CHAPTER LEADERSHIP HANDBOOK

Last updated May 6, 2010

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WHAT IS ARMA MADISON?

The ARMA Madison Chapter was incorporated in 1978. During its lifespan, the Chapter has promoted the records and information management profession locally and statewide. Madison Chapter members, working with the Milwaukee ARMA Chapter, encouraged the formation of two additional Wisconsin chapters: the Fox Valley Chapter and the LaCrosse Chapter. When the Fox Valley Chapter was formed, Madison saw several strong members transfer to this closer-to-home Chapter.

The Madison Chapter operates effectively in a community where training opportunities in information and records management and related fields abound. It can be a challenge to attract members and guests to ARMA programs in a community with so many educational opportunities. The Chapter stays abreast of other local and regional training opportunities in order to target its educational programs and other activities successfully.

The ARMA Madison Chapter partners, rather than competes, with related professional organizations, including Business Forms Management Association (BFMA); Association for Information and Image Management (AIIM); and Midwest Archives Council (MAC), among others. Many of our members hold memberships and are active in more than one association.

Our Chapter has focused on developing members professionally, increasing the visibility of the records and information profession in the community and promoting ARMA International locally and state-wide.

VISION STATEMENT

The vision of ARMA-Madison is to raise awareness of the value of ARMA Madison and the RIM discipline within our community.

MISSION STATEMENT

ARMA Madison's mission is to promote and advance the professional competence of its members to enable them to provide records and information management leadership and expertise within their organizations and communities.

CHAPTER BYLAWS

(www.armamadison.com**)**

POLICIES

Below are links to some of the Administrative Letters that address issues/questions the Chapter Board has needed to reference in the past. For the complete list of Administrative Letters, go to http://www.arma.org/governance/index.aspx**.**

1. Endorsements – per Administrative Letter 030 dated July 1, 2002
   http://www.arma.org/Governance/index/AL030.aspx

2. Sponsorship/Endorsements – per Administrative Letter 030 dated July 1, 2002
   http://www.arma.org/Governance/index/AL030.aspx

3. Use of Logo – per Administrative Letter 021 dated July 1, 2002
   http://www.arma.org/Governance/index/AL021.aspx

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ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

The Board of Directors is the governing body for the Chapter. It is comprised of the President, President-elect, Immediate Past President, Secretary, Vice President of Programs, Vice President of Seminar, Treasurer and Vice President of Membership.

The Board of Director's duties and responsibilities shall include the following:

A. Hold monthly meetings to discuss Chapter business.

B. Represent membership interests in the affairs of the Chapter.

C. Attend all regularly scheduled meetings of the Board.

D. Consult and act with the other directors of administration of the Chapter under the leadership of the President.

E. As a Board, appoint officer vacancies.

PRESIDENT

The Chapter President is the chief executive officer of the Chapter and as such, shall read and understand all parts of this handbook, as it is vital to the success of the Chapter. The President shall serve no more than 2 consecutive terms per the Chapter Bylaws and shall serve as Past President for 1-2 years immediately following term(s) as President. The President-elect moves into the President position at the end of the second term.

The President's duties and responsibilities shall include the following:

A. Meeting and Chapter Operations

1. Issue calls for meetings of the Board of Directors; prepare agenda (Exhibit 1) and forward to Board members with the meeting notice.

2. Preside at all Board of Directors meetings, regular chapter meetings and any special meetings. Board meetings are conducted according to Roberts Rules of Order Newly Revised. Ensure that all meetings begin and end on time and stay on task. Check out Tips for Presiding Officers (www.arma.org/lr/LeadershipResources/ImpDownloads.cfm) and click on the Checklist for President.

3. Clearly restate all motions prior to voting and ensure all motions are accompanied by a second.

4. In some cases, Board members need to participate in the meeting via conference call. Below are some guidelines:

   a. A conference call must be arranged at least 48 hours in advance of the call and all members notified.

   b. Each member should identify himself or herself prior to speaking.

   c. Motions will be voted by voice vote.

   d. A quorum is established through a roll call.

   e. The minutes of the meeting shall be approved at the next in-person meeting.

B. Communications

1. Report information received from ARMA International Headquarters and interprets instructions, recommendations, and suggestions to the Officers and Committee Chairpersons.

2. The Chapter Connection (www.arma.org/LR/ChapterTools/Chapterconnection.cfm) is the best source of information coming from ARMA International and should be reviewed prior to each monthly Board of Directors' meetings.

3. After the election of the Board of Directors in May/June, reports names of new Chapter officers and committee chairs to ARMA International Member Services Manager.

4. Leadership Conference

    a. Communicate to Board members and coordinate attendance at the annual Leadership Conference.

    b. Forward attendee registration form with the names of attendees to the Region Manager.

    c. The Chapter pays for hotel, travel and meal costs for any Board of Directors members choosing to attend. A block of hotel rooms are reserved by the host Chapter for the conference. To reduce costs, attendees are encouraged to share rooms.

    d. Any optional/social activities set up by the sponsoring Chapter are paid by the attendee, unless the event includes a meal, i.e. a ballgame with a tailgate party. In this case the Chapter would reimburse/pay the fee as part of meal costs.

    e. The Board reserves the right to decide on specific reimbursement questions relating to the Leadership Conference based on the budget concerns.

5. Acknowledge letters and correspondence addressed to the Chapter and route to the appropriate Chapter officer, director or committee chairperson for proper handling. May prepare letters of thanks and of condolence, expressions of regret to resigning members, letters of appreciation, as well as other official communications of the Chapter.

C. Annual Conference & Expo

1. The Chapter covers the Annual Conference fee for the President to attend, if requested. The President needs to cover all other expenses, i.e., flight, hotel and meals.

2. The President must plan on attending the leadership training sessions held on Saturday and Sunday prior to the start of the seminar.

3. In the event the President is unable to attend the Annual Conference, the conference fee can be paid for the previous Chapter Member of the Year, with the expectation that this person attends the leadership training sessions.

D. Headquarter Processes

1. Membership notifications

    a. Effective November 17, 2006, an e-mail communication will be sent monthly to notify you of new members to your Chapter, Chapter members who are pending termination for nonpayment of their dues, and new ARMA members who have not yet joined a Chapter.

b. Forward this information to the VP of Membership so they can get the appropriate information out.

E. Region Duties

1. Represent the Chapter in relations with the Region and Association. Prepare special reports on Chapter activities at request of Region Manager.

F. Committees

1. With Board of Directors approval, appoint standing committees and chairpersons and serve as an ex-officio member of each committee. Report names of Chapter Officers and Committee Chairpersons to Association Headquarters.

2. Receive reports from committees and obtain necessary action by the Board. Forward reports to the Secretary for Chapter records.

3. ***Standing Committees***. The President, with Board approval, shall appoint any additional standing committees which he/she deems necessary. Each Vice President can, at their option, appoint committee members within 60 days of appointment to assist with planning and implementation. In addition to such other duties as may be assigned by the President, or Board of Directors, the standing committees are as follows:

   a. Awards Committee
   b. Audit and Finance Committee
   c. Historian/Archivist Committee
   d. Membership Committee
   e. Newsletter Committee
   f. Nominating Committee
   g. Program Committee
   h. Publicity/Professional Development Committee
   i. Seminar Committee

G. Financial Duties

1. Pay all authorized bills of the Chapter in the absence or disability of the Treasurer.

2. Member Dues

   a. Member Services from ARMA International will send a message to Chapter Presidents in late March asking if member dues for the Chapter will be changing for the next fiscal year.

   b. At the April Board meeting, consult with Officers to determine whether or not to raise Chapter dues for the next fiscal year.

c. Notify the Member Services Manager at ARMA International of the decision by May 1 each year.

d. If Member Services does not get a response by May 1, they will set the Chapter dues at the same amount as previous year.

3. Chapter Assessment

   a. In December, the Great Lakes Region Manager will send a letter and invoice notifying of the Chapter assessment. (Exhibits 2 and 3) The Region fund is used to pay for the Annual Region Leadership Conference and any other incidental expenses such as costs for Chapter Member of the Year Toast at the Region Leadership Conference.

   b. The assessment fee is $3.00 per member per year and is due on February 1.

   c. Forward letter to the Treasurer for payment.

4. Ensure that Form 990 (www.arma.org/lr/FinancialPlanning/TipsTemplatesHelp.cfm and click on 990 Chapter-Region Form) is completed and sent to ARMA International on a timely basis to include the Chapter within the ARMA International Group Exemption for tax filing.

H. General Duties

1. Consult with Board of Directors on matters of Chapter policy and development of annual goals and objectives.

2. Review and ensure that Chapter Bylaws are not in conflict with ARMA International Bylaws and that a current copy is on file at ARMA International Headquarters.

3. Represent the Chapter in relations with other professional, business and service organizations.

4. Compile a Chapter End of Year Report which should be completed by June 30. A copy of this Chapter report is sent to the Region Manager and to any other individuals designated. The information will be shared at Leadership Conference held in July/August. (Exhibit 4)

5. With the approval of the Board of Directors shall sign all contracts of formal instructions obligating the Chapter.

6. At the end of his/her term(s) in office, the President shall deliver to the incoming President-elect all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

7. The President shall perform all other duties incident to this office, or may delegate as appropriate.

8. Each year the password changes for ARMA International's leadership intranet. Communicate this to the other Board members.

I. Grant Applications

1. ARMA Region Leadership Training Grant – Provides Chapters with funding to assist them in sending Chapter leaders to their region leadership training and allows for two grants of $400.00 each, per fiscal year. For more information and an application form, go to www.arma.org/lr/ChapterTools/Index.cfm. Click on *NEW!Leadership Training Grant.

2. ARMA Chapter Speaker Grant – Provides Chapters with funding to assist them in acquiring high quality speakers for their educational offerings and allows for individual grants of $500.00 per Chapter for acquisition of speaker(s) for an individual educational program. For more information and an application form, go to www.arma.org/lr/ChapterTools/Index.cfm. Click on *NEW!Chapter Speaker Grant.

J. ARMA International Award Submissions

1. In March, an e-mail will be sent out to all Chapter Presidents reminding them of deadlines for various awards. Discuss this at the Board of Directors meeting to determine which awards the Chapter should apply for. Administrative letters can be found at www.arma.org/myarma/governance/adminletters/index.cfm under Chapter Tools to guide you with requirements and submission methods. Award deadlines are also published in the Chapter Connection.

2. Awards that can be applied for include:

   a. Chapter of the Year Award (AL 710)
   www.arma.org/myarma/awards/index.cfm?Award=COTY

   b. Chapter Member of the Year (AL 711)
   www.arma.org/myarma/awards/index.cfm?Award=Member

   c. Chapter Newsletter of the Year Award (AL 713)
   www.arma.org/myarma/awards/index.cfm?Award=Newsletter

   d. Chapter Website of the Year (AL 714)
   www.arma.org/myarma/awards/index.cfm?Award=Webpage

   e. Company of Fellows (AL 700)
   www.arma.org/myarma/awards/index.cfm?Award=Fellows

   f. Distinguished Service Award (AL 701)
   www.arma.org/myarma/awards/index.cfm?Award=Service

   g. Region Website of the Year (AL 715)
   www.arma.org/myarma/awards/index.cfm?Award=RegionWeb

h. Special Projects (AL 750)
www.arma.org/myarma/awards/index.cfm?Award=Project

PRESIDENT-ELECT

IMMEDIATE PAST PRESIDENT

This position is held by the outgoing President for a period of up to two years. The primary responsibility is to assist the President and other Board members as needed.

The Immediate Past President's duties and responsibilities shall include the following:

A. Assist the Board of Directors in the maintenance of continuity from one administration to the next.

B. Assist the President with his/her duties as needed.

C. Assume the duties of the President in the absence, resignation or disability of the President.

D. Serve as Chairperson of the Nominating Committee.

E. Perform other duties as assigned by the President and/or Board of Directors.

F. Serve on committees, as needed.

G. At the end of his/her term(s) in office, the Immediate Past President shall deliver to the incoming Immediate Past President all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

SECRETARY

The Secretary is the corresponding and recording officer of the Chapter. This position accurately records all meeting proceedings and acts as a liaison between Chapter members, officers, and the Board of Directors.

The Secretary's duties and responsibilities shall include the following:

A. Monthly Responsibilities

1. Record the minutes (Exhibit 5) of all Chapter Board of Directors meetings and membership meetings. Be responsible for their custody. To get some pointers for taking minutes, www.arma.org/lr/LeadershipResources/ImpDownloads.cfm and click on Pointers About Minutes. Provide a copy to the officers as soon as possible after the meeting. Forward a copy to the Webmaster to place in the member's only section of the ARMA Madison internet site.

2. Keep a file with all reports provided at the meeting with the minutes.

3. E-mail last month's minutes to Board of Directors members for review prior to the monthly Board of Directors meeting.

4. Appoint a Secretary pro tem in case of a known absence from a Board meeting.

B. General Responsibilities

1. Acknowledge and prepare letters and other communications as required on behalf of the Chapter.

2. Participate as a member of any other special committees who may need assistance with note-taking and/or communications. Furnish committees with whatever documents are required for the performance of their duties.

3. The Secretary should maintain current year plus one year of minutes in both paper and electronic versions. Turn the final minutes and all other documents provided at the Board meetings over to the Chapter Archivist at the end of each fiscal year.

4. Forward communications the Chapter receives such as thank you notes, etc. to the Chapter Historian/Archivist to keep per the Chapter Retention Schedule.

5. At the end of his/her term(s) in office, the Secretary shall deliver to the incoming Secretary all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

TREASURER

The Treasurer is the financial officer of the Chapter. This position is responsible to the President and the Board of Directors for the receipt and deposit of all funds of the Chapter and for the disbursement of funds for properly vouchered and approved expenditures. The Treasurer shall serve as Chairperson of the Budget/Finance Committee.

The Treasurer's duties and responsibilities shall include the following:

A. General Responsibilities

1. Ensure that proper signatures are on file at the Associated Bank on Fish Hatchery Rd. for performing banking activities. Statements come from the bank located at 200 N. Adams St., PO Box 19006, Green Bay, WI 54307-9006. Any Associated Bank can be used. Signatures they currently have on file are the Treasurer and Chapter President (effective 7/2008). At least two chapter officer's names must be on file at the bank.

2. Request a budget from each committee Chairperson. Prepare a Chapter financial budget for approval by the Board of Directors. To be completed in September/October. (Exhibit 6)

3. Maintain a book of accounts showing receipts and expenses, which are open at all times for inspection by the Board, officers and members in good standing.

4. PayPal – Manage any payments made to the Chapter PayPal account for monthly meetings and spring seminar. Apply for a Paypal credit card which can be used for some expenses. Transfer money to the chapter checking account as necessary.

5. Manage all chapter accounts on the Chapter Laptop. All are managed in Quicken, which is used to generate monthly Treasurer reports for the Board. As of July 2009, these accounts include: Checking account, PayPal, CD at Associated Bank, CD at Summit Credit Union, and Savings account at Summit.

6. Chapter assessment to the region

   a. In January, the Great Lakes Region Manager will send a letter and invoice to the President notifying us of the Chapter assessment. The Region fund is used to pay for the Annual Region Leadership Conference or any other incidental expenses such as costs for Chapter Member of the Year Toast at the summer Region Leadership Conference. The President will forward this letter to the Treasurer for payment. (Exhibits 2 and 3)

   b. The assessment fee is $3.00 per member and due on February 1.

   c. Payment should be mailed to the Region Financial Director.

7. The chapter is covered under ARMA International's Liability and Umbrella insurances so no additional insurance coverage is needed.

8. Serves as budget chairperson and registrar for any chapter programs/seminars.

B. Monthly Responsibilities

1. Deposit all receipts, membership dues, initiation fees, fees from meetings, etc. Record receipts in Quicken software and in the checkbook register with the following information: date, from who received or activity (i.e., program meeting) and the amount. Deposit receipts are kept for record purposes in the current fiscal year receipts file.

2. Pay all approved bills of the Chapter by check or through PayPal account. All payments must be backed by a receipt of some form and filed in the chapter receipts file. Entries in the checkbook should indicate who the payment went to, for what reason, and the amount in order to correctly enter it into the software and have it applied to the correct budget.

3. Reconcile monthly bank statements. Work directly with the bank to resolve any discrepancies. Online banking has also been set up so the Treasurer can check on activity regarding the account in-between statements.

4. Review CD's when they come up for renewal. Check with the Board to see if we should continue to renew them and if so, for how long.

5. Prepare Treasurer reports using Quicken for distribution to the Board members at each monthly Board of Directors meeting showing a Summary Balance, the current state of the Budget, expenses and income by categories, and an itemized category report. Verbally indicate where the changes in income and expenses occurred and direct the Board's attention to expenses which are running over budget appropriation. (Exhibit 7a-7d)

6. The Treasurer/Board reserves the right to bill members and/or guests failing to cancel reservations to attend a dinner or luncheon.

7. Preside at registration table for monthly program meetings and seminar to check in attendees, collect program fees and issue receipts. If unable to attend, request assistance from another Board member to perform duties and forward materials (attendance list and money) to you afterwards.

C. Year End Responsibilities

1. Prepare annual Chapter Financial Information Form 990 (Group Authorization 990) at the end of the fiscal year, June 30. (www.arma.org/lr/FinancialPlanning/TipsTemplatesHelp.cfm and click on 990 Chapter-Region Form) Forward a copy to Association Headquarters by August 1. This document is required from the IRS and fulfills the requirement from the IRS to include the Chapter within the ARMA International Group Exemption.

2. Coordinate an audit of the books by an external auditor at the end of each fiscal year. The present auditor is Dennis Duane (608) 227-1207 or duaned@usa.redcross.org. This

end-of-year fiscal review should be done before forwarding everything to the new Treasurer.

3. In the event there are extra funds available at the end of the fiscal year, select financial investment instruments, such as CD's, that are beneficial to the Chapter (with Board Approval).

4. At the end of his/her term(s) in office, the Treasurer shall deliver to the incoming Treasurer all books, papers, records, laptop and other property of the Chapter for which he/she is or has become responsible for.

5. The Quicken files should be transferred to a new Treasurer with the laptop when that person takes over. The software can be re-downloaded from the Quicken web site, if needed. The password for this site will be kept by the Treasurer.

6. For PayPal, the current Treasurer (owner of the account) must set up a new Treasurer as a user on the account, pass on the log-in and password, apply for a PayPal credit card for them, cancel their own once the new Treasurer has theirs, and then prepare a letter and transfer form to PayPal to transfer the ownership. Also, pass on the login and password. The following personal information is required by PayPal from the Treasurer as owner:

   a. Full name
   b. Home address
   c. Date of birth
   d. Social security number
   e. Copy of driver's license

7. The Treasurer maintains the records and discards them when they reach their retention period, except for certain items which are transferred to the chapter archives (see chapter retention schedule).

VICE PRESIDENT OF PROGRAMS

The primary focus for the Vice President of Programs is to arrange for monthly general membership meetings to carry out the general theme of records and information management and professional development, to set the educational tone for the Chapter and be responsible for ensuring that meetings are a useful source of information for members. Members are looking for networking opportunities, career development opportunities and insights on issues facing records and information management today.

The Vice President of Programs duties and responsibilities shall include the following:

A. Immediately upon appointment, identify Program Committee members to begin planning for the program year.

B. Schedule Program Committee meetings and prepare agendas.

C. Maintain updates to the program schedule. (Exhibit 8)

D. If necessary, negotiate contracts with meeting facilities, acting as a representative of the organization, not yourself. Pay close attention to items such as guarantee deadline, cancellation policy deposits, minimum orders, and gratuities. Clarify any questionable issues with the facility before signing. If problems arise, contact ARMA International Contract Department.

E. Preside at all Program Committee meetings. Pass out Program Evaluation Forms (Exhibit 9) prior to the program portion of the meeting and ask all participants to fill out and leave on their table.

F. Attend and report the status of programs information at monthly Board of Directors meetings. Summarize program evaluations to give to Board members.

G. Act as Master/Mistress of Ceremonies for the program portion of the meeting and introduce the speaker(s), giving a brief background from the speaker's bios.

H. Provide a list of attendees to the VP of Finance and Newsletter Editor.

I. Communicate inclement weather policy during winter months and post the information on the web site.

J. Delegate responsibilities to members of the Program Committee as required.

K. At the end of his/her term(s) in office, the Vice President of Programs shall deliver to the incoming Vice President of Programs all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

L. Program Committee

1. Begin planning in June for the following year's program schedule in effect from September through May of the next year. Plan for one or two back-up programs/speakers in case of a cancellation.

2. Review program evaluations from previous years' meetings to get an idea of what members would like more information about.

3. Joint Meetings

   a. Each year we hold joint meetings with other organizations. Planning for these meetings is alternated each year. Below are the organizations, months and contact information:

      1) December – Annual Charity Program with BFMA – to find the current contact, go to http://www.bfma.org/?page=AboutContact or send email to **bfma@bfma.org** to request current Madison chapter president's contact information.
      2) February – AIIM - to find the contact, go to www.aiim.org/chapters/ChapterOfficerList.aspx?ChapterID=29
      3) March – Bi-Chapter, Contact - Program Chair for Milwaukee Chapters. To find contacts, go to www.arma.org/about/chapters/index.cfm and type in the chapter name.

4. Prepare program brochure over the summer months for issuance to membership at first meeting. Coordinate printing of brochures and posting to Chapter website. American Family and Alliant Energy have printed these gratis in the past. If gratis printing is not available, have some brochures printed at a local printer (approx. 50 brochures).

5. Determine format for each meeting. Some formats that work well include:

   a. Speaker only
   b. Panel discussions
   c. Workshops
   d. Tours
   e. Joint meetings
   f. Vendor nights

6. Topics – Ideas can be gained from:

   a. Chapter Connection - www.arma.org/lr/ChapterTools/Index.cfm and click on Chapter Connection (this will tell you what other chapters are doing)
   b. Last year's evaluations
   c. ARMA Conference

7. Identify and contact speaker(s) to:

   a. Confirm speaker(s) availability.
   b. Obtain bios of speaker(s) to use for their introduction and to give to the newsletter editor.

c. Confirm speaker's fee, reimbursement policy, travel arrangements and length of presentation.
d. Obtain outline of speech.
e. Verify need for audio-visual equipment.
f. Send out a confirmation letter to the speaker(s). (Exhibit 10)

8. Make arrangements with a facility. Get confirmation of the arrangements in writing.

   a. Reserve a room
   b. Menu
   c. Establish seating arrangement
   d. Reserve AV equipment if needed by the speaker(s)
   e. Registration table
   f. Table/podium for the speaker.

9. Prepare and send out meeting announcements (Exhibit 11) via e-mail two-three weeks in advance of the monthly Chapter meeting to all members, guests, Region Manager and ARMA International Chapter Liaison (to add to the Chapter Connection newsletter). Send out a follow-up e-mail reminder 3-5 days prior to the meeting.

10. Arrange for speaker's gift. Some speakers may opt to donate their gift to the Foundation or any other charity they designate.

11. Day of the meeting.

    a. Arrange for the Treasurer to cover the registration table. Have blank receipts available for attendees who need them. (Exhibit 12)
    b. Introduce the speaker using their bio.
    c. Place program evaluations on each table. Ask attendees to fill out and leave them on the table.
    d. Remind attendees of the time and location of the next meeting.

12. Follow-up

    a. Send thank you letter to the speaker(s) after meeting.

    b. Summarize program/speaker evaluations and share with the speaker and the Board of Directors.

M. Special Meetings

1. December Charity Event – This month's meeting is always a joint meeting with BFMA (typically a breakfast meeting).

   a. Planning for the meeting is alternated between the two organizations each year.

   b. Attendees are asked to donate:

      1) Hats or mittens (donated to needy families)

2) Arts, crafts or homemade baked goods (used for the drawing)
3) Money (donated to the charity(ies) of choice of the organizing chapter)
4) Canned goods (donated to a local food pantry)

c. Tickets are sold for the drawing for $1 each or 6 for $5.

d. We maintain and print off copies of the following documents:

1) Charity Event Placard (1 copy) (Exhibit 13)
2) Charity Event Donor cards (50) (Exhibit 14)
3) Charity Event Tickets (100) (Exhibit 15)

2. 25th Anniversary Program (2003) – Below can be used as a reference for future anniversary programs.

a. Planning for this event began in June and was held as our first meeting of the program year.

b. 3 Letters were developed to be sent out to representative groups.

1) Charter members (Exhibits 16 and 17)
2) All Past Presidents (Exhibits 18 and 19)
3) Chapter members (Exhibit 20)

c. A program flyer was developed (Exhibit 21)

d. Pictures from the past were mounted and displayed.

e. Cake was purchased.

f. Charter members and past presidents who were able to attend were each recognized at the meeting.

VICE PRESIDENT OF MEMBERSHIP

The Vice President of Membership duties and responsibilities shall include the following:

1. Appoint committee members and direct the activities of the Membership Committee.

2. Maintain a current membership roster at all times. The Director of Member Services at ARMA International will send e-mails to the Chapter Presidents who will forward them on to you. These e-mails will contain the following information:

   a. New Members to ARMA and your Chapter: An e-mail will be sent to the Chapter President of the respective Chapter Friday evenings to alert you to new Chapter members who have joined ARMA and your Chapter within the past week. The e-mail will include their name, city, state, their e-mail address, and their phone number. Please call or e-mail this individual ASAP to welcome them to your chapter and let them know of upcoming meetings, get them involved in volunteer activities, and generally make them feel welcome! Send them the new member packet including a welcome letter. (Exhibit 22)

   b. New Members of ARMA who did NOT join a Chapter: An e-mail will be sent to the respective Region Manager for the region Friday evenings where the new ARMA member is located. This e-mail will include the same information as shown above. Region Managers, please forward this to the appropriate Chapter leader for follow-up and so they can encourage this individual to join their chapter. (Exhibit 23)

   c. Chapter Members who are pending termination: An e-mail will be sent to the respective Chapter President Friday evenings to alert them of Chapter members who are pending termination due to nonpayment of their dues. Please call these individuals as a friendly reminder to them that their payment has not yet reached our office. This e-mail, however, will only be sent once per month, according to our termination cycle which is only done once monthly. (Exhibit 24)

   d. General inquiries: At times anyone on the Board may receive an inquiry about the Chapter. Pass this information on to the VP Membership so he/she can contact the person and get them information on ARMA International and our Chapter. (Exhibit 25)

   e. General information: The above e-mails will only be sent to the respective Chapter President or Region Manager when a new or terminating member warrants the e-mail. If you have new members each week, then you will receive a weekly e-mail communication from ARMA International Member Services. If no activity has been recorded for your area for a particular week, you will not receive an e-mail for that week. If you are not the correct leader to receive these e-mails, please forward on to the correct individual for prompt follow-up. The e-mail communications will be sent from member@arma.org.

3. Check the membership site at ARMA International www.arma.org/lr/MembershipResources/MembershipResources.cfm on a monthly basis for additional information.

4. Secure new membership applications and submit applications of new members to International.

5. Assemble all material for new members' kits and present them to new members at Chapter Membership Meetings or when convenient.

6. Welcome and introduce new members when they attend a meeting.

7. Maintain liaison with members to see that they are properly oriented to Chapter activities and are active in attending monthly programs.

8. Write-up a profile on new members for the newsletter. (Exhibit 26)

9. Maintain contact with ARMA International, Member Services and cooperate in the membership policies and plans of the Association.

10. Create an e-mail list of members and prospects for other board members to use to send out information to. Membership lists are sent from International Member Services on a monthly basis. Perform research for e-mails that bounce back. Ask individuals to update their member profiles with correct information.

11. Prepare budget for VP of Finance using the previous year's data for monthly income. Other expenses are minimal (i.e., postage).

12. May delegate tasks to members of the Membership Committee as required.

13. At the end of his/her term(s) in office, the Vice President of Membership shall deliver to the incoming Vice President of Membership all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

B. Membership Committee

1. Develop, recommend and implement ways to recruit members and retain existing members. Consider how member needs and interests may differ (vendor/practitioner, public/private, large/small, etc.) and brainstorm about ways to motivate their participation.

2. Develop a plan for recruiting new Chapter members (considering organizations as well as individuals). Direct the search for and approach prospective members.

3. At each Chapter meeting when possible, a committee member should sit at registration table in order to be aware of new members or prospective members.

VICE PRESIDENT OF SEMINAR

Each spring, the ARMA Madison Chapter sponsors a seminar focused on "what's hot" in records and information management. The goal of the seminar is to advance educational opportunities and professional development in the field of records and information management for ARMA members and non-members. We encourage records officers and records managers, information technology managers, risk and compliance managers, archivists, data administrators, information architects, developers and storage professionals, library scientists and researchers, students and legal experts to attend. The seminar is co-sponsored by the Public Records Board and is traditionally the main fund raiser for the Chapter. Topics over the last six years include:

- Building Intellectual Architecture for Sustainable Records Management Performance
- Records Management at the Crossroads: Impacts of the Converging Information Sciences
- The Three-Legged Stool: Developing a Balanced Approach to Digital Preservation
- Electronic Messaging as Records: Best Practices and Technology Solutions
- Privacy & Records Management
- Legal Issues in Managing Electronic Records

The Vice President of Seminar duties and responsibilities shall include the following:

A. Appoint committee members and direct the activities of the committee. The Seminar Committee shall assist the Vice President of Seminar and be responsible for the planning and administration of the seminar. Conduct regular planning meetings.

B. Update and maintain the Seminar Planning Checklist. (Exhibit 27)

C. Create a budget estimating costs and revenues generated from the seminar. (Exhibit 28) Identify costs for:

    1. Full registration/member - If we have agreements with other organizations, we will accept member costs from their members. We should also make sure we note it in the seminar or program flyers.
    2. Full registration/non-member
    3. Early bird/late registrations
    4. Student registrations
    5. Complimentary registrations

D. Attend and provide a monthly status report to the Board of Directors.

E. Act as Master/Mistress of Ceremonies for the seminar.

F. Delegate responsibilities to members of the Seminar Committee as required. Maintain and regularly update the checklist (Exhibit 27) to ensure all items are covered and each committee member understands what they are responsible for.

G. Send out thank-you notes to speakers, committee members and anyone else who helped make the event successful.

K. At the end of his/her term(s) in office, the Vice President of Seminar shall deliver to the incoming Vice President of Seminar all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

H. Seminar Planning Committee

1. Review last year's evaluations and lessons learned to determine what improvements can be made.

2. Identify a couple of potential dates available in April. Contact other Chapter Presidents in the region to ensure that our dates are not in conflict with theirs. Contact the local BFMA Chapter President and any other local association's to ensure we are not in conflict with their seminars. A list of local associations can be found at www.madison.com/communities.

3. Seminar Sponsors

   a. Public Records Board – contact the Chair of the Public Records Board to make brief opening remarks. To get the current name, phone number, etc., the PRB website should be referenced to get that information from the current PRB Executive Secretary at: http://www.publicrecordsboard.wi.gov/.

   b. Wisconsin Historical Society and the Board at: http://www.wisconsinhistory.org/libraryarchives/whrab/

   c. UW – Madison School of Library and Information Studies (SLIS) – facilitated by SLIS staff – go to **http://www.slis.wisc.edu/faculty/index.html** for listing of library director and other staff to contact (give 1 complimentary registration to offset SLIS administration of CEU credits).

4. Continuing Education Credits

   a. ARMA ICRM – Check with Pam Duane (pduane@mge.com), the ICRM representative for the Madison Chapter, to get the credits set up.

      1) Feel free to advertise that these events are pre-approved for ICRM Certification Maintenance Program (CMP) credit, but please do not advertise the code itself. Consider pre-printing the approval code on attendance certificates and/or receipts. Otherwise, advise attending CRMs to cite the pre-approval code when submitting evidence of attendance required for the awarding of CMP continuing education credits. You might want to remind attending CRMs that they can now submit their requests online via the new ICRM database at www.db.icrm.org/icrm. They can attach their evidentiary documentation to their request or forward it via e-mail, USPS, or fax. Award of full credit is dependent upon CRM attendance of the entire event.

      2) No list of attendees will be processed: attendees must individually request credit. Certificates or receipts printed with the attendee name and the pre-approval code

meet current CMP requirements serving as evidence of attendance as well as educational content and duration.

b. Lawyers – Wisconsin State Bar Association (608-257-3838)
c. SLIS – ????
d. Post the credit information on the website (Tim Hughes or Ana Aquino-Perez can do this.

5. Seminar Location

   a. Make a reservations/arrangements with a facility for the seminar location to include:

      1) Rooms (for presentations and lunch)
      2) Seating arrangements
      3) Audio-visual equipment
      4) Registration table and table for informational materials
      5) Easels for sponsor placards
      6) Microphones
      7) Vendor fair

   b. Locations used previously include the Fluno Center (on UW Campus, Heidi Ableibinger at 608-441-7148), Alliant Energy Center (608-267-3976, Monona Terrace Convention Center (608-261-4000).

   c. Set up parking arrangements with the facility.

   d. Attendance in the past has ranged from 75 – 150.

   e. Confirm all arrangements, fees, etc. two weeks prior to seminar.

6. Meals and Breaks

   a. Determine whether food can be served by the facility or if a caterer is needed.

   b. Determine food/beverages for continental breakfast, lunch and breaks.

   c. Finalize the final attendee numbers with the facility/caterer.

   d. Arrange for any special dietary needs of attendees.

   e. Identify DVD's or short clips that can run during the breaks for attendees to watch.

7. Select the topic for the seminar.

   a. What's "hot" in records and information management?

   b. What is the main focus for ARMA International Conference this fall?

   c. What are other Chapters planning for their spring seminars?

d. Could this be an extension of last year's seminar?

e. What are the issues Chapter members are facing in their own companies?

8. Determine the format to be used for the seminar.

a. Will there be one speaker, several speakers or a panel discussion?

b. Based on the established format, set the agenda allowing enough time for participants to stop at the vendor booths.

9. Speaker Arrangements/Confirmations

a. Identify speakers knowledgeable in the selected seminar topic. Good sources include:

1) Speakers from ARMA International Conference (www.arma.org).
2) Speakers from MER Conference (www.cohasset.com).
3) Chapter members, local or regional.
4) ARMA International has a list of speakers located at www.arma.org/intranet. Click on Program Resources, Important Downloads, Speaker Database Index.
5) Seminars hosted by other ARMA or professional organizations.

b. Contact potential speaker(s) to determine availability and identify fees they may charge. Establish billing and payment methods.

c. Discuss travel arrangements (flights, hotel, meals, and ground transportation to seminar location). Make necessary accommodations.

d. Discuss time limitations based on the agenda with the speaker(s).

e. Send out a confirmation letter(s). (Exhibit 10)

f. Obtain a bios and photo of speaker(s) to be used for the introduction and to place in the binder.

g. Advise the speaker of the audience demographics for them to use as they are developing their presentations.

h. Obtain an outline of each speech and hand-out materials to be included in the binder.

i. Verify audio-visual equipment needs and obtain an electronic copy of their presentation(s).

j. Set up a pre-seminar dinner/ice-breaker the evening before the seminar. This gives the speaker an opportunity to meet the other Board members and identify any outstanding issues.

k. Purchase gift for speaker(s). Gift certificates to a bookstore such as Amazon make good gifts. Speakers should be given the option of donating the speaker gift to the ARMA Foundation.

l. Assign a committee member to make speaker introductions.

m. Send out a thank-you letter(s) to speaker(s) within a week after the seminar.

10. Brochure Development

    a. See Exhibit 29 for a sample brochure for components to include.

    b. Based on the projected budget, set the fee for attendance for members, non-members, vendors. Typically there is a reduced rate for companies who send more than one person. Plan for a reasonable profit margin as this is the primary Chapter fund raiser.

    c. In the past we have used DOT (Ana Aquino-Perez 608-266-5290) or Cohasset (Lori Ashley 262-364-2821) for developing the brochure. American Family (Pat Peirce 608-242-4100) and Cuna (Cal Lanzel 608-231-7583) have donated the printing in the past.

11. Printing

    a. Identify and reserve a printer. In the past, organizations that have helped donate printing include American Family, Alliant Energy, MG&E, Cuna and the State. Check with Chapter members to see if gratis printing can be provided. Items that will need to be printed include:

        1) Binder materials (includes agenda, table of contents, speaker biographies and notes, session/speaker evaluations forms and any other information pertinent to records and information management). Prepare approximately 75-150 copies.

        2) Signage (for event, sponsors, scholarships, donations). (Exhibit 30) Ana Aquino-Perez has typically coordinated this with the state printshop. Check with her for electronic format required (typically .gif or .tif).

        3) Create reserved signs (using name tents) for board members and speakers to sit together during the seminar.

    b. Check with vendors to see if they will bring their own signage for their tables. Create small signs to put on their tables so they know which table they are assigned to.

    c. Establish deadlines for printing materials.

    d. Purchase binders for hand-out materials.

    e. Assemble binders.

12. Publicity

a. Develop an advertising/communication plan.

b. Create news releases for newspapers and radio stations. (Newspaper ads have not generated additional attendees in the past so we recommend not putting ads in the local newspapers.)

c. Place articles in the ARMA Madison Newsletter.

d. Brochure distribution

1) Post brochure on ARMA Madison website.

2) Send an e-mail with the link to the brochure on the ARMA Madison website to all Chapter members.

3) Send an e-mail with the link to the brochure on the ARMA Madison website to all past attendees.

4) Provide vendor members with electronic copies (PDF) of the brochure and ask them to share with their customers. Vendors may also put an announcement on their invoices.

5) Send the brochure to:

- UW IT Listserv – Send to ???? to get posted
- Records Management Listserv
- PRB members
- Archive networks
- 099 list (get from VP Membership)
- Other ARMA Great Lakes Region Chapter Presidents
- BFMA President
- AIIM Wisconsin, Minnesota and Chicago leadership
- Any other pertinent organizations.

6) Send a PDF to Peter Gottlieb at peter.gottlieb@wisconsinhistory.gov**,** all speakers and all vendor members of the Chapter.

7) Ask a State representative (usually Ana Aquino-Perez or Diane Vultaggio) to send the brochure to all State records and forms officers.

- State Agency Records Officers - email addresses are available at the following website: http://www.doa.state.wi.us/subcategory.asp?linksubcatid=506&linkcatid=218&linkid=49&locid=2**.** Click on Agency Records Officers.

8) Ask the seminar facility to place hardcopies near their front desk and put a link on their website to the brochure on the ARMA Madison website.

e. Ensure e-mail list of past attendees is up-to-date.

f. Mailing: Ensure the list of potential attendees is up-to-date. This list includes companies listed in the Wisconsin State Journal Book of Business and Top 200 Companies in Wisconsin. This is a good task for the graduate students to assist with. The secretary should maintain the current list. (The current list is with Priscilla Jarona (920-210-1443) now.)

g. Determine and gather materials to display in ARMA booth.

h. Get RIMM Proclamation from Governor to display. (Exhibits 31, 32, 33)

i. Order pamphlets from ARMA International to place on the reference table.

j. Obtain any other reference materials for attendees to purchase or take for free for the reference table.

13. Vendor Fair

a. Determine whether or not time can be allowed for vendors to display their products and meet with attendees.

b. Establish costs for vendor participation. In previous years we have charged $350. Include 2 complimentary registrations. Any additional vendors from one company attending will need to pay full registration.

c. Identify sponsorship opportunities and costs. Depending on the level of sponsorship, vendors also receive free advertising in the monthly newsletter. Sponsorship levels include:

1) Platinum ($300) to sponsor lunch.
2) Gold ($200) to sponsor breakfast.
3) Silver ($100) to sponsor breaks.

d. Update and send out an invitation letter (Exhibit 34 & 35) and a registration form (Exhibit 36) to prospective vendors. (Exhibit 37 & 38.)

e. Send out a confirmation e-mail (Exhibit 39) to vendor participants soliciting the following information:

1) Let the vendors know the times for set-ups and take-downs and where they can park their vehicles. Also let them know how much space is available for them to use. Typically we provide a 6' skirted table, electrical and WIFI. If vendors have large back-drops, ensure there is sufficient space – otherwise, table-top displays work best.

2) Verify electrical needs.

3) Gather logos and company/product information write-up. Write-ups will be included in the binder for all attendees.

4) Solicit door prizes from vendors (can also solicit from general membership and/or local businesses). Names will be drawn later throughout the day from the list of attendees – must be present to win. Save the best prizes for last. This encourages attendees to stay until the end.

f. Encourage vendors to stay until the end of the seminar so they can also be a part of the questions/answers at the end of the programs.

g. Update Vendor Registration Checklist (Exhibit 40) as the vendors return their registrations. This will help to identify any missing information or payments. Follow-up with vendors who have not returned all requested items weekly.

h. If there will be sufficient time at the beginning of the program, send the PowerPoint template for vendor introductions to the vendors to fill out. (Exhibit 41)

1) One slide per vendor.

2) They are responsible for what they want as "key points" focusing on how their company/products fit with the theme of the seminar.

3) We will introduce the first vendor. Each vendor has approximately 3 minutes to say what they want about their company, services, and products and then introduce the next vendor.

4) Give them a timeframe to get the slides back to us.

i. Some vendors may require an invoice or a W9 form. Forward these requests to the VP of Finance.

j. Forward vendor payments to VP Finance weekly for deposit and budget tracking.

k. Compile vendor write-ups and submit to the individual coordinating the printing for inclusion in the binder (Exhibit 39).

l. Invite vendors to eat lunch early so they can get back to staff their booths. Recommend that one person remains at the booth at all times.

m. Many times, vendors will ask for a list of the attendees. Include a list of attendees with the binder.

n. Ask vendors to fill out the Vendor Evaluation Form (Exhibit 40) to assist us with planning future events.

14. Student/Education Promotion

a. Determine whether or not scholarships will be given out. If so, decide if vendors will be asked to contribute, which institutions will be included, rules, etc. Communicate offer and track responses. Include scholarship winners in the binder and introduce them at the seminar.

b. Include any educational/promotional materials in binders.

c. Involve graduate students with sending out seminar notifications and assisting with address updates, registration, binder assembly, etc.

15. Seminar Registration - The Treasurer should be an automatic member of the Seminar Committee to handle registrations.

    a. The Treasurer will handle registration financial arrangements including managing PayPal, accepting checks and depositing in bank account.

    b. Determine appropriate costs for members/non-member attendees.

    c. Maintain a complete list of attendees and provide counts to other committee members on a weekly basis.

    d. If needed, create a list of attendees to give to parking facility attendant.

    e. Prepare name badges. Treasurer can create from previous name tags of attendees and add new ones as registration progresses. Another resource is to ask other Board members or member companies (such as MG&E) if they can print them.

    f. As registrations are received, the Treasurer sends out a confirmation e-mail or letter.

    g. Prepare and sign Certificates of Completion (Exhibit 44) to be handed out to attendees at closure of the seminar. President and VP of Seminar signatures are required. Print the pre-approval code for ICRM credits on the certificate.

    h. Identify staffing for registration table. This generally includes the Treasurer and one or two other members.

16. Order ARMA Records at Work pamphlets to place on an informational table next to the registration table. Identify any other educational brochures/books, etc. that attendees may be interested in and place on the table.

17. Seminar Day

    a. Appoint someone to handle trouble-shooting (i.e., late arrivals, temperature, acoustics, equipment, timing, etc).

    b. Generally the VP of Seminar welcomes the attendees and presents any housekeeping items (restrooms, lunch, breaks, return name badges to registration table at end of day, etc.). Ask attendees to complete evaluations and pick up their Certificate of Completion at the registration table after the last break.

c. Allow time for vendors to introduce themselves, their products and services. Or the host may introduce the vendors using their write-ups. Ensure you have also received the names and titles of the participating vendors.

d. Set up a table to display ARMA brochures, flyers, books, etc. Order these materials from ARMA International Bookstore at least 4 weeks prior to the event.

e. Purchase and present speakers with appreciation gifts. Speakers should be asked if they would prefer to donate their gift to the ARMA Educational Foundation. If this is the case, be sure to announce this to attendees.

f. Draw vendor names to determine who receives the complimentary one-year membership. Announce who won during the morning sessions.

g. Collect evaluations from attendees and vendors for tabulation.

18. Follow-up

a. Forward any final payments for the facility and/or caterer to the Treasurer.

b. Have the Treasurer prepare a final budget report of revenues and expenditures and report back to the Board of Directors.

c. Send out thank-you letters to the speakers (with a summarized copy of the evaluations), sponsors, scholarship supporters, committee members and door prize donors.

d. Prepare an article for the Chapter Newsletter and submit to Newsletter Editor.

e. Gather and summarize information gathered on the Vendor Evaluation and Attendee Evaluations to share with the next Board of Directors, speakers and vendors, as appropriate.

f. Conduct a lessons learned meeting and document for future seminars.

g. Recommendations for 2011 spring seminar:

- Ensure registration area on the website includes a statement regarding approval to share attendee names with vendors/other attendees (including Paypal registration). Indicate that their information will be shared unless they specify otherwise.
- Vendors felt the space was too crowded for the number of vendors displaying. We either need to cut back on vendors, require only table top displays or move those with large back-drops to the outer positions.

- Create a punch card system that encourages attendees to visit each of the vendors and offer a prize drawing. Perhaps the vendors would be willing to provide the prize for this.

NEWSLETTER EDITOR

The Newsletter Editor produces an informative, high quality monthly newsletter and ensures that all criteria are met if the newsletter is to be considered for the Chapter Newsletter Excellence Award.

The Newsletter Editor duties and responsibilities shall include the following:

1. If possible, attends the Board of Directors meetings.

2. Solicits input/assistance from members to gather and write information for the newsletter. Lets them know what the deadlines are.

3. Ensures that articles reprinted from other sources are properly acknowledged and that written permission to reprint is obtained when necessary.

4. Publishes 10 monthly newsletters to promote ARMA International and the ARMA Madison Chapter.

5. Gathers local, state, national, international, and other relevant records management news items for publication.

6. Maintains a list of members and nonmembers to send the newsletter to.

7. To reduce costs, sends an e-mail to members and any other designated recipients to let them know the newsletter has been posted on the website. Includes the link to the newsletter.

8. Solicits advertising from vendors and others. Fees include: $50 for 1/8 of a page; $75 for 1/4 page; $125 for 1/2 page; and $200 for a full page.

9. As time and space permit, include articles on members, member companies, projects members are working on, etc.

10. Newsletters are created in Microsoft Word 2003.

11. The Chapter Archivist maintains the official copies of the newsletters according to the Chapter Retention Schedule.

12. Notify the Webmaster that the newsletter is ready for publishing. The issues on the Website go back to the first electronic copies, which is 2003. We have not addressed how long they will stay on the Web site. Prints off hard copies of each newsletter and sends to the archivist. Backs up copies on CD's.

13. Hard-copy photos should be copied to CD's and sent to Pam Duane for archival. The CD's should be reviewed every 1-2 years and recopied if needed.

14. There is an Article Library on the Chapter Leadership Intranet. (www.arma.org/bookstore/search.cfm - Under MEDIA TYPE, select IMJ ARTICLE.) To

submit articles there for publishing, send them to the Member Services Department. Include a note showing reprint permission, article title and author's name and credentials.

15. Each year the Newsletter Editor applies for the Newsletter Award. Select the 4 best issues and make 8 copies.

16. At the end of his/her term(s) in office, the Newsletter Editor shall deliver to the incoming Newsletter Editor all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

OTHER COMMITTEES

A. ARMA Madison Internet Site (Link to Tim's/Heather Lee Schroeder's instructions)

B. Awards Committee

1. Committee shall consist of the past three "Chapter Member of the Year Award" recipients with the most recent winner serving as Chairperson. In the event of a vacancy, the President shall appoint a member.

   a. The Committee for 2006-2007 consisted of:
      1) Lori Ashley – Chair
      2) Ruth Breunig
      3) Ana Aquino-Perez

   b. The Committee for 2007-2008 will be:
      1) Jodie Armstrong - Chair
      2) Lori Ashley
      3) Ruth Breunig

2. Begin planning for awards at least 2 months prior to the last program meeting.

3. Service pins (i.e. 5-year, 10 year, 15 year, etc.) - Work with Pam Duane to identify who is to receive service pins. Pam typically takes care of ordering the pins and getting them to the meeting.

4. Certificates of Appreciation - Identify who has served on the Board and chaired committees for the past year and create Certificates of Appreciation and have them signed by the Secretary and President. (Exhibit 45) Purchase paper stock from a local office supply store. The previous Chapter Member of the Year should have the electronic template to use.

5. Chapter Member of the Year – Each year, one member who has provided outstanding service to the Chapter is selected as the Chapter Member of the Year.

   a. The individual is recognized at the Leadership Conference along with other Chapter Members of the Year from the Great Lakes Region. Send the name of the individual to ARMA International and to the Region Manager. This was a new change in 2008 and could change again based on how well it worked.

6. General Awards - Identify what general and special awards to present for the year. Typically, we present the following general awards each year:

   a. President's Choice
   b. Rose
   c. Rookie of the Year
   d. Distinguished Service
   e. Leadership & Service

7. Additional "Special" awards can be created and presented at the committee's discretion.

8. Write up paragraph or two on each general and special award winner. (Exhibit 46)

9. Create Certificates of Appreciation for each General and Special Award winner and have signed by the Secretary and President. (Exhibit 45)

10. Purchase gift cards or gifts for the award winners

    a. **NOTE:** For 2006-2007, all General Award winners received a $25 gift card, with the exception of the Rose Award winner. This person generally receives a rose but for 2006-2007 they received a bottle of Jack Daniels.

11. Conduct the awards presentation at the last meeting of the year.

    a. Pam Duane typically presents the 5-year anniversary pins.

    b. The President gives the Certificates of Appreciation to the Board and Committee chairs.

    c. The Awards Committee presents the rest of the General and Special Awards.

12. Send a list of who was recognized at the Awards Program along with write-ups to the Newsletter Editor for inclusion in the next newsletter.

13. Update the Awards Chart. (Exhibit 47)

14. Pass all electronic and paper information on to next year's committee Chairperson and to the Chapter Archivist.

C. Historian/Archivist Committee

1. The Historian/Archivist Committee will be responsible for maintaining and storing the historical records of the Chapter.

2. Permanent records from each of the Board members are given to the Chapter Archivist at the end of each fiscal year. Generally the Committee chairs/Board members keep 1-2 years of material with them and transfer the older records to the Archivist.

3. Obtain the photo CD's from the Newsletter Editor to archive. Review them every 1-2 years for viability and recopy if needed.

A. Nominations/Election Committee

Per the Chapter Bylaws, the Immediate Past President is responsible for annual nominations and election of officers to the Madison Chapter Board of Directors. The Immediate Past President shall serve as Chair of the Nominating Committee unless unavailable, in which case the Board shall appoint the Chairperson. Elections should be completed prior to the last fiscal year meeting in May so that new Board members can be announced at that meeting.

1. Early April
   a. Identify committee members to assist with the process (recommend current President and Past President).
   b. Send an e-mail to all ARMA Madison members soliciting nominations for offices (Exhibit 48) with an attached Official Nomination Form (Exhibit 49) allowing 1-2 weeks for return of the form. Also attach a current membership list for them to reference.
   c. Send out a reminder e-mail approximately 2 days before return deadline.
   d. Committee should review all nominations to ensure some tenure remains on the Board.
   e. Contact each nominee to verify ability/desire to perform the position they were nominated for. In the event a person has been nominated for more than one position, verify the individual's preferred position or if they would like to run for all positions nominated for. If they decline, ask if they would be willing to participate on the committee.
2. Mid-April
   a. Prepare the official ballot (Exhibit 50) with the names of those nominated.
   b. Send e-mail to all membership in good standing announcing the Official Ballot of Nominees (Exhibit 51) allowing 1-2 weeks for voting.
   c. Ballots should be returned to the Past President to be tallied.
   d. The Past President prepares a written report of the tally of votes and forwards to the current President.
3. May
   a. Past President announces results of the election at the May Chapter meeting and sends an e-mail to all membership (Exhibit 52).
   b. Current President submits list of new officers to ARMA International for updating the Web site and printed materials for the fiscal year.
   c. Invite new Board members to the June Board of Directors meeting for turnover of materials. This meeting should be attended by all current and future Board members.
4. Installation of New Officers

a. The installation of new officers should be short and dignified. The new officers should be officially installed at a meeting before the entire chapter membership. The chapter may chose to invite the Region Manager or another official from the Association to perform the ceremony.

b. The new officers should be asked to raise their right hand and indicate acceptance of the duties and responsibilities of their office by saying, “I will” after the following statement:

c. “Do you as an elected officer of the Madison Chapter of ARMA swear to uphold the Bylaws of the Association, perform the duties of your office as prescribed, and act in accordance with ARMA International’s Code of Professional Responsibility?”

5. Suggestions
   a. It is helpful and important to prepare/mentor individuals to become future chapter officers.
   b. Look for individuals who regularly attend monthly meetings and/or volunteer regularly.
   c. Invite potential board members to Board meetings.
   d. Invite potential board members to participate on committees and/or projects.
   e. Recognize individuals at Chapter meetings who have participated.

6. At the end of his/her term(s) in office, the Immediate Past President (Chair of the Committee) shall deliver to the incoming Immediate Past President all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

B. **Publicity/Professional Development Committee**

1. Institute, develop, and supervise training courses for Chapter Members and the public.

2. Process the annual distribution of our annual scholarship(s) and submit for Board approval by February 1 of each year.

3. Develop, recommend, and implement ways and means to:

    a. Promote Records and Information Management as a distinct profession.

    b. Work with companies and government agencies to stimulate interest and solicit management's support in recognizing the need for records and information management.

    c. Encourage colleges, universities and secondary education institutions to include Records and Information Management courses of study in their curricula.

    d. Encourage persons presently engaged in this profession to broaden their scope and knowledge in the field of Records and Information Management.

    e. Promote ARMA through publicity in the local media.

4. Notify local newspapers and radio stations of monthly meetings, special meetings, seminars, news events, etc.

5. Arrange for the use of the Association's Publicity Display Booth at any Chapter Seminars/Conferences. Contact Association Headquarters for more details.

6. At the end of his/her term(s) in office, the Chair of the Committee shall deliver to the incoming Chair all books, papers, records and other property of the Chapter for which he/she is or has become responsible for.

7. The Chapter Library is maintained by the Records Department at MG&E. Information can be obtained from Pam Duane (608-252-7192) or www.armamadison.com. Click on Library (under Resources).

A. ARMA INTERNATIONAL CONTACTS/REFERENCES

ARMA International Home Page
http://www.arma.org/index.cfm

ARMA International Officers
http://www.arma.org/contact/directories/bod.cfm

ARMA International Headquarters Staff
http://www.arma.org/contact/directories/staff.cfm

ARMA International Region Managers/Coordinators
http://www.arma.org/contact/directories/regionmgrcoord.cfm

ARMA Chapters and Regions
http://www.arma.org/about/chapters/index.cfm

ARMA International Committee Chairs (and committee members)
http://www.arma.org/contact/directories/committee.cfm

ARMA International Bookstore
http://www.arma.org/bookstore/index.cfm