

ARMA Central Iowa

Elected Board Positions



The elected officers of the chapter are the president, vice president, secretary, and treasurer.



President's duties include:

- Exercise general supervision over chapter affairs
- Responsible for the enforcement of the bylaws and all directives of the board of directors
- Preside at all meetings of the chapter and of the board of directors
- Appoint all standing committee chairpersons
- Keep the board of directors fully informed of chapter activities
- Deliver to the successor in office all books, papers, records, and other property of the chapter for which the president is responsible
- Perform all other duties as required by the office



Vice President's duties include:

- Assume all duties of the president during absence or disability
- Assist in the presidential duties
- Serve as a member of and be responsible for coordinating activities of all special committees
- Perform other duties assigned by the president and/or board of directors



Vice President's duties, cont.

- Serve as program committee chairperson, which is comprised of the board of directors, and other members the chairperson appoints with approval of the board of directors; the program committee's responsibilities are to:
 - Schedule programs consistent with the objectives of the association
 - Make arrangements for meeting places, meals, and social hour, when appropriate
 - Notify the newsletter editor of the time, place, topic, and any significant arrangement details of each scheduled program
 - Responsible for last-minute adjustments and arrangements at the meeting site
 - Determine if speakers will need special equipment and make sure it is available



Secretary's duties include:

The secretary is official custodian of all chapter records. Duties include:

- Keep a record of all meetings of the board of directors and chapter
- Distribute to the board of directors copies of meeting minutes
- Handle correspondence as directed by the president and/or board of directors
- Be responsible for chapter historical records stored at an off-site storage center
- Perform other duties as assigned by the president and/or board of directors
- Maintain current copy of bylaws and policies
- Bring current copy of precious nine board meeting minutes to each board meeting



Treasurer's duties include:

- Be custodian of all chapter funds
- Receive payments to which the chapter is entitled
- Disburse funds of the chapter
- Deposit all funds in the name of the chapter in depositories approved by the board of directors
- Provide budgets and statements of the chapter's financial condition at the close of each fiscal year and at other times as requested by the board of directors
- Record attendance of members and guests at all official functions and accept fees at meetings; log of such moneys received should be kept with bank deposit slips or other information for that current month
- Designate another board member to fulfill and/or assist with duties at business meetings as needed
- Maintain a complete record of receipts and disbursements with supporting documentation such as vouchers, invoices, deposit slips, meeting attendance, etc.
- Submit reports as required by ARMA International



Other Board Members Include:

- Membership Director
- Newsletter Editor
- Librarian/Education Director
- Seminar Director
- Immediate Past President



Membership Director

Membership Director responsibilities:

- Develop, recommend, and implement ways to recruit new members
- Provide materials and application forms to people who may be interested in membership
- Contact current members who have not renewed membership



Newsletter Editor

Newsletter Editor responsibilities:

- Publish the chapter's monthly newsletter
- Include in the newsletter news about the chapter and articles of interest to the members
- Include in the newsletter information about the next chapter meeting and notice of each meeting for the calendar year
- Distribute the newsletter far enough in advance of the meeting to adequately inform the members
- Maintains the chapter website



Librarian/Education Director

Librarian/Education Director responsibilities:

- Maintain log of current publications
- Loan out publications as members request
- Propose purchase of new additions to board and purchase items
- Update and review inventory
- Act as liaison to educational institutions requesting information about records management and to members requesting information about education opportunities



Seminar Director

The Seminar Director serves as seminar committee chairperson, which is comprised of the board of directors, and other members the chairperson appoints with approval of the board of directors. The seminar committee's responsibilities are to:

- Identify speaker for annual seminar, and make travel and accommodation arrangements
- Locate and coordinate facility arrangements
- Publicize event
- Solicit vendor sponsorship and displays
- Prepare materials for attendees, including presentation materials, agenda, and evaluation
- Coordinate activities on the day of the seminar, including registration and vendor displays



Immediate Past President

The immediate past president serves on the board of directors in order to maintain continuity from one governing body to the next. The immediate past president serves as chairperson of the nominating committee for the next years officers.

