

Position descriptions:

President: Responsible for executing and implementing the policies of the Board of Directors and Chapter membership.

Vice President/Program Director: Responsible for arranging speakers for monthly Chapter meetings; purchases gifts for speakers; works in close coordination with Corresponding Secretary and President to arrange monthly Chapter meetings; attends monthly Chapter board meetings and Chapter meetings. This is a 3-year commitment

Immediate Past President: Serves as an advisor to the President and the Board of Directors regarding the Chapter's relations with ARMA Headquarters and precedents for Board policies and procedures.

Treasurer: Responsible for monitoring the chapter's financial activities, producing and maintaining documentation of financial activity, ensuring that disbursements and deposits are made in a timely manner, and overseeing the chapter's budget process.

Recording Secretary: Responsible for recording the Board of Directors meeting minutes and the distribution of the minutes to the Board and the newsletter.

Corresponding Secretary: Responsible for arranging all meetings, taking all reservations and coordinating needs of the speaker at the meeting locale. Informing the newsletter director of all meeting location information and details.

Newsletter/Education: Responsible for creation, production and distribution of chapter newsletter on monthly (or other) basis. Edits and occasionally writes copy. Maintains mailing list of members and other interested parties. Encourages article submissions and advertising content. Also provides, as required, special brochures or other communications. Explores opportunities to educate the membership and others via the newsletter and through other means.

Seminars: Responsible for preparing the objectives, goals and budget for the annual seminar and managing the functions of the committee.

Membership: Responsible for adding individuals to the membership of the chapter through timely responses to requests for information and through recruitment activities and conserve the membership within the Chapter.

Marketing: Responsible for promoting and advertising our local chapter through various tactics to reach records management professionals.

Community Service: Responsible for organizing the annual Merry Beary Christmas drive for Children's Hospital and responsible for organizing community service or outreach programs approved by the Board of Directors.

Web Site Administrator: Responsible for updating content, change the date revised, approve new material, format the information, upload the content to web site, approve design changes and new links and pages, manage the contract with the ISP and web host.