distribute meeting evaluations to all meeting attendees.
- Summarize meeting evaluations and report back results at next Board Meeting
- Provide synopses of programs for annual report and annual leadership conference.
- Prepare presentation Awards for all speakers, companies and members as designated by Detroit Board approval.

Vendor Director

Description:

The Vendor Director is appointed by the chapter President with approval from the Board of Directors. The main responsibility of the Vendor Director is to ensure continued support from the vendor related companies through various sponsorships.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals and Objectives:

Increase and maintain vendor sponsorships.

Duties:

- Personally welcome new vendors.
- Coordinate vendor recognition at the annual meeting
- Revise and distribute yearly Corporate Sponsorship Program Brochure.
- Solicit vendor and corporation sponsors for monthly Chapter educational meetings, Spring Seminar meetings, report items that need to be posted & updated regarding vendor information on Chapter website and speaker gift sponsorships.
- Solicit sponsorships or door prizes for other special Chapter events, such as Annual Golf Outing & the Annual *triARMA*thon meeting.
- Facilitate, coordinate and provide record keeping duties for vendor sponsorship and contract information.
- Ensure Treasurer receives proper funding for all contract sponsorships.
- Advise vendors of upcoming events that could benefit their services or products.
- Develop, design & distribute certificates that acknowledge vendor participation at Annual Awards meeting.

Website Director

Description:

The Website Director is the chair of the website committee and is appointed by the chapter President with approval from the Board of Directors. The main responsibility of the Website Director is to act as a liaison for website updates with the service provider.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals and Objectives:

- Provide a usable and award winning website for our membership
- Provide easy navigation for our members

Duties:

- Serve as the liaison between the Chapter and the service provider, such as InfoServ.
- Responsible for the general layout and set up of the website.
- Responsible for training board members (as appropriate) how to update the website.
- Responsible for assigning specific pages to be updated by individuals (i.e. Programs page maintained by Programs Director, Membership by Membership Director, etc).
- Assist individuals in troubleshooting issues with the website.
- Review completed work by website provider to be sure it functions as requested. Ask for assistance from the board as necessary.
- Ensure Treasurer receives notice of billings and receipt of payments made.

Director

Description:

The main responsibility of a director is to support the goals of the board and to serve on committees as requested by the President with the approval of the Board of Directors.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals & Objectives:

- Create a spirit of professionalism and fun at all monthly meetings.
- Greet members and guests and encourage others to become involved in the chapter.

Duties:

- Assist in the operations and functions of the chapter.
- Serve on committees as needed.
- Perform other duties as assigned by the Board of Directors.
- Support the efforts of board meetings being conducted in a professional, timely and efficient manner.
- Provide a report as needed for area of responsibility.
- Promote chapter activities and recruit new members.
- Whenever possible, create dialogue with general meeting attendees.

Audit Committee

Description:

The Audit Committee is to perform an annual review of the chapter's financial records. The committee should include the treasurer, two additional board members and a general member.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals & Objectives:

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. The committee should 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.

Duties:

- Review preceding year's financial report.
- 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.
- Perform review of the following:
 - Cash receipts and disbursements transactions in the case disbursement ledger
 - Cash receipts using deposit slips and checkbook
 - Cash disbursements using invoices attached to bank statements and check book.
 - Reconcile cash in bank with cash disbursement ledger and checkbook, per statement.
- 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.

Awards Committee

Description:

The committee promotes participation in chapter activities and ensures that members and the chapter are recognized for achievement and contributions to the information management profession.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals & Objectives:

Coordinate with the President to determine what association awards the chapter would like to compete for. Also facilitate the Awards planning for the annual meeting which generally takes place in June.

Duties:

- Advise the chapter about the ARMA International Award categories and requirements.
- Facilitate the application process and submit a professional and complete application for the awards the chapter is considering. The committee should work with the board and members to obtain the required information.
- Coordinate with the Nominations Committee for sending out a ballot for individual type awards (i.e. Chapter Member of the Year, Chapter Leader of the Year, etc).
- Plan and coordinate with respective board members the awards ceremony for the annual meeting.
- Possible Recognition and/or Awards to consider (It is not required to award all of these.)
 - Appreciation: President, Board
 - Recognition: Perfect Attendance
 - Recognition: Vendor Sponsorships
 - Recognition: Retirement
 - Award: Chapter Member of the Year
 - Award: Chapter Leader of the Year
 - Award: For individual achievements
- Work with the Website Director to create and update an awards webpage.

Nominating Committee

Description:

The Nominating Committee is responsible for the elections process for the Detroit Chapter.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals & 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.
- Email the ballots and profiles to all.
- Tabulate Election results and submit them to the Board of Directors.

General Timetable:

February

Begin polling Chapter members for nominations for officer positions.

March

Submit to Board those people interested in being candidates for available positions.

Prepare candidate profiles to be mailed with the ballot.

April

Prepare actual ballot, send to membership for voting.

May

Verify/count election returns and report to Board of Directors.

June

Announce and swear in new Board of Directors.

Ballots Should Contain:

- President Elect Candidates
- Secretary Candidates (odd years)
- Treasurer Candidates (even years)
- Any nominations for awards from ARMA International (i.e. Chapter Member of the Year, Chapter Leader of the Year, etc.).
- Space for Write in Candidates for each item on the ballot

Professional Development Committee

Description:

A volunteer committee of three to four ARMA Detroit Chapter members in good standing who oversee and promote education and professional development throughout the Chapter membership.

Term:

One year term. May serve multiple terms. Appointed by the President.

Goals and Objectives:

- Promote education and professional development within the ARMA Detroit Chapter membership.
- Oversee and promote all education and professional development programs, including the CRM Incentive Program.
- Propose additional education and professional development programs to benefit the membership.

Duties:**CRM Incentive Program:**

- Promote the CRM Incentive Awards program within the ARMA Detroit Chapter.
- Validate requests for CRM Incentive Awards and submit to Chapter Board for approval.
- Create CRM Certificates of Recognition, request issuance of CRM Incentive Award checks and invite recipient to the next Chapter meeting for award acceptance.
- Document and track request dates, awards and recipients.
- Monitor the available funding for this program to determine if additional fundraising is required.
- Perform annual program review to determine if it needs to be revised.

General:

- Use the Chapter website, meetings, networking and informal mentoring to promote CRM certification, professional training, and colleges/universities that offer Records and Information Management coursework.
- Participate in Chapter activities to promote Professional Development and Education of Chapter members.
- Perform research to find new educational and professional development opportunities.
- Survey the membership to determine if additional educational and professional development programs are needed or desired.
- Develop and submit new program proposals to Chapter Board as needed.
- Keep documentation of activities and procedures on the Chapter website.
- Conduct 50/50 raffle at chapter events to fund all education and professional development activities.