



INTERNATIONAL

M A D I S O N

*The Information Management Professionals*

**DATE:** April 23, 2010  
**TO:** ARMA-Madison Members  
**SUBJECT:** *2010-2011 Chapter Board of Directors: Call for Nominations*

Do you have new ideas that the chapter can use? Have you thought about or envisioned a new direction that the chapter should consider? Do you think you have some great skills that can benefit the chapter? Would you like to be more actively involved in the chapter? This is an opportunity for you to make this happen!

The time has come again to elect our chapter leadership and those individuals that will sail our ship into new horizons with a minimum of time commitment on your part (approximately 1-3 hours per month). We have been able to strategically plan our agendas for monthly meetings to address the issues that you have told us are important to you. The Board of Directors typically meets once per month, generally before or after the monthly program meeting. We have found that this saves time by eliminating having to make extra trips. Members may also participate via conference calls and email discussions when needed.

We are requesting nominations for the following board positions: ***President-Elect, Vice-Presidents of Program, Seminar and Membership, and for Board Secretary*** for the July 2010-June 2011 term: Below is a list of the current board members and a summary of the board positions descriptions.

**CURRENT BOARD MEMBERS:**

Tim Hughes – President  
Cal Lanzel – President-Elect  
Ana Aquino-Pérez – Past President  
Steve Bose – Vice President of Seminar  
Jodie Armstrong – Vice President of Programs  
Priscilla Jarona – Vice President of Membership  
Diane Vultaggio – Treasurer  
Sandra Broady-Rudd – Secretary

***In addition, the following participate as non-voting members:***

Pam Duane – Archives, ICRM  
Rosemary Stark – Newsletter

## **SUMMARY OF POSITION RESPONSIBILITIES**

*(For a full list of duties for each position, go to [www.armamadison.org/library](http://www.armamadison.org/library) and click on Chapter Handbook. The full list of required responsibilities by position is in Section 7.)*

### ***President***

The President is primarily responsible for Chapter operations. He/she presides over all Board Meetings and actively participates in monthly program meetings. This person is also responsible for sharing communications between International, Region and Chapter membership and may participate on any of the other committees as needed. According to our Chapter Bylaws, the person serving in this position shall serve no more than two consecutive terms. ***The office of the President is filled by the President-Elect (a member who has served at least one year on the Board). (No nominations required).***

### ***President-Elect***

The President-Elect is the second executive officer of the chapter. He/she assists the President in the executive direction of chapter affairs. The President-Elect may be assigned specific duties - preferably responsibilities where he/she has had no previous exposure - in order to obtain experience to be the next President. The President-Elect may act as chair or co-chair of a standing committee. ***The President-Elect assumes the President office once the existing President has served his/her term.***

### ***Past President***

The main duty of this position is to assist the Board of Directors in the maintenance of continuity from one administration to the next. This position supports the President and other members of the Board to ensure there is a smooth transition between administrations. This person assumes the duties of the President in the absence, resignation or disability of the President. This position also serves as the chair of the Board Nominating Committee and he/she may also serve on other committees as needed or assigned by the president or the board. ***This position is served by the exiting President (no nominations required).***

### ***Vice President of Programs***

This position is responsible for planning and scheduling the chapter's regular monthly programs in accordance with the Chapter's annual operating plan including securing speakers and locations. There are typically 2-5 other members on the Program Committee to assist with these functions. This position is nominated annually for a one-year term.

### ***Vice President of Seminar***

The Vice President of Seminar is responsible for planning, budget and administration of the chapter's annual spring seminar, which is the chapter's largest education event and primary source of fundraising. Again, there are typically 2-5 other members on the Seminar Committee to assist with tasks required for a successful seminar. This position is nominated annually for a one-year term.

### ***Vice President of Membership***

This position is responsible for maintaining a current membership roster for the chapter and for actively recruiting new members. In addition this person maintains contact with ARMA International, Inc member services and cooperates in the membership policies and plans of the Association. This position is nominated annually for a one-year term.

### ***Treasurer***

This position is responsible for the financial transactions for the Chapter including the annual budget, payment of invoices, preparing a monthly financial statement and reports for the board, submitting reports required by ARMA International, and ensuring accuracy in the Chapter accounts. This position serves a minimum of 2 terms but no more than 5 consecutive terms.

### ***Secretary***

The Secretary assists each of the monthly Board Meetings taking minutes for the meeting and distributing to the Board Members. He/she also conducts the official correspondence of the chapter and performs other duties assigned by the president or the board. This position may assist the President or any of the Vice Presidents as needed. This position is nominated annually for a one-year term.

***For a full list of duties for each position, go to [www.armamadison.org/library](http://www.armamadison.org/library) and click on Chapter Handbook. The full list of required responsibilities by position is in Section 7 of the Handbook.***

### **NOMINATIONS:**

The board of directors is soliciting nominations for the 2010-2011 program year for the positions of: ***President-Elect, Vice Presidents of Programs, Seminar and Membership and Secretary.*** Nominations must be received for each of the positions, even if you are nominating the person currently serving in the position.

You may also nominate yourself if you would like to be an active part of this thriving organization. This is an excellent opportunity to develop or use your leadership skills, bring new ideas and new direction to the chapter, and meet and interact with others. You will gain great experience in addition to interacting with a very fun group of people. The success of our Chapter depends on the leadership and their ability to share and transfer knowledge and information along to you, our members. We have had very strong leaders in the past and hope to continue this trend.

Please complete the attached nomination form and email it to me at: [contact@armamadison.org](mailto:contact@armamadison.org) ***by 5:00 p.m. Monday, May 3rd.*** If you have any questions or would like to discuss any of the positions, feel free to call me at 608) 266-5290.

We look forward to having you aboard!

Ana Aquino-Pérez

*Ana Aquino-Pérez*

Past-President

ARMA-Madison

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