

Chairperson of the Board

The Chairperson of the Board of Directors shall be the Immediate Past President. The Chairperson of the Board shall serve as the Chair of both the Awards Committee and the Nominating/Tellers Committee.

President

The President shall be the Chief Executive Officer of the Chapter; preside at all meeting of the general membership; preside at meetings of the Board of Directors and the Annual Board Transition meeting in the absence of the Chair of the Board; appoint, with the approval of the Board of Directors, all committee chairpersons except the Nominating Committee and Awards Committees, in the absence of the treasurer sign checks, sign with the approval or by delegation of the Board of Directors, all contracts or formal instructions obligating the Chapter; serve as ex officio member of all committees excepts the Awards, Tellers and Nominating Committees . This person should attend the Chapter Presidents' meetings during the term of office. Budget permitting, the Chapter should pick up this expense. The President shall, with approval of the Executive Committee, appoint all Board of Directors.

President Elect

In the absence of the President, the President-Elect shall assume the duties of the President. The President-Elect shall be Chair of the Chapter's Annual Conference Committee. The President-Elect assists the President with duties as requested; informs and updates the President on all projects being initiated and any problems requiring attention; signs all checks in the absence of the President; and attends at least one Chapter Presidents' meeting during the term of office. Budget permitting, the Chapter should pick up this expense.

Secretary

The Secretary shall be responsible for the official records of the Chapter. The Secretary keeps a record of all meetings of the Board of Directors and handles correspondence as directed by the Board of Directors or the President. The Secretary serves as the Chapter Historian, and is responsible for recommending, developing, and implementing standards and procedures for the selection, acquisition, and preservation of the Chapter's archival records.

Treasurer

The Treasurer shall be responsible to receive, deposit, disburse, and manage the funds of the Chapter and shall administer the Chapter credit card program.

Director of Budget and Finance

The Director of Budget and Finance shall advise the Board of Directors regarding the budget, dues structure, and other financial matters affecting the Chapter. The Director of Budget and Finance prepares the budget for each new fiscal year.

Director of Arrangements

The Director of Arrangements shall arrange for the location of meetings and food & beverage. The Director of Arrangements is also responsible for managing the online meeting registration tool.

Director of Arrangements – Assistant

The Director of Arrangements Assistant shall assist the Director of Arrangements with meeting registration.

Director of PR/Community Service

The Director of Public Relations/Community Services shall recommend, develop and implement Chapter public relations and act as the vendor liaison to develop vendor relationships and implement vendor programs as needed.

Director of Employment

The Director of Employment shall maintain a listing of job opportunities, publicize them to the membership and facilitate Chapter communications electronically to membership.

Director of Website

The Director of Website shall act as custodian of and be responsible for the maintenance of the official Chapter website.

Director of Website – Assistant

The Director of Website Assistant assists the Director of Website as necessary to maintain the official Chapter website.

Director of Programming

The Director of Programming shall be the Chair of the Program Committee. The Program Committee is responsible for planning the programs and speakers for the monthly educational meetings.

Director of Education

The Director of Education shall recommend, develop and implement standards and procedures for the selection of scholarship recipients and for awarding such scholarships. The Director of Education is also responsible for developing and supporting educational-related connections with schools and is the ICRM Liaison. The Director of Education purchases items for the Chapter Library, coordinates the check-out of library materials, and disposes of outdated material.

Director of Publications

The Director of Publications acts as editor and shall be responsible for all activities relative to issuance of the official publication of the Chapter, the Metro Record.

Director of Membership

The Director of Membership shall maintain the official list of Chapter members and their contact information in a membership directory. The Director of Membership is also responsible for stimulating interest in ARMA and its purpose.