

## 2. CHAPTER OPERATIONS

Section 2-B

### B. Job Descriptions of Officers VICE-PRESIDENTS

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2003

**Organization:** The Vice-Presidents are Chapter Officers. Each Vice-President shall be elected for a two-year term by the members of the Chapter.

Vice-Presidents of Member Relations, Public Relations and Seminar shall be elected in even numbered years. Vice-Presidents of Professional Development and Regulatory and Industry Relations shall be elected in odd numbered years. No Vice-President shall be eligible to serve in the same office for more than two consecutive terms.

#### **Responsibilities:**

1. To serve as a member of the Chapter's Board of Directors.
  - a) Act as a liaison between the Board of Directors and Committees under their jurisdiction.
  - b) Submit agenda items to the President approximately one week prior to Board Meetings.
2. To provide assistance and direction to committees under their jurisdiction.
3. To submit written reports of committee activities to the Board of Directors at each regular Board meeting.
4. To assist, if requested, the Nominating Committee members in recommending nominees for Chapter office.
5. To secure approval, in advance, from the President for any unbudgeted expense of the Chapter.
6. To attend committee meetings within his/her respective work area in order to:
  - a) Inform committee members of Chapter & Association affairs and procedures,
  - b) Listen to ideas and recommendations,
  - c) Provide assistance in solving problems,
  - d) Promote a cooperative spirit.
7. To ensure all committees notify their members of forthcoming meetings of the Chapter's Board of Directors in sufficient time to permit suggestions for the agenda or arguments for their points of view.
8. To implement directives from the Board of Directors relating to Chapter administration and development.
9. To perform such other duties and responsibilities as may be specifically requested by the President, President-Elect or other Board members.
10. To attend all Board meetings, or send a representative.
11. To identify chapter members to mentor for future potential board roles and committee leadership.

**Organization:**

The Membership Committee is a standing committee composed of a chairperson and at least one committee member. The chairperson is appointed by and reports to the Vice-President of Member Relations. The chairperson appoints committee members, directs the activities of the committee and, prior to August 30<sup>th</sup>, develops and submits a budget to the Vice-President of Member Relations to cover expenses for annual committee activities.

**Responsibilities:**

To conserve the existing membership of the Chapter and to achieve continued growth by recruiting new members.

1. To prepare and submit, through the Vice-President of Member Relations, a monthly report of committee activities prior to monthly Board meetings.
2. To maintain a database of members and prospective members to include, at a minimum, name, company, address, telephone numbers, and e-mail address. The database should be maintained on a computer to facilitate revisions and label generation.
3. To verify member information on Chapter database with printouts from ARMA International.
4. To submit membership labels to Newsletter Editor for Newsletter mailings.
5. To provide membership and/or prospective member labels or listings for special projects such as Seminar, ballots, and telephone numbers.
6. To generate a Membership Directory for all current members in good standing.
7. To distribute membership solicitation letters to prospective members, enclosing Chapter and Association Brochures when appropriate. (See [Attachment H](#))
8. To appoint and coordinate a telephone committee to contact prospective members.
9. To send letters to former members who have not renewed their membership to encourage them to renew. (See [Attachment I](#))
10. To receive and process applications for membership from the Treasurer.
  - a) Retain a photocopy of the application for membership for committee records.
  - b) Send copies of membership application to the New Member Committee chair, Membership Committee member responsible for maintaining the database, and to the committee member responsible for writing "New Member Spotlight" articles for the Newsletter.
11. To receive and process change of status forms (See [Attachment K](#))
  - a) Retain copy of change of status form for Membership Committee records.
  - b) Send original of form to ARMA International.
  - c) Send copies of all forms involving title, address, and telephone changes to Membership Committee member responsible for maintaining the database. Note: If the Change of Status involves a member's change of employer, verify that the original membership has paid by the individual, not the company.
  - d) If the change of status involves a re-designated member, complete a Membership Change Form and send to person keeping the membership database.

**Organization:**

The New Member Committee is a standing committee. The committee shall be composed of a chair and at least one committee member. The chair is appointed by and reports to the Vice President of Member Relations. The chair appoints committee members, directs the activities of the committee and, prior to August 30<sup>th</sup>, develops and submits a budget to the Vice President of Member Relations to cover expenses for annual committee activities.

**Responsibilities:**

1. To actively welcome new members to the Dallas Chapter and to encourage new member involvement in Chapter activities.
2. To prepare and submit, through the Vice President of Member Relations, a monthly report of committee activities, prior to the monthly Board meeting,
3. To send a letter of welcome (See Attachment J), upon receipt of copies of new member application forms from the Membership Committee, A Dallas Chapter Organization Chart, and a current Dallas Chapter Membership Directory.
4. To contact new members by telephone to welcome them, invite them to the next monthly meeting, and encourage their involvement in a Chapter committee.
5. To conduct New Member Orientation periodically to familiarize new members with the workings of the Chapter, Southwest Region, and Association, and to present Certificates of Membership. Certificates should be mailed to new members unable to attend Orientation.
6. To be available at regular monthly meetings to greet new members and make them welcome.

**Organization:**

The Job Clearinghouse Committee is a standing committee. The committee shall be composed of at least one committee member. The Vice President of Member Relations appoints the chairperson. The chairperson appoints committee members, directs the activities of the committee and, prior to August 30<sup>th</sup>, develops and submits a budget to the Vice President of Member Relations to cover expenses for annual committee activities.

**Responsibilities:**

1. To act as a clearinghouse for persons seeking employment in records management or related fields and employers seeking qualified individuals for records management and related fields.
2. To prepare and submit, through the Vice President of Member Relations, a monthly report of committee activities prior to monthly Board meeting.
14. To maintain the Job Clearinghouse files.
15. To arrange to have vacancies and positions wanted printed in the Newsletter when time permits.
16. To announce vacancies at monthly meetings.
17. To complete resume form for all telephone inquiries from members seeking positions. (See Attachment L)
18. To complete vacancy form for all telephone contacts with companies having vacancies.
8. To maintain contact with companies on file to verify status of positions. (See Attachment M)  
If position is filled, ask for the name of the person who filled the position. Send a letter of congratulations to successful candidate. If the successful candidate is not an ARMA member, invite them to the next monthly meeting and forward the person's name to the Membership Committee for inclusion on the prospective members list.
9. To maintain contact with members seeking positions to verify status of their job search.



Prospective Member Letter

*(current date)*

*(name)*

*(title)*

*(company name)*

*(address)*

*(city, state, zip)*

Dear *(name)*,

Thank you for your inquiry concerning the Dallas Chapter of the Association of Records Managers and Administrators. There are presently over 300 members in the Dallas ARMA Chapter. These members include records managers, educators, consultants, and vendors, all active in the promotion of professionalism in the management of information and records.

The Dallas Chapter meets on the second Tuesday of each month—September through June. The meetings vary as to location and usually are at noon, although some have been held in the evening or before work in the morning. The Program Committee strives to provide an educational speaker that relates to records and information management. The Dallas Chapter sponsors seminars and workshops with educational topics and vendor exhibits.

Enclosed is a membership application. ARMA International dues are \$ 115.00 per year. If you want to join an Industry Specific Group (ISG), say petroleum or law, there is an additional \$ 10.00 fee. The back of the application form lists all industry codes. The ISG provides specialized support for your industry. Finally the Dallas Chapter dues are \$ 35.00 per year. Please mail your completed application along with the appropriate monetary amount to the above Dallas Chapter of ARMA P.O. Box.

ARMA membership includes special rates on technical publications, on annual conference registration fees and a subscription to RECORDS MANAGEMENT QUARTERLY. This periodical is a compilation of timely articles in the field of information management written by professionals, and the magazine enjoys a fine reputation as a valuable reference publication in many public and post-secondary school libraries.

If there is anything further that I can help you with concerning ARMA membership, please write or call me. My direct office number is *(telephone number)*.

Very truly yours,

*(Committee member name)*

Membership Committee

Enclosures



Membership Renewal Letter

*(current date)*

*(former member name)*

*(company)*

*(address)*

*(city, state, zip)*

Dear *(name)*,

We've noticed that you have not renewed your membership in ARMA. We miss you and hope that your non-renewal is an oversight.

If your past membership has been worthwhile and you are interested in renewing, I'll be happy to send you a member application form. Current annual dues are \$115.00 for ARMA International and \$35.00 for the Dallas Chapter. If you want to join an Industry Specific Group (ISG), there is an additional \$10.00 fee.

To receive a membership application form or to share your comments about ARMA membership, please contact me at my work number *(telephone number)*.

Very truly yours,

*(name)*

Vice President Member Relations



Welcome to New Members Letter

*(current date)*

Dear *(name)*,

Welcome to the Dallas Chapter of ARMA International. You should be receiving meeting announcements and our Chapter newsletter "For The Record". I am enclosing a certificate of membership that was forwarded to me from ARMA International's offices. The 2001/2000 Dallas Chapter Membership Directory is also included.

Our Chapter meets the second Tuesday of each month, except for July and August. The time, location, and topic are announced either in the newsletter or in a separate notice letter/fax. Periodically, the Chapter also conducts workshops before or after the monthly meeting. Information on the workshops is announced with the meeting information.

Chapter members are encouraged to participate as a volunteer on a Chapter committee. Committees include Program, Public Relations, Seminar and Membership. Feel free to ask around or call me for ideas. My work number is *(telephone number)*. Please call me about any membership questions that you may have.

Very truly yours,

*(name)*

Vice President Member Relations

Enclosures



Member Roster change form  
(to be printed in each issue of the newsletter)

In order to insure our mailing and membership roster information is correct, please fill in the information requested below if you have any changes in name, company, and address or phone number. Please also include ISG designation and ARMA join date.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**ISG:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Send to:** *(name)*  
*(company)*  
*(address)*  
*(city, state, zip)*

**ARMA join date:** \_\_\_\_\_

**Confidential**

**ARMA – Dallas Chapter  
Job Clearinghouse Resume**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Seeking \_\_\_\_\_

Highest Education completed: \_\_\_\_\_ High School \_\_\_\_\_ GED \_\_\_\_\_ Jr. College

\_\_\_\_\_ Business College \_\_\_\_\_ 4-year College \_\_\_\_\_ Post Graduate Degree

\_\_\_\_\_ Other Major \_\_\_\_\_ Minor \_\_\_\_\_

Experience: \_\_\_\_\_ Supervision # years \_\_\_\_\_

\_\_\_\_\_ Records # years \_\_\_\_\_

\_\_\_\_\_ Microfilm/Imaging # years \_\_\_\_\_

\_\_\_\_\_ Computer operations # years \_\_\_\_\_

\_\_\_\_\_ Sales # years \_\_\_\_\_

\_\_\_\_\_ Other (explain) # years \_\_\_\_\_

\_\_\_\_\_

Date available for employment \_\_\_\_\_

Date Employed \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Referrals:

Date: Person Company

\_\_\_\_\_

\_\_\_\_\_

Resume on File \_\_\_\_\_ Yes \_\_\_\_\_ No



Job Clearinghouse Letter

*(Date)*  
*(Name)*  
*(Company)*  
*(Address)*  
*(City, State, Zip)*

Dear *(Name)*,

The Dallas Chapter of ARMA has established a Job Clearinghouse to provide a medium for promoting job opportunities in the field of Records Management. It provides companies and persons within the area a method of posting "job vacancies" or "positions seeking" in the monthly newsletter and web site that is read by members of ARMA.

These newsletters and web site are sent outside the Dallas Chapter to other Chapters in the Southwest Region. Therefore, a "Records Manager" is more likely to find jobs in his/her specific field of expertise.

As Jobs Clearinghouse Committee Chair of the Dallas Chapter, I am responsible for maintaining the Job Clearinghouse file and for assisting companies and prospective employees in filling positions in Records Management. If you, as an employer or recruiter, wish to post a vacancy in the area of records management in the newsletter or web site, please prepare a summary of the job and qualifications for employment. Indicate who is to be contacted and how (by resume, person, or telephone) if an individual has posted a resume with ARMA. Also, indicate a closing date if applicable. Salary ranges will be held confidential.

When I receive the summary, I will contact you and assure it is distributed—either by newsletter or web site. In the meantime, I will refer qualified individuals to you.

Thank you for the opportunity to work with you.

Sincerely,

*(Name)*,  
Job Clearinghouse Committee Chair