

ARMA San Antonio Chapter Board Member Duties

President:

1. Preside at all meetings of the Board of Directors and of the members and call such meetings as may be necessary.
2. The Chapter President shall appoint all chairmen of standing and special committees, subject to the approval of the Board of Directors.
3. Be an ex-officio member of all committees except the nominating committee.
4. It shall be the duty of the President to exercise general supervision over the activities and welfare of the Chapter and maintain open communications with the members of the Chapter Board of Directors and ARMA relative to Chapter activities
5. Additional duties and responsibilities may be delegated to the President by the Board of Directors, as required.

Vice President:

1. Be an aide to the President
2. Perform the duties of President in the absence of that officer and in the case of permanent disability or resignation of that officer, shall succeed to that office for the unexpired portion of the term.
3. The Chapter Vice President may also be elected to one of the other Chapter officer positions except Chapter President.
4. Be responsible for the chapter e-mail account indicated on the website including acknowledging e-mails, forwarding to appropriate board or chapter member for reply, and follow-up as required.
5. Additional duties and responsibilities may be delegated to the Chapter Vice President by the Board of Directors, as required.

Secretary:

1. Be responsible for the recording, custody and distribution of Minutes of all Board of Directors and membership meetings; general correspondence of the Chapter; and notifying the Board of Directors of all board meetings.
2. Serve as chief Election Officer and mail or present to all members the slate of nominees for each elective office to be filled each year, together with a ballot to be used for that purpose.
3. Preserve all books and papers belonging to the chapter.
4. Additional duties and responsibilities may be delegated to the Secretary by the Board of Directors, as required.

Treasurer:

1. Have custody of all of the funds of the chapter, which shall be deposited in a federally insured institution.
2. Keep a full and accurate account of receipts and expenditures.
3. In accordance with the budget adopted by the chapter, make disbursements as authorized.
4. Present a report at all meetings of the Board of Directors and Membership.
5. 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.

6. Submit reports as required by ARMA International.
7. Additional duties and responsibilities may be delegated to the Treasurer by the Board of Directors, as required.

Vice President Programs:

1. Be responsible for the identification of educational workshops and luncheon speakers for Chapter monthly meetings and programs applicable to the information and records management interests of the Chapter members.
2. Coordinate program plans with the Board of Directors, as required.
3. Prepare appropriate announcements of programs.
4. Ensure the effective administration of programs.
5. Have responsibility for all of the chapter audio visual equipment including the laptop computer, projector, and public address system and make this available for chapter programs.
6. Additional duties and responsibilities may be delegated to the Vice President, Programs by the Board of Directors, as required.

Vice President Membership:

1. Be responsible for all activities related to the acquisition and retention of members.
2. Processing of membership applications,
3. Keeping current records of members on the roll ensuring the accuracy of names, addresses, positions, etc.
4. Appoint the Membership Committee members and direct the activities of the committee.
5. In consultation with the Board of Directors, formulate the chapter membership policy and operate in conformity with this policy.
6. Maintain close contact with the Member Services Department or ARMA International to ensure understanding of association membership policies and plans.
7. Appoint a telephone subcommittee for the purpose of corresponding with members regarding meeting attendance, membership renewal, and other chapter activities.
8. Direct the search for and approach prospective members.
9. Serve as advisor to and coordinate the activities of the Hospitality Committee of ARMA International.
10. Additional duties and responsibility may be delegated to the Vice President, Membership by the Board of Directors, as required.

Vice President Professional Development:

1. Be responsible for developing, coordinating, and ensuring the effective administration for the educational seminars conducted by the Chapter.
2. Coordinate program plans with the Board of Directors, as required.
3. Chair and guide the Seminar Committee established to support the educational seminars.
4. Prepare appropriate announcements for the educational seminars and its speakers.
5. Additional duties and responsibilities may be delegated to the Vice President, Professional Development by the Board of Directors, as required.