

Puget Sound Chapter Standing Committees

Policies and Procedures Manual

Manual Version Control

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Introduction

As called for in “Article VIII – Committees” of the current Bylaws of the Puget Sound Chapter of ARMA International, the description and duties of each standing committee shall be contained in a Standing Committees Policies and Procedures manual to be defined and maintained by the chapter’s Board of Directors.

The President shall be responsible for seeing that standing committees are appointed from the members of the Chapter to serve one year from the date of installation of the officers and directors. The chairmen of each standing committee shall be appointed by the President with the approval of a majority vote of the Board of Directors and members of standing committees shall be appointed by the chairmen of each such committee. In addition to such other duties as may be assigned by the President, the duties of the standing committees are described below.

During the 2008-2009 chapter year, the Board of Directors restructured the Puget Sound Chapter’s committee listing to reflect the goals of the chapter and chapter member involvement. This restructure categorized the committees into five chapter functions and identified those committees that are “required” and those that are “optional” for each chapter year. Required committees will be filled first with optional committees being filled only if there is enough chapter participation.

A. Chapter Governance

1. Required Committees:

a. Bylaws Committee – Chaired by the Chairman of the Board

Description: The chapter bylaws are the governing document under which the chapter runs. The Puget Sound Chapter Bylaws were last updated in May 2008. It is prudent to at least review the chapter bylaws annually to ensure they still reflect the way business is conducted.

Skills/Talents Needed: Committee members need to understand basic chapter functions and possess the ability to clearly state them in writing.

Time Commitment: While most of the work could be preformed via electronic means, at least one meeting should be held to review and compare the current bylaws. This committee is usually chaired by the President or Chairman of the Board, but any member in good standing can assist.

b. Financial Self-Examination Committee

Description: Plan and hold an annual financial self-examination (internal audit) on the Chapter’s financial records within sixty days after the end of the fiscal year. This committee should consist of three members in good standing and shall not include the current year’s Treasurer or President. The committee shall report its findings and suggestions to the President and Board of Directors.

Skills/Talents Needed: Financial awareness is helpful, but not necessary. Each member should be able to objectively review the chapter’s finances to ensure accurate accounting and be able to communicate discrepancies and/or areas for improvement.

Time Commitment: The annual examination takes place after the close of the previous year’s books. The examination can take several hours depending on the organization of the books; however the committee is given instructions on how to complete the examination.

c. Nominating Committee – Chaired by the Chairman of the Board

Description: The Nominating Committee calls for nominations from the floor for the election of each officer and director position at the March membership meeting. The Committee prepares

a slate of at least one nominee for each elective office to be filled. Each nominee is contacted for acceptance or decline of the nomination. Present such slate to the Board of Directors for approval at the April Board of Director's meeting. Assist in the creation of the online election survey that is sent to all voting members of the Chapter. The committee then presents the election results to the chapter members during the May business meeting.

Skills/Talents Needed: Willing to be present at each of the March, April, and May meetings to facilitate the nominating/elections process, and willing to help create the online election survey that is to be sent to the chapter membership.

Time Commitment: Estimated annual time commitment is 1 hour per month from March to June for this committee.

2. Optional Committees:

a. Annual Report Committee

Description: The Annual Report is a document which is prepared for a dual purpose. First it serves as the chapter's submission to ARMA International's Chapter of the Year (COTY) award. Second it serves to inform our member's of the health and activities that the chapter has been involved with. The report contains 12 sections that describe different areas of the chapter's involvements and records the yearly Chapter History.

Skills/Talents Needed: Much of the writing of the Annual Report is completed by the President with assistance from the various Committee Chairs. Assistance needed is in the collection/consolidation of the various sections, report preparation, and printing of final document for distribution to chapter members.

Time Commitment: The Annual Report, for COTY submission purposes, is due to the Region Manager by June 1st with final submission to International by July 1st. Report is usually prepared/complied in the month of April to meet June deadlines. All work can generally be done electronically by emailing each contributor.

b. Toner Recycling Project

Description: In a small way to help the environment the Puget Sound Chapter, collects used toner cartridges from the membership for recycling. The company we currently use also accepts cell phones and batteries. The environment wins through recycling and the chapter wins with a refund for our chapter educational fund.

Skills/Talents Needed: The ability and willingness to collect the cartridges and cell phones from members at each meeting and turn them into the recycling company.

Time Commitment: Time commitment is mostly in the delivering of the cartridges and cell phones to the recycling company, which may not need to be done each month.

B. Member Relations:

1. Required Committees:

a. Awards Committee – Chaired by the Chairman of the Board

Description: The Awards Committee currently is responsible for the selection of chapter award recipients, the selection and purchase of awards, and for the presentation of awards at the June chapter meeting.

Skills/Talents Needed: Currently there is a matrix which is used to determine award recipients. The matrix is updated to reflect each member's involvement in chapter activities. Creativity is welcomed in deciding award designs and in the creation of the chapter presentation.

Time Commitment: Completion of the matrix and selection of awards should be completed during March/April of the chapter year in time for the June chapter meeting.

b. Membership Committee

Description: The membership committee is the lifeblood of the chapter is responsible for all things relating to membership recruitment/retention. The committee, chaired by the Vice President of Membership, maintains the chapter membership database, forwards chapter/International information to potential members, forwards current membership contact information to the newsletter/website for use in chapter communications, and to provided general membership assistance.

Skills/Talents Needed: The ability to manage a large amount of data and to respond timely to membership requests. People skills and initiative are welcomed with regards to looking for new potential members.

Time Commitment: Time estimates for this committee will vary depending on the number of members but can be from 1 – 3 hours per month.

2. Optional Committees:

a. ARMoolA Committee

Description: ARMoolA is the chapter's official currency and is awarded to chapter members for their participation in chapter committees and events and for promoting the industry outside the chapter. It is good to pay for dinner at the monthly meetings, purchase chapter merchandise, and for use at the Annual Holiday Auction.

Skills/Talents Needed: The ability to maintain the information and receive point submissions from chapter members.

Time Commitment: The majority of the time spent is in verifying the point submissions and information you receive and to make an accurate accounting. Estimated monthly time is less than 1 hour.

b. Holiday Auction Committee

Description: The committee is responsible for promoting, organizing and hosting the annual event, which is the major funding source for the many chapter scholarships that are offered. Historically this event was the primary funding for the Chapter Scholarships offered. Currently the proceeds do not solely go to support the scholarships. While the proceeds fund the Chapter's overall budget, this includes Chapter Scholarships.

Skills/Talents Needed: Creativity and organizational skills are highly encouraged. This committee should really begin its work as soon as the chapter year starts to ensure that there will be items donated that will draw chapter members and non-members to the event.

Time Commitment: Time estimate for this committee will vary depending on the number of members but can be as many as 4 – 6 hours for each month prior to the event.

c. Hospitality Committee

Description: This committee is responsible for the setting up and manning the registration table at each chapter meeting. This committee has some funds allotted to it for "decorations" at each meeting and for maintaining the name badges for members and guests. The Treasurer will forward a listing of all members/guests attending and the committee is responsible for ensuring that each attendee has a proper badge and that they are clean, and current.

Skills/Talents Needed: Organizational skills and ability to maintain the name badges in an efficient manner are the skills of choice. The badges should be brought to each meeting. They

are laid out on the registration table and need to be collected at the end of the meeting.

Time Commitment: Time commitment is relatively small for this committee as the bulk of the time is in receiving the names of the attendees and ensuring there is a badge for each, if not then one needs to be created. All badges are to be brought to each meeting and collected at the end. Estimated monthly time commitment is less than 1 hour.

C. Professional Development

1. Required Committees:

a. Programs

Description: The Programs are the draw and main event of our chapter. The programs draw members and non-members into our meetings and are an excellent professional/educational outlet. For many members, our meetings provide the only educational opportunity open to them. The committee is responsible for proposing the chapter year program slate, in contacting and securing speakers, and for assisting with speaker travel arrangements.

- introducing the speaker and acknowledging them at the end of the program
- promoting the program through the newsletter and website, including a biography of the speaker

Skills/Talents Needed: This committee has a large responsibility and “knowing” people is a real asset. The chapter, region, and International maintain a speaker’s list and the region and International offer financial assistance in securing good speakers to discuss topics of interest.

Time Commitment: Time commitment can vary based on the number of members and on the level of involvement each member contributes. If at all possible, the majority of the work is preformed in July and August of the current year in setting the program schedule. The on-going involvement includes, maintaining contact with each speaker to ensure they will be available for the month slot assigned, introducing the speaker at each meeting, and having a “back-up” program in place should a slated speaker cancel.

2. Optional Committees:

a. ARMA Educational Foundation

Description: Develop, recommend, and implement ways and means to: Promote Records and Information Management as a distinct profession. Stimulate interest and solicit management support in recognizing the need for Records and Information Management. Encourage colleges and universities to include Records and Information Management courses of study in their curricula. Encourage persons presently engaged in this profession to broaden their scope and knowledge in the field of Records and Information Management. This committee also is the liaison between the chapter and the ARMA Education Foundation informing members on the Foundation’s activities and encouraging members to get involved.

Skills/Talents Needed: Most important skill needed is the love of the profession and the desire to inform others of its benefits and mission. Creativity in creating new ideas for promoting the profession is highly encouraged.

Time Commitment: Time commitment can vary based on the level of involvement each member would like to dedicate.

b. ICRM Liaison

Description: The ICRM Liaison must be a current CRM and is responsible for coordinating the Certified Records Manager program with Chapter members, and to assist members in obtaining courses of study in preparation for the CRM examination.

Skills/Talents Needed: Must be a current CRM and be willing to share your knowledge and experience of the CRM process with candidates and potential candidates.

Time Commitment: Time commitment can vary as the liaison can be as involved as they feel they have time for and/or want to help promote the certification process. At least the liaison is generally responsible for the annual “How to Become a CRM” workshop held at the June meeting.

c. Library Committee

Description: The Library committee is responsible for managing the chapter’s collection of library and reference materials, currently 4 boxes. The Librarian and/or committee should review the ARMA International HQ Library and/or other web sites for new books. Upon approval of the annual budget, the Librarian has the authority to make purchases for the library within the allocated budget. All acquisitions will be reported to the Board, and purchase documentation will be provided to the treasurer for proper accounting. Purchase approval would only be required from the Board should the Librarian exceed his allocated budget in the year. Proper accessioning of the purchased material into the current collection includes entering book information into our database, preparing a book label, writing a short article describing the new book and forwarding the article to the newsletter/webmaster for publishing. Finally the Librarian and/or committee should bring the latest book and others to each chapter meeting and for processing check out requests and overdue notices.

Skills/Talents Needed: Love of books and enthusiasm in locating new acquisitions for the chapter library. Knowledge of Access database is a bonus, but not necessary as the program is easy to use.

Time Commitment: Time for this committee can be shared by all members. All searches for new acquisitions can be made online with board approval request being sent by email. Majority of time will be in the manning of the library table at each meeting and the process of packing and unpacking of books brought. Estimated monthly time commitment for all duties is 1 – 2 hours.

d. Scholarship Committee

Description: To provide educational opportunities to and for the Chapter membership and to students in the field of Records and Information Management. In the event a membership scholarship is offered, a non-ARMA member may apply.

Skills/Talents Needed: Creativity in setting up scholarships that would interest chapter members and non-members. Ability to impartially review all scholarship applications and make an unbiased selection as to the recipient is key to the make-up of this committee. This committee and/or the chair generally includes an article for posting in the newsletter and on the chapter website. The ability to promote the scholarships through articles in the chapter newsletter and website and at chapter meetings

- create scholarship certificates and present the scholarships to the recipients
- Track to whom the scholarship is awarded
- Assure the scholarships are awarded

Time Commitment: Estimated monthly commitment is 1 – 2 hours with the majority of the “work” being conducted via electronic means.

e. Seminar Committee

Description: Plan and hold a Chapter seminar or partner with another chapter(s) to plan a semi-annual joint seminar. In scheduling seminars, Puget Sound Chapter will abide by the

agreement between chapters of the Great Northwest Region regarding seminars held during a Region Conference year. The chairman of the Seminar Committee shall report to the President.

Skills/Talents Needed: Excellent organizational skills and high energy is encouraged! This committee will be responsible for the planning, promoting, and manning of all arrangements. This is to include, identifying locations, suggesting themes/topics, and for receiving and managing all registrations. Committee is also required to work with the Chapter Treasure to ensure all funds are processed and all bills paid.

Time Commitment: Since this committee is responsible for the complete organization and arrangements for the seminar, time commitments can be many hours. However, there really is no limit to the number of committee members and assistance from other chapters is available when joint seminars are planned.

D. Public Relations

1. Required Committees:

a. Newsletter

Description: The Puget Sound Chapter publishes a monthly newsletter, *Soundings*, 10 times a year from September until June. The newsletter committee is headed by the current Newsletter Editor. Members of the committee assist the Editor by supplying articles, ideas, and by proof reading the newsletter prior to printing. Monthly the newsletter is forwarded to our printer in Tacoma then labeled and mailed out to the membership.

Skills/Talents Needed: Skills needed are creative people who have the ability to write well and able to produce articles for publishing. Also needed are persons who can proof read articles and suggest possible edits as necessary. Also needed are persons who would be willing and available to assist with the folding, labeling, and applying postage to the newsletters.

Time Commitment: Time commitments on this committee can vary depending on your time availability and ideas for articles. Members can just assist by providing one or more articles for publishing in any month or just being available to proof read the newsletter prior to its monthly submission to the printer. Most, if not all, assistance/submissions can be made electronically via email. Assistance with the processing of the printed newsletters is a monthly task and should take no longer than 1 hour to complete.

b. Webpage

Description: The Puget Sound Chapter hosts a website at www.pugetsoundarma.org. Currently the Webmaster is also the Newsletter Editor; however that connection does not need to be maintained. A large portion of the website content comes from the newsletter, but all information could be forwarded electronically for posting.

Skills/Talents Needed: While the website has been created, the webmaster and/or committee members need to possess intermediate computer skills and have some exposure with using HTML and VB scripting. Creativity and a high-speed internet connection are most valuable.

Time Commitment: Since the major website layout and design has been completed monthly maintenance is required. Making changes and uploading the new information can take between 1 to 2 hours a month depending on the number of changes.

2. Optional Committees:

a. Advertising

Description: The Puget Sound Chapter publishes a monthly newsletter, *Soundings*, 10 times a year from September until June. The newsletter is self-sustaining in the form of revenue from

advertisements. Additionally, the chapter maintains a website that also offers some advertising opportunities. The Advertising Committee is responsible for soliciting vendor members to place ads in the newsletter and/or on the website, ensuring that those ads are placed properly and that payment is received.

Skills/Talents Needed: Skills needed are the ability to feel comfortable with solicitation and communication with vendor members. Creativity is welcomed as new advertising ideas are always welcomed.

Time Commitment: Generally our advertising commitments are secured by August, in time for the first monthly newsletter mailing in September. Currently there is a form letter and advertising request form that is in use. This letter and form are sent electronically to all current vendor members. Returned request forms prompt the creation of an invoice (template is already established) that is forwarded to the vendor for payment with a copy to the current Treasurer to watch for receipt of payment.

b. Job Liaison (BLOG)

Description: Publish job openings within Records and Information Management in the Chapter newsletter, and on the Chapter web-page and to assist members with information and use of the ARMA International Job Hotline

Skills/Talents Needed: Promptness in the locating and posting of positions, and creativity in locating open positions. General knowledge of posting is helpful, but is a skill that can be taught.

Time Commitment: Time estimates can vary with the majority of involvement being conducted via electronic means.

c. PIP

Description: PIP Day is a Puget Sound Chapter event in support of Personal Information Protection and is generally accompanied by hosting a shred day event during April (RIMM). This committee is responsible for organizing this chapter event, securing a shredding vendor to donate a truck and time, and in writing pre and post event articles for posting in the newsletter and/or chapter website and creating a poster

Skills/Talents Needed: Organizational and creativity are most welcomed. New ideas to promote PIP are encouraged and welcomed. The committee needs to be able to coordinate the event with the vendor member, the site location selected, and the volunteers to man the event.

Time Commitment: The event has generally been held on a Saturday, for a four (4) hour period, with coordination efforts starting two to three months prior to the April event.

d. Publicity

Description: The Publicity committee is charged with the task of promoting the Puget Sound Chapter and ARMA International to outside persons. Currently this consists of submitting notice of our monthly meetings to local newspapers and business journals. Additionally, the committee is charged with submitting notice of seminars, election results, and chapter award recipients in the local newspapers and business journals.

Skills/Talents Needed: Currently all submissions are made electronically either via email or by directly accessing the newspaper or journal's website. Skills needed are attention to detail, ability to maneuver through various websites, and maintain consistency in announcement format. Creativity and new publicity arenas are welcomed.

Time Commitment: Monthly notifications can take up to 45 minutes to 1 hour depending on the number of venues posted to. Most, if not all, postings can be made electronically. No actual committee meetings are required but could be held if members felt inclined to do so.

e. RIMM

Description: RIMM Committee is in support of International's Records and Information Management Month and is generally held in April. This committee is the chapter's representative and liaison for this event. The committee's main goal is to assist in promoting RIM and the records profession. One way this is done is through the solicitation and collection of proclamations from Cities, Counties, State and Federal agencies in honor of RIMM.

Skills/Talents Needed: The ability to make solicitations through a formal request letter and follow-up skills are needed. Creativity to promote the event and write articles.

Time Commitment: Time estimates for this committee is 3 hours per month from February to April depending on how many proclamation requests are made. In 2008, approximately 24 hours in February was spent verifying addressees, addresses and preparing the mailing for the proclamations

E. Candy Simpson Memorial Benefits Projects

1. Required Committees:

a. Community Records Projects

Description: The Professional records managers offer their expertise without charge to non-profit organizations to help them organize their records. We also assist quasi-governmental agencies with record retention and organization. These projects are part of our community outreach to promote records management.

Skills/Talents Needed: This committee is responsible for evaluating the Community Records Project applications submitted by chapter members and/or in locating and suggesting a community project to undertake. Skills needed are those that you use in your everyday professional life. The goal is to promote community outreach and in turn to promote the records profession.

Time Commitment: Time commitments will vary depending on the type of project(s) selected and the level of involvement the committee and the board wishes to participate.

2. Optional Committees:

a. Tone

Description: Two special projects began by our late honorary chapter member Candy Simpson in assistance of the Eugene P. Tone Transitional Center. The first is our annual School Supplies Drive and is held in the month of September. This drive is to collect new school supplies that will be donated to the Center to aid the students they assist. The second is our annual Holiday Toy Drive and is held in conjunction with our annual Holiday Auction. This drive is to collect new toys and gifts cards which will be donated to the Center to aid the families they assist.

Skills/Talents Needed: Just a desire to assist those who may be without and a willingness to be the point of contact in collecting either the school supplies or the toys at the chapter meeting the drive is held. The ability to write an article or two promoting and recapping each event is appreciated.

Time Commitment: Time commitment estimated for each drive is 2 – 4 hours and only occurs once each year.