



CHAPTER
LEADERSHIP
HANDBOOK

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WHO WE ARE

ARMA Northern New Jersey (ARMA NNJ) is a chapter of ARMA International a not-for-profit professional association and the authority on governing information as a strategic asset. The ARMA NNJ Chapter supports the "Vision and Mission" of ARMA International while ensuring its local members are provided with training and education that meets current day industry requirements.

ARMA International was established in 1955 and the Northern New Jersey Chapter followed shortly thereafter. From its inception, ARMA NNJ has established broad goals that enable the chapter to remain firmly rooted in its values while adapting to the future of information and technology.

ARMA NNJ has a rich history that continues to shape its future. In 2010, we celebrated our 50th anniversary and the ARMA Northern New Jersey Chapter continues to facilitate dynamic training, education and support of its members and their careers.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

By accepting your position with the ARMA NNJ Board, you are agreeing to be bound by the Chapter's by-laws and by this Bill of Volunteer Rights and Responsibilities.

A Volunteer's Rights

1) The right to be treated as a co-worker and colleague

One of the benefits of volunteering is that we can decide to leave our comfort zones in order to experience new and challenging situations, environments or roles. You have a right to a suitable assignment that suits your personal preferences, temperament, life experience, education, employment background and availability. You have the right to sound guidance and direction by someone who is experienced, patient, well informed and thoughtful.

2) The right to information about your volunteer role or project

Whether it is questions about the volunteer role or project itself - Who will I be working with? How will my efforts make a difference? - You have the right to know the who, what, when, why, and how of your volunteer position.

3) The right to feel valued

Volunteering—whether for two hours or two years—is a significant commitment that you choose to make. In return, you have the right to feel that your time and contribution—however long you've volunteered and whatever your task—is valued. Similarly, you have the right to feel that an organization or volunteer effort is using your skills and talents well. But keep in mind that they may not always have the capacity to take on some or all of your ideas or proposed projects. You have the right to know that the work you do has meaning and makes a difference.

4) The right to negotiate your volunteer role

Have you found yourself in a volunteer position that just isn't working for you? You have the right to talk to the ARMA NNJ Board to discuss ways you might be able to shift your role or take on another project or position. And if you still can't find a good fit...

5) The right to leave

You have the right to leave. This isn't a decision that should be made hastily but, if after talking to and working with the ARMA NNJ Board, you still feel unhappy, unappreciated or unsatisfied with your volunteer experience; you do have the right to do something, or go somewhere, else. However, should you decide to leave, it's best to avoid bad-mouthing the organization in the community. Not only might your negative experience have been unique to your circumstances, but publicly bashing them can both hurt the organization's reputation and ability to work towards their mission as well as perhaps unintentionally burn some bridges of your own as you seek to volunteer—or even work—somewhere else.

A Volunteer's Responsibilities

1) The responsibility to communicate your needs

Feel like your work isn't meaningful? Not what you thought you'd signed up for? Or just bored and ready for something else? Talk to the ARMA NNJ Board, providing specifics about your dissatisfaction and at least a few suggestions of ways to make it better. If you don't let them know that you're not getting from the experience what you'd hoped, they can't work with you to improve things. Similarly, don't hesitate to let

them know if you feel you need additional tools, training or support. If they can't provide it directly, they should at least be able to point you in the right direction.

2) The responsibility to follow through on your obligations

There's a pervasive myth that volunteers are unreliable. While of course this isn't true across the board, there are plenty of flaky volunteers who reinforce such negative perceptions. Help improve the reputation of volunteers worldwide by doing what you say you'll do, whether it's honoring the volunteer role and schedule you'd agreed to, providing ample notice if you're unable to perform your tasks or responsibilities, saying no or stepping away from volunteering when necessary, or simply serving as a good representative of the organization in the community.

3) The responsibility to not promise what you can't deliver

While related to #2, this one is worth singling out as it's fairly easy to unintentionally promise too much when one is excited about making a difference. This is especially important to avoid. An example: say you've promised to put together a meeting for a member whom you're mentoring. You then forget or get busy and are unable to do so. By not following through with your promise, not only can you potentially hurt the reputation of the organization and undermine its work but, more importantly, you could unintentionally do harm by giving that member a reason not to trust you, the Chapter or even potentially others.

4) The responsibility to honor the organization's investment in you

Another pervasive myth about volunteering is that volunteers are free. In fact, organizations invest quite a bit in their volunteers - time, tools, training, and more. This is why it's important to research your volunteer position first to determine if it's a good fit for you, and, once you're in the role, to always first try negotiating your volunteer role if you're unsatisfied, rather than just suddenly leaving.

5) The responsibility to take care of yourself

Last but most certainly not least, you have the responsibility to make sure that you aren't overextending yourself, burning out, or causing yourself physical, mental, or emotional harm by taking on roles that aren't a good fit or that you aren't prepared for. While some stress and burnout may be inevitable depending on the project you can significantly limit it by seeking out support, taking a break (either as you're volunteering or stepping away from volunteering altogether for a while), injecting some fun into your service portfolio (even if it's just a one day gig on the side), and having realistic expectations about what can be accomplished and when.

CHAPTER BYLAWS

ARTICLE I. NAME

The name of the organization shall be “NORTHERN NEW JERSEY - SUMMIT CHAPTER, INC.”

ARTICLE II. OBJECTIVE

The purposes for which this corporation is formed are to advance the principles and practices of good Records and Information Management.

ARTICLE III. MEMBERS

Section 1. Class of Members

- A. Professional is a duly qualified individual in good standing with the Association entitled to full rights and benefits of ARMA International.
- B. Honorary Member is an individual who is granted a life membership by ARMA International’s Board of Directors. Honorary Members are entitled to full rights and benefits of ARMA International.
- C. Associate Member a duly entitled individual in good standing with the Association is entitled to limited benefits of the Association. Associate membership does not include the privilege of voting in an ARMA International election, Northern New Jersey – Summit Chapter elections, holding Chapter office or receiving the printed version of the Association’s professional magazine.

Section 2. Requirements

- A. The requirements for each of the various classes of membership, and the processes for application, in addition to those contained in these Bylaws, shall be established and published by the ARMA International Board of Directors. Membership shall not be denied nor abridged based on race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style.

Section 3. Qualifications

- A. Any individual holding or occupying a position as manager, supervisor, educator, student or who is generally interested in the field of Records and Information Management, shall be eligible for membership. Any individual so qualified may not be excluded from nor denied membership in ARMA International or a Chapter thereof, subject to the provisions of Section 7 of this Article.

Section 4. Good Standing

- A. A member in good standing is one whose current dues are paid to ARMA International, the Northern New Jersey – Summit Chapter, and complies with the provisions and obligations of the Articles of Incorporation and the Bylaws.

Section 5. Applications

- A. Applications for membership (professional or associate) shall be made in writing on forms furnished by ARMA International for this purpose. Applications are to be sent directly to ARMA International. The duration of membership is for one (1) year and is renewable annually.

Section 6. Non-Renewal and Reinstatement

- A. Members whose dues have not reached ARMA International or the Chapter within one calendar month following the expiration date of membership shall be considered non-renewed.
- B. A non-renewed member or a former member may apply for membership upon full payment of annual Association and Chapter dues.

Section 7. Censure, Suspension or Expulsion

- A. Any member may be censured or suspended by a majority vote of the Board of Directors of the Chapter for good cause if according to its findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations, has occurred. Any member may be expelled by a two-thirds vote of the Board of Directors of the Chapter for good cause if according to its finding, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations have occurred. Conduct unbecoming a member, conduct inimical to the welfare of ARMA International or the Chapter, and indebtedness to ARMA International or the Chapter shall also be causes for such disciplinary action. When such action is contemplated, the Board of Directors of the Chapter shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed by the Board for this purpose. Should revocation result, any dues paid to a date beyond such revocation will not be refundable.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. Officers

- A. Officers of ARMA NNJ, the Corporation, shall be President, Executive Vice President, Vice President - Professional Development, Vice President - Membership, Vice President – Sponsor Relations Member, Vice President Sponsor Relations Vendor, Secretary, Treasurer and Immediate Past President and three (3) Directorships.

Section 2. Qualifications

- A. All officers shall be members in good standing of ARMA International and the Chapter.

Section 3. Nomination Procedures and Election

- A. The Nominating Committee shall prepare a slate of at least one nominee for each elective office to be filled. This slate shall be submitted to the Board of Directors at least two months prior to the Annual Business Meeting. The Board of Directors shall vote on the slate of nominees and shall establish the date by which all ballots to be validated must be returned. In the event a nominee is not approved for election, the nominee must be informed and the Board is obligated to identify a new candidate for the open position.

Section 4. Board Election Procedures

- A. The Immediate Past President will be the chairperson of the Elections Committee. If he/she is unable to perform the required duties, the President shall appoint a chairperson who shall not be a nominee for elective office. The chairperson shall prepare ballots designating the name of each nominee and the office for which each is proposed. Blank spaces shall be provided for write-in votes for each office.

- B. Within two (2) weeks of the date, the slate of nominees is approved by the Board of Directors, and ballots shall be electronically mailed to all Chapter members in good standing. These ballots shall be returned by electronic mail to the Nominating Committee chairperson. A majority of the votes eligible to be counted shall be required to elect a nominee to office. The name of the person elected to each office shall be announced at the Annual Business Meeting and a report by the Nominating Committee chairperson of the votes cast for each nominee shall be filed by the Secretary for inclusion in the official records of the Chapter.

Section 5. Terms of Office

- A. Effective with the ARMA NNJ Elections of 2012 all Officers, other than the Immediate Past President, shall be elected for a term of two (2) years beginning July 1 of the election year and ending on June 30 of the following year. An Officer who has served for more than half a term shall be considered to have served a full term.
- B. In addition to the Officers named in Section 1, three (3) other persons shall be elected as Directors for a two (2) year term in office beginning July 1. Two Directors shall be elected in each even numbered year and one in each odd numbered year. Each of the three Directors will be appointed to at least one (1) Committee during their term in office.
- C. No Officer or Director may serve more than the terms specified for that elected office.

Section 6. Vacancies

- A. A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term. Vacancies in the office of the President shall be filled as provided in Article IV, Section 6 (2), and (3) and (4).

Section 7. Duties and Responsibilities

- A. The Officers shall perform the duties provided in this section and such other duties as are prescribed in these bylaws, by the board of directors, in the adopted parliamentary authority, or by ARMA International, including a review of the by-laws on a bi-annual basis.
- B. Duties of Officers are summarized and described below as follows:
- C. President - The President shall be Chief Executive Officer of the Chapter and shall preside at all meetings of the members and the Board of Directors. The President shall appoint the chairperson of each standing committee where the chairperson is not designated elsewhere in these bylaws, as deemed necessary to carry on the activities of the Chapter. The President shall be an ex-officio member with the right to vote on all committees; shall sign contracts for the Chapter; shall render an annual report at the Chapter's Annual Business Meeting and shall perform such other duties as are required of the President. Responsibilities include:
 - (1) Consult with the Board of Directors on matters of Chapter policy and the development of annual goals and objectives
 - (2) Liaise with ARMA International headquarters and the Northeast Region on behalf of the Chapter
 - (3) Represent the Chapter in relations with other professional, business, and service organizations

- (4) Plan to attend ARMA International's Annual Conference and Expo in the fall, and attend the Chapter Leadership Forum
- D. Executive Vice President - The Executive Vice President is the second Executive Officer of the Chapter. Responsibilities include:
- (1) Assist the President in the executive direction of Chapter affairs
 - (2) Directs the activities of the appointed members of the Board of Directors
 - (3) Serves on at least two (2) committees as appointed by the President
 - (4) In the absence or disability of the President, the Executive Vice President performs all the duties of the President. The Board of Directors or the President may delegate other powers or duties to the Vice President.
- E. Vice President, Professional Development - The Vice President, Professional Development shall be Chairperson of the Professional Development Committee and shall perform other duties as are delegated or assigned by the President; In the event of the resignation or permanent disability of the President and Executive Vice President, the Vice President – Professional Development shall immediately succeed to the vacated office.
- (1) The Vice President, Professional Development shall promote the professional development and education of the Chapter's membership through programs, seminars and workshops and interface with ARMA International's Director of Professional Development as appropriate. They shall collaborate with the Board of Directors to provide expanded and appropriate educational sessions for the benefit of the membership; shall serve as a resource for Chapter members seeking technical publications or information relating to recognized and approved records management policies and procedures.
- F. Vice President, Membership - The Vice President, Membership shall be chairperson of the Membership Committee and shall perform other duties as delegated or assigned by the President. In the event of resignation or permanent disability of the President, Executive Vice President and the Vice President – Professional Development, the Vice President - Membership shall immediately succeed to the vacated office of the President. Responsibilities include:
- (1) Continued growth of the Chapter and the Association by adding to the membership
 - (2) Retention of membership within the Chapter and the Association
- G. Vice President, Sponsor Relations Member - The Vice President, Sponsor Relations Member may not be affiliated with a prospective vendor, consultant or other Record Management or Information Governance service provider, shall serve as the co-chairperson of the Sponsor Relations Committee, and shall perform such duties delegated or assigned by the President. Responsibilities include:
- (1) Establishes and implements an annual sponsorship and advertising campaign for the Chapter
 - (2) Establishes advertising rates for Chapter publications including the Newsletter and the Chapter's website
 - (3) Promotes the sponsorship of Chapter events and the advertising in the Chapter's publications

- (4) Promotes the concepts of Records Management within the professional community
- H. Vice President, Sponsor Relations Vendor- The Vice President, Sponsor Relations shall be affiliated with a vendor, consultant or other Record Management or Information Governance service provider and shall serve as the co-chairperson of the Sponsor Relations Committee and shall perform such duties delegated or assigned by the President. Responsibilities include:
- (1) Establishes and implements an annual sponsorship and advertising campaign for the Chapter
 - (2) Establishes advertising rates for Chapter publications including the Newsletter and the Chapter's website
 - (3) Promotes the sponsorship of Chapter events and the advertising in the Chapter's publications
 - (4) Promotes the concepts of Records Management within the professional community
- I. Secretary - The Secretary is the corresponding and recording officer of the Chapter and shall perform other duties delegated or assigned by the President. Responsibilities include:
- (1) Keep the records of all meetings of the Chapter including those of the Board of Directors
 - (2) Maintain all record keeping responsibilities of the Chapter
 - (3) Acts as a liaison between Chapter members and the Board of Directors
- J. Treasurer - The Treasurer is the Financial Officer of the Chapter and is the Chairperson of the Audit and Budget Committee; and, shall perform such other duties as may be delegated or assigned by the President. Responsibilities include:
- (1) The Treasurer 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 vouched and approved expenditures.
 - (2) Shall have charge of all financial records and shall be the custodian of the funds of the Chapter in such depository as is selected by the Treasurer and approved by the Board of Directors.
 - (3) Maintain accurate books of account, which shall be open to inspection or audit.
 - (4) Disburse funds subject to the approval of the Board of Directors.
 - (5) Prepare an annual budget for approval by the Board of directors.
 - (6) The Treasurer shall submit a written financial report at each Board meeting of the Board of Directors.
- K. Immediate Past President - The Immediate Past President shall serve as Chairperson of the Nominating Committee; serve as Chairperson of the Awards Committee; be the chief elections officer; and perform such duties as may be delegated or assigned by the Board of directors.

Section 8. Removal from Office

- A. Any ARMA NNJ Chapter officer whose conduct shall be considered detrimental to the best interest of ARMA International or the Chapter or who shall willfully exploit the organization for personal gain or otherwise violate these Bylaws as they are written or other rules or regulations may be terminated by a majority vote of no confidence due to the failure to meet the obligations of the elected officer's position on the Board.
- B. When such action is contemplated in the case of an officer, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she expresses a desire in writing, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the Board of Directors for this purpose.
- C. Any Officer removed from office under this section shall be ineligible for election to any office for at least one full elected term.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

- A. Regular meetings of the members shall be held during the course of the year. The dates and arrangements for these meetings shall be determined annually by the Board of Directors at their first meeting held following July 1. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.

Section 2. Special Meetings

- A. Special meetings may be called by the President or by a majority of the Board of Directors.

Section 3. Annual Meeting

- A. The meeting held in July shall be the Annual Meeting at which annual reports shall be presented.

Section 4. Quorum

- A. A quorum will consist of greater than 50% of the standing Board's total set of members and shall constitute a quorum for the transaction of business in any meeting of the Chapter. If a quorum is not attained, no official business may be conducted and should a vote be taken it will be considered invalid.

Section 5. Conducting Business

- A. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote, or may refer the issue to a general meeting.

ARTICLE VI. BOARD OF DIRECTORS AND APPOINTED POSITIONS

Section 1. Composition

- A. The Board of Directors, which is the governing body of the Chapter, shall consist of the elected officers and three (3) elected Directors.

Section 2. Duties

Section 3. The Board of Directors shall:

- A. Manage the activities of the Chapter.
- B. Approve an annual budget.
- C. Select the dates and make arrangements for meetings of the members.
- D. Perform all other duties as necessary to advance the principals and practices of good Records and Information Management (RIM) as outlined by “Generally Accepted Records Keeping Principles” and other Records and Information Management Standards.

Section 4. Directors

- A. Each Director serves as a full voting member of the Board of Directors and performs duties as may be assigned by the President or by the Board of Directors. An ARMA NNJ Director will serve on at least one Chapter committee.

Section 5. Appointed Positions

- A. The President shall make appointments for non-elected positions. The Board of Directors can overrule a selection with a 2/3 vote. There are no term limits for an appointed position(s). Appointed positions include:
- B. CRM Liaison: The CRM Liaison would work with the VP, Professional Development and would be responsible for promoting the CRM designation for Chapter membership; encourage and support candidates throughout the application and testing process including the organization of meetings and study groups. The CRM Liaison would also work with the VP, Professional Development on education seminars and workshops to obtain CRM credit approval from ARMA International and be responsible for recognizing new CRMs. This position will be held by a member in good standing as a CRM.
- C. Historian: The Historian of the ARMA NNJ Chapter shall develop and maintain the history of the Chapter. The Historian shall have custody of the Organization’s original Certificate of Incorporation, Bylaws and amendments thereto and all other records pertaining to the history of the Organization.
- D. Librarian: The Librarian of the Chapter shall maintain and support the ARMA NNJ Chapter Library Resources, which are to be used by the ARMA NNJ Chapter’s membership for their education, development and growth. The library will consists of books, CDs, DVDs, periodicals, etc. or such other media as may become available.
- E. Newsletter Editor: The Newsletter Editor shall be the Editor of the ARMA NNJ Newsletter or any other official publication of the Chapter.
- F. Scholarship: This appointed member will Chair the Scholarship Committee and will review and assess the papers submitted by student applicants to determine a recipient of the annual scholarship program.
- G. Technology Liaison: The Technology Liaison shall be responsible for the continuing education of the Board of Directors with respect to changing technology and its applications to ensure currency and relevancy with the technology as it applies to the Chapter and with the Social Networking capabilities

that are emerging throughout the public and private domains. Also will be responsible for the development, maintenance and reporting on all aspects of the ARMA NNJ Website.

Section 6. Meetings

- A. Place and Times of Meetings - The Board of Directors shall meet at least eight (8) times annually, the dates and time to be decided at its first meeting.
- B. Quorum - A majority of the Board of Directors shall constitute a quorum greater than 50% of the voting membership.
- C. Special Meetings - Special meetings of the Board of Directors may be called by the President or by a majority of the Board to address issues of an urgent nature. In the case of an emergency or extremely bad weather, a meeting may be cancelled by the President.
- D. Meeting by Conference Call - Members of the Board of Directors or of any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

ARTICLE VII. FINANCES

Section 1. Fiscal Year

- A. The fiscal year of the Chapter shall begin on July 1st and end June 30th of the following year.

Section 2. Membership Dues

- A. Membership dues for the Chapter shall be set by the Board of Directors in advance of the new fiscal year. The amount will be in addition to the amount designated by the Association. The Chapter shall notify the Association of any changes in local dues no later than May 1st.

ARTICLE VIII. COMMITTEES

Section 1. Committees

- A. The Board of Directors may create such standing committees, as it may deem necessary, to promote the purposes and carry on the work of the Chapter. The term of each chairperson shall be for two (2) years or until a successor has been selected.

Section 2. Duties of Committees

- A. Committees shall perform duties as specified by the Board of Directors.

Section 3. Plan of Work

- A. The chairperson of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 4. Ex-officio Member

- A. The President shall be a member ex officio of all committees except the Nominating Committee.

ARTICLE IX. DISSOLUTION

- Section 1. In the event of dissolution of the Chapter, all of its assets shall be paid over or transferred to one or more exempt organization of the kind described in Section 170(b)(1)(A) of the Internal Revenue code 1954, as amended, and the regulations promulgated there under, as both now exist or may hereafter be amended. These assets are to be paid over or transferred to ARMA International as prescribed in its Policies.

ARTICLE X. PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Chapter in all cases not provided for in these Bylaws or Articles of Incorporation and ARMA International Policies and Procedures.

ARTICLE XI. RECORDS

- Section 1. By June 30 of each year, the retiring Officers, Directors and Committee Chairpersons shall convey to their respective successor in office all accounts, including monies, record books and other papers belonging to the Chapter. The Board of Directors shall be charged with disposition of all records not belonging to a specific Chapter. The Historian shall have custody of the Organization's original Certificate of Incorporation, Bylaws and amendments thereto and all other records pertaining to the history of the Organization.
- Section 2. The Board of Directors shall establish and monitor a retention schedule for Chapter records, which satisfies legal, regulatory, and ARMA International requirements.

ARTICLE XII. AMENDMENT

- Section 1. These Bylaws may be amended by a two-thirds vote of the active Board of Directors if notice of the proposed amendment has been sent in writing at least thirty (30) days prior to the meeting at which the amendment is voted. Proposed amendments shall be reviewed by ARMA International's Director of Member Services and the Region Manager prior to notice being sent to the members to insure that the proposed amendment does not conflict with ARMA International Policy. This amended version of the ARMA NNJ Bylaws effective July 24, 2013 will supersede all previous amendments upon approval by the ARMA NNJ Board of Directors, the Northeast Region and ARMA International.

Effective Date: July 24, 2013

CHAPTER POLICIES AND PROCEDURES

Educational Policy

ARMA Northern New Jersey Chapter education programs are non-commercial. Individuals should refrain from using brand names and endorsing specific products. Under no circumstance should an association podium be used as a place for direct promotion of a facilitator's product, service or monetary self-interest. Facilitators also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

Commercial presentations are limited to Gold and Platinum Sponsors as described in our marketing brochure (<http://www.armannj.org/advertising.html>). Commercial presentations may not be delivered at the same event or on the same date as education programs facilitated by Sponsor. For information on these and other advertising opportunities, please contact our VP, Sponsor Relations at Marketing@ARMANNJ.org.

Selection Criteria

Educational offerings should demonstrate measurable impact and results. Your emphasis should be on the application of the concept or solution presented, using simulations, exercises, and tools that enhance the learning experience. Participants want real world examples of what works and practical take-away tools and solutions.

All proposals are reviewed with the following criteria:

- ✓ Proposals of a commercial nature, those that promote or market particular products and services, will not be considered.
- ✓ Completeness, responsiveness, and appearance of the proposal (*Incomplete proposals will not be reviewed.*)
- ✓ Well-defined, results-oriented learning objectives that can be met in the time allotted
- ✓ Content that is challenging, in-depth, practical or cutting-edge and oriented towards management of records and information
- ✓ Innovative and new approaches to current and emerging issues
- ✓ Offer/include performance improvement tools or job aids
- ✓ Relevance to the program topics requested

Presentations must be submitted no less than 14 days prior to the event for consideration. Incomplete materials will not be reviewed. ARMA NNJ reserves the right to waive this review requirement at the discretion of its VP, Professional Development.

Facilitator Qualifications

- Professional experience and background of the facilitator(s) as evidenced by time in the profession, current position and contributions to the industry
- Facilitator(s) with expertise in topic areas and demonstrated interactive teaching skills as evidenced by evaluations and recommendations

Limitations

Programs are limited to three facilitators, and panels are limited to three panelists plus one moderator for a total of four.

Facilitators are limited to two education programs within a 24 month period. Facilitators may serve on a panel in addition to delivering two education programs.

Exceptions to these limits may be approved at the discretion of the VP, Professional Development.

Chapter Vendor of the Year Program

The ARMA NNJ Vendor of the Year will be awarded to the vendor who scores the most points in the categories below. The award will include a **free** table at our June networking and award event; a **vendor profile** and write up in **ARMAZing News**, our email newsletter and **recognition** for the following **year** on our website.

1. **Gain exposure and meet new customers** by participating in ARMA NNJ as a Chapter sponsor:
Bronze Sponsor = 3 points Silver Sponsor = 5 points
Gold Sponsor = 8 points Platinum Sponsor = 10 points
2. Maintain a presence in ARMA NNJ by **advertising** on our website:
Single Ad = 1 points Three Months = 3 points
Six Months = 6 points Full Year = 12 points
3. Maintain a presence in ARMA NNJ by **sponsoring** our **newsletter**:
Single Issue: Large Ad = 3 points Small Ad = 2 points Logo with Link = 1 point
Three consecutive issues: Large Ad = 6 points Small Ad = 4 points Logo with Link = 2 points
Five consecutive issues: Large Ad = 9 points Small Ad = 6 points Logo with Link = 3 points
Eight consecutive issues: Large Ad = 12 points Small Ad = 8 points Logo with Link = 4 points
4. **Further the educational goals** of our chapter by writing an article for our **newsletter**
5 points
5. Help clients and co-workers find RIM assistance and increase client contact by **bringing non-members** to the Chapter meetings
1 point for each attendee
6. Support ongoing chapter events by becoming an **event sponsor**:
Chapter Meetings = 5 points Networking Events = 3 points
7. Take an active role in **chapter leadership** by serving as a member of the Executive Board or by volunteering to serve on a committee:
3 points
8. Strengthen the membership of the chapter by bringing in a **new member**
5 points
9. Provide a **benefit to chapter members**, for example, offering free passes to a RIM or technology related event
3 points

In the event that two or more vendors have equal scores, a vendor will be chosen by lottery from the vendors with the highest score.

CONTACT US AT: marketing@armannj.org or advertising@armannj.org

Chapter Mentor Program

The role of the ARMA NNJ Chapter Mentorship Program is to identify and pair mentors and mentees based on availability and interest to further the professional development of mentees.

Mentoring is about one person helping another to achieve something. More specifically, something that is important to them. It is about giving help and support in a non-threatening way, in a manner that the recipient will appreciate and value and that will empower them to move forward with confidence towards what they want to achieve. Mentoring is also concerned with creating an informal environment in which one person can feel encouraged to discuss their needs and circumstances openly and in confidence with another person who is in a position to be of positive help to them.

1) Oversight

- a) The Chapter President is responsible for overseeing the mentor program and for ensuring that program goals are being met.
- b) The Vice President of Membership is responsible for matching of new members with Chapter mentors.

2) Getting Started – Identifying Mentees

- a) The role of the mentor is to provide professional peer to peer guidance, direction and to suggest ideas and encourage participation in the chapter where possible. Consistent exposure to the chapter and its network of members and vendors can be a direct avenue to assisting the mentee meet their professional career goals. We want to ensure that they take advantage of this member benefit.
- b) The Chapter’s mentor program extends to those members who may have become inactive or who the Board of Directors believes may not be taking full advantage of all the Chapter offers. The Board of Directors may identify individual members who may have become inactive and who the Board believes may benefit from personal contact with a Mentor. In these cases, a Board member will be assigned the task of making initial contact with the member.

3) Mentor Activities and Guidelines

- a) The assigned Chapter Board Member (the “Mentor”) will make initial contact with mentee within one week of assignment to welcome them to the Chapter and to formally introduce themselves and the Mentor Program. Assuming the new member agrees to participate in the program, the Mentor should schedule time to discuss the mentee’s expectations of membership with the chapter.
- b) In the event the member does not agree to be involved in the mentor program, the assigned Mentor would still be responsible for ensuring that the member feels welcome and to encourage involvement in the chapter.
- c) Mentors should communicate with mentees at least once every two weeks or whatever has been agreed upon between parties.

- d) Mentor/Mentee meetings are a great opportunity to discuss the mentee's professional career goals and any difficulties they have been experiencing in meeting these goals.
- e) The recommended timeframe for the Mentor/mentee relationship is a minimum of three months.

4) The Chapter's Role

- a) To match the Mentor and mentee based on factors relevant to specific situation;
- b) Provide guidelines and tools for the program;
- c) Conduct survey with participants to determine if the program is working as intended;
- d) Make changes as needed to fine tune program; and
- e) To assist if needed.

5) Suggested Guidelines for Mentor Meetings

a) Phone Contact

- i) Mentors call mentees to arrange initial meeting and discuss scheduling.
- ii) Mentees call Mentors to arrange joint attendance at chapter meetings.
- iii) Mentees call Mentors as needed for advice on RIM-related course work and career direction.

b) 1st Meeting

- i) Mentee:
 - (1) Explain why you are interested in the RIM profession.
 - (2) Discuss your perceptions and expectations of the Mentor relationship.
 - (3) Ask questions.
 - (4) Plan future meetings and contacts.
- ii) Mentor:
 - (1) Discuss your current job responsibilities.
 - (2) Explain how you got into the profession.
 - (3) Discuss the necessary academic and personal preparation needed for your career.
 - (4) Share your feelings on the importance of networking and continued professional development.

c) Subsequent meeting possibilities could include:

- i) Discussion of the mentees expectations and career goals
- ii) Mentee spends time "shadowing" the Mentor during a typical working day
- iii) Meeting during or after business hours with Mentor, mentee, and several other RIM professionals to discuss everyday challenges practitioners encounter in their work.
- iv) Mentee attends a company training program or other training program with Mentor.
- v) Mentor and mentee discuss proper business, telephone and email etiquette and corporate protocol.

- vi) Mentor and mentee attend a professional ARMA local chapter meeting together. Mentor introduces mentee to other RIM professionals.
- vii) Mentee accompanies Mentor to other professional meetings attended.
- viii) Mentee observes the development of a special project within the RIM related field.
- ix) Mentor reviews mentee's resume and offers suggestions for improvement.

d) Suggest celebration upon completion of assignment.

6) In the event the mentee is unemployed and seeking employment, the Mentor would

- a) Ensure that they were aware of employment opportunities currently posted on our chapter website or other channels which may be available;
- b) Introduce the mentee to those who may be able to assist them with their professional goals.

The mentor/mentee relationship can be ended at any time during the process as expressed by the Mentee. This relationship does not hinder any opportunity for the member to reach out and network with any other member of the board or the chapter to meet their expressed goals.

If you are interested in being a Mentor or a Mentee, please contact membership@armannj.org

Policy on Handling of Chapter Funds

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 vouched and approved expenditures. The Treasurer should serve as Chairman of the Budget Committee.

1) Getting Started

Treasurer's initial tasks should include:

- a) Making sure that the books have been audited before accepting them.
- b) Verify the completeness of files and records received, including the permanent records from the retiring treasurer. Ask about missing records at once.
- c) Becoming familiar with the duties outlined and any references to finances and budget in the Chapters bylaws.
- d) Securing the signatures of new officers authorized to sign checks, and filing the signature cards with the bank, if not taken care of by the outgoing treasurer.

2) Duties of the Treasurer

- a) Deposit all receipts, membership dues, fees from meetings, etc. Record receipts in a journal and in a checkbook register with the following information: date, from who received, items covered, and the amount. Deposit receipts are kept for record. Please see the chapter retention schedule for financial records requirements.
- b) Maintain a book of accounts showing receipts and expenditures, which are open at all times for inspection by the Board, officers and membership.
- c) Pay by check all the approved bills of the chapter. All payments should be accompanied by an invoice.
- d) Prepare a chapter financial budget for approval by the chapter Board of Directors.
- e) Request a budget from each committee chairperson so a budget for Board approval can be prepared.
- f) Direct the Board's attention to expenses that are running over budget appropriation.
- g) May serve as budget chairperson for any chapter programs/seminars.
- h) Reconcile monthly bank statements and attach all receipts to cancelled checks. The President should receive and review the statements before forwarding them to the Treasurer as a security precaution.
- i) Prepare a monthly balance sheet and account statement for distribution to Board members.
- j) This report should show the previous month's balance, all deposits for the current month, all disbursements for the current month, and the current month's balance.
- k) These financial statements are filed with the monthly bank reconciliation.
- l) Prepare annual chapter financial information forms at the end of the fiscal year. This document is called the Group Authorization 990, and is a requirement from the IRS.
- m) Furnish all financial records for the annual audit to the Audit and Finance Committee.

3) Treasurer's Files

- a) Files should be maintained on a fiscal year basis, i.e., 07/01/XXXX to 06/30/XXXX.
- b) Each fiscal year's file should contain, at a minimum, the following as well as any other document the Treasurer feels is needed to support the financial activities of the Chapter.
 - i) A copy of the Chapter's current bylaws, with sections authorizing disbursements marked;
 - ii) A copy of the current budget as adopted by the Chapter;
 - iii) Reports or other documentation prepared by Treasurer for distribution to the Board Members;

- iv) Copy of any of the Chapter's minutes authorizing change to, or approving expenses outside of, the Chapter's current year's budget;
 - v) Accounts payable and receivable invoices – paid or unpaid;
 - vi) ARMA International Escrow Statements and Information;
 - vii) Bank or other account statements, deposit slips, online banking information and cancelled checks for all Chapter accounts including, if appropriate, money markets, certificates of deposit, PayPal, etc.;
 - viii) Permanent Internal Revenue Service (IRS) tax information, as appropriate, such as Federal Employer Identification Number (FEIN), also known as EIN (Employer Identification Number) or copies of filed Form 990/990-EZ, 990-N, 990-T, or other required IRS forms;
 - ix) Permanent state tax information, such as state sales tax correspondence, state identification numbers, and reports filed with the state, as required;
 - x) An up-to-date roster of the members of the association;
 - xi) A copy of this Policy on Handling of Chapter Funds; and
 - xii) Reports from the previous three years issued by the Audit and Finance Committee following their annual review of the Chapter's Books and Records.
- c) Record Owner
- i) The current Treasurer should maintain possession of all Chapter financial records.
 - ii) Records for prior years are to be retained in accordance with the Chapter's Retention Schedule.
 - iii) All current and past files should be passed on to the incoming Treasurer as the position transitions.
- d) The Chapter's accounting application software and instruction manual should also be passed along to each new Treasurer.

4) Invoices

a) Payables

- i) When an invoice is received, first verify that it is a legitimate charge and review it for accuracy.
- ii) When ready to pay the invoice, make a copy of it for your records. When writing the check, be sure to complete the "Date," "Pay To," "For" and "This Check" information on the corresponding check stub in the checkbook binder. All checks require the signature of two Board Members whose names are on the current signature card.
- iii) On your copy of the invoice, write down the date, check number and amount paid. Log this transaction into in the Chapter's accounting application. When done logging the transaction, place your copy of the invoice appropriately marked into the file.

b) Receivables

- i) Generally receivable invoices are generated for advertising, sponsorship or other similar activities. At the request of the Board, the Treasurer may generate an invoice, as appropriate. A copy of each invoice will be maintained in the Treasurer's file and the information should be logged into the Chapter's accounting application.
- ii) When the invoice has been paid, the funds should be deposited into the Business Checking Account (see "Deposits" in the Banking instructions section of this booklet), the date that the payment was received should be written on the invoice and the invoice should be filed the Treasurer's file.

5) Banking

- a) All Chapter bank accounts are required to provide the bank with an IRS Employer Identification Number (EIN). (Do not use any individual's Social Security number.)
- b) It is not unusual for the Chapter to have more than one account for investment or other purposes.
- c) The Chapter maintains an emergency reserve fund that is considered an integral part of each Chapter's budget and planning process. The emergency reserve fund is intended to serve as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses arising from a project or an unexpected increase in inflation.

As a rule, a healthy reserve is between one-half to one year's average expenditures.

6) Handling Receipts and Expenditures

- a) All checks that are to be deposited should be marked "For Deposit Only to the [insert chapter's name], Account # _____" and signed by the treasurer with his or her title. A stamp with this information may be secured at the time the account is opened. Duplicate deposit slips should be made so that the treasurer will have a copy to retain for the record.
- b) To keep accurate records, the treasurer must be provided with itemized bills, sales slips, etc. to pay by check. No expense is ever to be paid with cash.
- c) Request for reimbursement must:
- d) Include the following information: date, brief description, amount to be paid, and budget line item(s),
- e) Be accompanied by the approval of a Chapter Board Member with the authority to authorize such payment; and
- f) Be accompanied by receipts.
- g) These records will then be available to assist the Audit and Finance Committee in the completion of its work at the end of the Chapter fiscal year.

7) Tips for Handling of Money by Other Chapter Members

Occasionally it may be necessary for other members to handle Chapter money, for example at Chapter events. Two people should always count the money, and both should sign the receipt verifying the amount. All monies collected should be given to the treasurer immediately.

8) Treasurer's Reporting

- a) Written Report - The Chapter's bylaws provide that the treasurer report regularly. The treasurer's written report should indicate what period of the fiscal year the report covers, the date it was prepared and who prepared it. The report should not be adopted, but filed in the treasurer's file. These reports should be given to the Audit and Finance Committee during the auditing process.
- b) Annual Report
 - i) At the close of the Chapter's fiscal year, the treasurer should close the financial records and prepare an annual financial report covering the entire fiscal year.
 - ii) The treasurer's annual report and the audit report are filed with the permanent financial records after the Chapter has formally received the audit report. It is strongly recommended that a financial management checklist be filed with the annual financial reports.
 - iii) The treasurer's annual report and the audit report are filed with the secretary's minutes after the association has formally adopted the audit report.

9) Final Steps Before Leaving Office Checklist

- a) Balancing the books to prepare for the audit.
- b) Making sure that the Chapter's books agree with the bank balance and outstanding checks, plus cash on hand.
- c) Preparing the annual report covering the term of office.
- d) Submitting IRS Form 990, 990-EZ, 990-N, 990-T, or other IRS forms if required. Preparing other reports required by the government.
- e) Arranging for the transfer of all records, reports, and files to the new treasurer. Obtaining and filing new signature cards with the bank, so that the new treasurer will be authorized to sign checks immediately.
- f) Transition all of the Treasurer's books and records to your successor.

10) The Budget

- a) Overview - The budget is an outline of estimated income and expenses for the year. The Chapter's Budget Committee appointed each year by the Board, has the responsibility of developing a budget for the Chapter. The budget committee is chaired by the sitting Treasurer and shall consist of the current and past Treasurer, current and immediate past president and two members of the Chapter. This committee is responsible for establishing the Chapter's budget for the upcoming fiscal year.
- b) Developing the Budget - Effective budgeting includes consideration of the Chapter's stated goals and planned activities, as well as the financial needs to achieve these. The committee should study the previous year's budget and treasurer's reports to determine how well that budget met the organization's needs. Next, members should determine the projected financial requirements, taking into consideration the funds needed for the approved programs, projects and leadership development. They should determine the sources of funds to meet these requirements. From this information, the committee then develops the annual budget. The budget should show the allocated expenditures for the year's activities, as well as the funds on hand and the anticipated receipts. Expenditures should equal receipts. Budgets cover a one-year period.
- c) Approving the Budget - After the budget has been drafted, the Chapter Treasurer should present it to the Board of Directors for consideration and approval. A majority vote of the members present and voting is required for adoption.
- d) Amending the Budget - Since the budget is only an estimate of the planned expenditures for the year it may be necessary, from time to time, to amend it. When there are additional expenses or a change in an allocated expenditure, the budget may be amended by a vote of the association at any regular meeting or at a special meeting called for that purpose. To amend budget item previously adopted, it is necessary to have a two-thirds vote of the members in attendance at a Board of Directors where a quorum is present.
- e) Approval of Expenditures
 - i) The adoption of the budget authorizes the treasurer to pay for routine expenses covered in the budget and then only upon presentation of properly signed invoice, vouchers, receipts, etc.
 - ii) All expenditures must be reported to the board/executive committee and included in the treasurer's regular financial report.

- iii) Any additional expenditure not provided for in the budget must be approved by the president and executive vice president of the Board. In the event of a split vote, the treasurer will cast the deciding vote.
- iv) Changes in the budget, whether in income or expenditures, must be presented as amendments to the budget.

11) Audit and Finance Committee

- a) Financial Review - Auditing involves following financial transactions through records to make sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with the Chapter's bylaws, standing rules and budget limitations. The Audit and Finance Committee is chaired by the Chapter's sitting president and is responsible for performing an annual review of the chapter's financial records. The Chapter Treasurer should not serve on this committee in any capacity to ensure that there is a complete objective review of the financial records. Using a certified public accountant (CPA) or accounting firm is not required, but is acceptable if the chapter leadership deems it necessary. If a CPA is used then a review by the chapter is not necessary.
- b) Purpose of a Financial Review – The purpose of a financial review is to provide reasonable assurance that an organization's financial statements are free of material misstatement and are prepared according to the Chapter's bylaws. A financial review assures the membership that the Chapter's resources/funds are being properly accounted for and managed within the guidelines established for their use.
- c) Financial Review Process
 - i) Review preceding year's financial report.
 - ii) Review books and records of the Treasurer:
 - (1) Copies of previous audit reports that are on file with the Treasurer;
 - (2) Cash disbursement ledger;
 - (3) Checkbook;
 - (4) Bank statements;
 - (5) Monthly financial reports; and
 - (6) Investments such as money markets, certificates of deposit, etc.
 - iii) Perform review of the following:
 - (1) Cash receipts and disbursements transactions in the cash disbursement ledger;
 - (2) Review cash receipts using deposit slips and checkbook;
 - (3) Review cash disbursements using invoices attached to bank statements and checkbook;
 - (4) Reconcile cash in bank with cash disbursement ledger and checkbook, per bank statement;
 - (5) Accounts Payable;
 - (6) Accounts Receivable;
 - (7) Membership dues paid to the Chapter;
 - (8) Investments; and
 - (9) Minutes of the board meetings to ensure that motions and voting decisions of the board have been duly recorded and verify that all designated expenditures have been appropriately approved according to the bylaws.
 - iv) Apply general and overall tests and checks to satisfy that the records represent fairly the financial position of the chapter. Some items to look for:
 - (1) Monthly bank reconciliation;
 - (2) Unexplained reconciling items;
 - (3) Unusual endorsements on checks;
 - (4) A match of check endorsements to payees;

- (5) Disbursements not supported by invoices or other documentation;
- (6) Blank checks secured in a safe place;
- (7) Deposit ticket dates timely with dates received by bank;
- (8) Timeliness of deposits based on known dates of events; and
- (9) All invoices paid by check and not cash.

d) Final Report

- i) After any errors have been corrected by the treasurer and the president is satisfied that the financial accounts are correct, sign and date the annual report using a different color ink: "Examined and found correct. (Name), (date)."
- ii) If all is in order, the Audit and Finance Committee should prepare a report and should sign it. A sample report might read, "The auditing committee has examined the records of _____ the ARMA NNJ Chapter for the period of (time covered) and found them to be correct. Balance on hand: \$_____. " (signatures of committee)
- iii) The report and any accompanying notes or schedules should be provided to the following board members and presented at the first Board of Directors meeting that follows:
 - (1) President;
 - (2) Executive Vice President;
 - (3) Treasurer; and
 - (4) Secretary.
- iv) The Audit and Finance Committee also must submit a report in the event that there are not adequate records available to conduct a proper accounting of the association's funds. A sample report might read, "The financial review committee has examined the records of _____ the ARMA NNJ Chapter and found that more adequate accounting procedures need to be followed so a more thorough financial review can be given." The Audit and Finance Committee should indicate the information that is needed.
- v) The financial review must be officially adopted by the Chapter's Board of Directors and must be included in the Chapter's minutes. If the report states that additional information and verification is needed, the requested information should be provided by the treasurer.

12) Filing Requirements - The Chapter is required to complete a file a Federal Tax 990 Form at the end of each fiscal year. The completed and signed Federal Tax 990 Form must be sent to ARMA International HQ by August 1. If we miss this deadline, we will be required to file our own return. The Chapter is then subject to fees and fines from the IRS for filing separately. It's to the Chapter's advantage to get this form completed so that we can file through ARMA International's group return. Copy of the form and instructions can be located on <http://www.arma.org/Leadership/Finances.aspx> page.

Board Member Conference Funding

1) Official Chapter Representative

Budget permitting the Chapter will set aside sufficient funds for the Chapter's Leadership to be represented at each of the annual ARMA International and ARMA Regional Leadership Conferences (the "Conferences") by an official Chapter Delegate as defined below.

- a)** The "Official Chapter Delegate" is defined as follows:
 - i)** The Chapter President will be considered the official delegate of the Chapter at the Leadership Conference.
 - ii)** Either the Immediate Past President or Executive Vice President may be designated the official to replace the President if he/she is unable to attend.
 - iii)** If none of the President, Executive Vice President or Immediate Past President are able to attend the Leadership Conference, another Board member may be selected to attend as the official delegate of the Chapter.
 - iv)** In the event, the President, Executive Vice President or their designee cannot attend the conference or alternatively, do not need financial assistance to attend the Conference, the Chapter may elect to provide full or partial funding to other board members as outlined below. The amount and disposition is entirely dependent upon availability budgeted funds and the Chapter's financial status. The decision to make funds available will be at the discretion of the President, Executive Vice President and Immediate Past President.

2) Other Board Members

In the event that the President , Executive Vice President or other designated Chapter Delegate (i) cannot attend the conference or alternatively, or (ii) do not need financial assistance to attend the Conference, the Chapter may elect to make the remaining funds available to other current Board members to help offset the cost of attendance at the Conferences.

- a)** Board Members must notify the Chapter President of their interested in obtaining funding no later than:
 - i)** September 15st for the ARMA International Conference; and
 - ii)** May 15th for the ARMA Regional Conference.
- b)** All sitting Board members are eligible to request assistance. The Chapter assumes that only those individuals who cannot obtain full funding from their employer will apply.
- c)** The amount of funding will vary from year to year.
- d)** Available funds will be equally divided among the board members requesting assistance.

3) Expenses

a) Board members are expected to exercise discretion and judgment when incurring expenses. It is the responsibility of each Board member to minimize expenses whenever possible. Board members attending the Conferences may only claim reimbursement for those allowable travel or entertainment expenses reimbursed by their employer.

b) Reimbursable Expenses

- i) Conference registration cost (based on established early bird registration rate where available);
- ii) Awards Luncheon at annual conference;
- iii) Airfare and hotel expenses, only if those costs are not covered by the attendee's employer.

c) Non-Reimbursable Expenses

- i) Board members are responsible for expenses related to non-business portions of any trip, and for expenses incurred by family members or other guests travelling with Board members.
- ii) No expense reimbursement is available for meals or entertainment.
- iii) While hotel accommodations are reimbursable any incidentals, i.e. mini-bar, etc. are the Board member's financial responsibility.
- iv) First/Business class air/train upgrades are not reimbursable.

d) Reimbursement

Request for reimbursement must:

- i) Include the following information: date, brief description, amount to be paid, and budget line item(s),
- ii) Be accompanied by the approval of a Chapter Board Member with the authority to authorize such payment; and
- iii) Be accompanied by receipts.

Chapter Refund Policy

If a registered guest cannot attend an ARMA NNJ event that may send a substitute but must inform us at events@armannj.org. Substitutes may be required to pay the difference between the member and non-member price where applicable.

If they still need to cancel their registration they must contact the Treasurer of ARM ANNJ Chapter to cancel registration and request a refund.

The following refund policy will apply:

- 100% refund at least 48 hours prior to an effect
- 50% refund at 24 hours prior to an event
- 0% refund the day of event or if no notice is received.

We will offer them the opportunity to apply the registration fee to another event in the same fiscal year without penalty if they notified us at least 24 hours in advance.

Standing Meeting Rules (based on Robert’s Rules of Order)

AGENDA ITEM	DESCRIPTION
Call to Order	<ul style="list-style-type: none"> ✓ The Secretary or other president officer will take attendance and bring the meeting to order. The meeting may only proceed if a quorum is present. A quorum for the Chapter requires a minimum of 6 board members to be in attendance. ✓ If no quorum is present and there is no hope of getting one soon, the president can call the meeting to order to satisfy the bylaw requirement that the meeting is held and then announce that there is no quorum and adjourn the meeting. Alternatively, the president may call the meeting to order and make a motion to postpone or reschedule the meeting. But this is the only motion that may be made without a quorum. ✓ Appointed position are not considered in determining a quorum.
Minutes of Previous Meeting	<ul style="list-style-type: none"> ✓ Minutes are to have been circulated at least 5 business days prior to the meeting to allow sufficient time for review. ✓ Secretary asks for any comments on the minutes. ✓ Takes note of any needed revisions/updates. ✓ Then calls for approval of the minutes [as edited] by a show of hands. ✓ Majority rules.
President’s Report	<ul style="list-style-type: none"> ✓ Brief overview of developments since last meeting including updates from HQ and Regional
Treasurer’s Report	<ul style="list-style-type: none"> ✓ Treasurer distributes current P&L and Statement of Accounts. ✓ Highlights any variations from the budget. ✓ As appropriate, makes a motion for approval of budget changes. ✓ Once all questions are addressed, if there are no motions before the Board the report is simply accepted. No vote is required.
Committee Reports	<ul style="list-style-type: none"> ✓ Committee Chairpersons are to submit a written report to the other members of the Board at least 48 hours prior to a board meeting so that they have adequate time to review it. ✓ Please bring at least three copies of your report with you to the meeting so that you can provide it to the President, EVP and Secretary for inclusion in the Chapter’s books and records. ✓ The Secretary may ask the assembly if they have questions for the Chairpersons on the reports they reviewed. Discussion should be limited to 5 minutes and if necessary tabled for further discussion.

AGENDA ITEM	DESCRIPTION
	<ul style="list-style-type: none"> ✓ The officers and standing committees do not need to give a report at every meeting. However, if you need to raise an item at the meeting for discussion or to offer a motion it must be placed on the agenda by notifying the Secretary at least 48 hours prior to the meeting.
Unfinished Business	<ul style="list-style-type: none"> ✓ Unfinished business is a motion or topic that was under discussion at the time that the previous meeting adjourned. This will happen since we're putting a hard stop to our meetings so that board members will be available to greet members at the Chapter Events, circulate, network and promote the Chapter.
New Business	<ul style="list-style-type: none"> ✓ New business proposes an issue that is new to this meeting. It may be something not discussed before or something that was defeated at a past meeting (or even at the last meeting).
Action Items	<ul style="list-style-type: none"> ✓ The secretary will read back to the group any action items that have resulted during the meeting including the name of the person who committed to taking that action and the timeframe in which they said they would complete it.
Announcements	<ul style="list-style-type: none"> ✓ This provides a window of opportunity for Board members to share announcements about non-Chapter related business, e.g., another chapter's events, a community or charity event, kudos, etc.
Adjourn	<ul style="list-style-type: none"> ✓ When the agenda items are finished and the assembly has no further business to propose, it's time to adjourn.

Making a Motion to the Board

- ✓ **Your motion** should be specific, unique, concise and contain all the relevant details.
- ✓ Prepare yourself ahead of time if possible.
- ✓ Open your motion with "I move..." You can try saying "I move to..." or "I move that..." This is the equivalent of saying "I propose."
- ✓ Address your motion to the entire Board, not just the President or other presiding officer.
- ✓ Make no more than one motion at a time.
- ✓ Wait for your **motion to be seconded**. With few exceptions, all motions must be seconded by another member of the Board. This is to ensure that the Board does not spend time evaluating a proposal which only one member favors, and it's why effective delivery is so crucial.
- ✓ In a formal setting, they will say something along the lines of "I second the motion," or even just "I second."
- ✓ Allow the **presiding officer to state** the question. Once your motion is seconded, the President or other presiding officer will re-state it. This is called "stating the question."
- ✓ Until the President or other presiding officer does this, your motion is not formally up for the Board's consideration.
- ✓ **Engage in the debate**. Once the presiding officer has stated the question, the Board can debate it. Typically, only one member can speak on the question at any given time, and they can only speak twice if there is no other member who has not yet spoken who would like to speak.
- ✓ You can participate in the debate.
- ✓ Other members may make secondary motions to amend the primary motion.
- ✓ **Vote**. Once the debate has run its course, the President or other presiding officer will ask who is in favor of the motion and count the affirmative votes. There will be no call for negative votes.
- ✓ The President or other presiding officer does not vote at this point in time.
- ✓ If the number of affirmative votes indicates an even split in the Board, the presiding officer may then reopen the motion for discussion or cast the deciding vote.
- ✓ Allow the President or other presiding officer to state the **result of the vote**. They should announce the result, instruct the officer or member to take action, ask the secretary to record the decision and introduce the next item of business.

Creating the Agenda

- ✓ Using the outline provided here for the basis, the secretary is charged with preparing the agenda. When preparing the agenda, review the minutes and agenda of the previous meeting, looking for things that weren't accomplished; consult the bylaws or other rules of the organization for business that is to be done at specific meetings, like nominations and elections; and check with the officers, committee chairpersons, and appointed persons to see if they have business to add to the agenda.
 - ✓ Call to Order
 - ✓ Minutes of Previous Meeting
 - ✓ President's Report
 - ✓ Treasurer's Report
 - ✓ Committee Reports
 - ✓ Unfinished Business
 - ✓ New Business
 - ✓ Announcements
 - ✓ Action Items
 - ✓ Adjourn
- ✓ In agenda planning, look first for unfinished business, which is any motion that was pending at the last meeting when the meeting adjourned. Pending means that the motion wasn't voted on but was being discussed when the meeting was adjourned. Next is any item that was on the agenda of the previous meeting under unfinished business that the members did not have time to take up before adjournment. Third are motions that were postponed to the previous meeting but the members didn't have time to discuss. Fourth are motions that were postponed to the present meeting.
- ✓ In addition to the minutes, the person preparing the agenda has a number of resources to consult, namely the participants themselves. Consulting the board members or other officers ahead of time about the agenda items can save time. For example, when filling in the specifics under "reports of officers, boards and committees," the secretary or whoever prepares the agenda should ask the appropriate people whether they have anything to report. Only those who have reports to give are put on the agenda. Doing this saves time during the meeting because the president calls on only those who have a report to give.
- ✓ Under "new business," the person preparing the agenda should ask the board members or other officers if they have something that they want to put on the agenda before the meeting. We have a rule that these must be submitted at least 48 hours in advance but don't wait for them – you're better off reaching out and asking for their input. When there is no new business on the agenda, during the meeting the president officer will ask, "Is there any new business?"
- ✓ Get the agenda distributed by email prior to the meeting. This will provide participants with information so that they can prepare for the meeting. That doesn't mean you can't update or change the agenda before the meeting. In other words, the agenda is not binding on anyone. Items can be added before the meeting, as well as during the meeting by a motion, a second and a two-thirds vote. Remember that an agenda is just a suggested outline or structure for the meeting. Things can change between the time the agenda is mailed and the time that the meeting takes place.

Event Registration Procedures

PRE-Event

- ✓ Ensure that you have printed name tags available for all registered participants.
- ✓ Bring additional name tags and markers with you to accommodate walk-ins.
- ✓ Print out a list of the registered attendees so that you can check them in on arrival.

DURING-Event

- ✓ Volunteers should be prepared at the venue to begin taking registrations no less than 30 minutes prior to the start of an event and will be tasked to staff the registration table until 30 minutes after the event has started.
- ✓ Pay at Door
 - For attendees who have opted to pay at the door be sure to collect their attendance fee.
 - Indicate on the list of attendees that they've paid and how, i.e., check or cash.
 - If paying in cash, issue a receipt using the pad provided by the Chapter for that purpose.
- ✓ On occasion, event registration may include limited free refreshments. In that instance, you'll be tasked with distributing "drink" tickets to attendees as they check in. No less than two days before an event, please confirm with the event organizer what will be required.

POST-Event

- ✓ At the end of each event, funds collected are to be turned over the Chapter Treasurer, or in their absence either the Executive Vice President.
 - The monies collected should be counted by both of you in the presence of the other; and
 - Noted on registration sheet.
- ✓ Treasurer (or designee) is responsible for deposit funds in Chapter accounts.
- ✓ Gather name tags and breakdown registration table.
- ✓ Transfer registration materials to staff for next event sufficiently head of time to allow them to prepare for the upcoming event.

ROLES AND RESPONSIBILITIES

Board of Directors

The Board of Directors is the governing body for the Chapter. It is comprised of the President, Executive Vice President, Immediate Past President, Secretary, Vice President of Professional Development, Vice President of Sponsor Relations, 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.

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 2 years immediately following term(s) as President.

- 1. Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
- 2. Report information, instructions, recommendations and suggestions received from ARMA International headquarters to the directors, officers and committee chairpersons.
- 3. Report names of the chapter officers and chairpersons to HQ and the Region Manager.
- 4. Represent the chapter in relations with other professional, business and service organizations.
- 5. Represent the chapter in relations with the region and the Association.
- 6. Acknowledge letters and other correspondence addressed to the chapter and route to the appropriate chapter officer, director or committee chairperson for proper handling. May prepare letters/e-mail, and other official communications of the chapter.
- 7. Maintain current policies and procedures and ensure that the successor knows how and where to access them.
- 8. Plan to attend ARMA International's Annual Conference and Expo in the fall, as there is a Chapter Leadership Day intended to provide chapter officers an in-depth look at the issues and resources affecting the chapters.
- 9. Receive and review bank statements before giving them to the Treasurer for reconciliation.

10. Receive and review escrow monies and statements before giving them to the Treasurer for recording and the Membership director for updates.
11. Ensure the 990 Form due to HQ in August has been completed and sent.
12. Appoint committee chairpersons and members as instructed per the chapter's bylaws and/or policies and procedures.
13. Communicate with committees and assist in special projects.
14. Receive reports from the committees and obtain the necessary action by the board. Forward these reports to the Secretary for the chapter records.
15. Ensure that the Awards Committee Chairman timely submits applications to ARMA International headquarters as directed by the Board.
16. Prepare special reports on chapter activities at the request of the Region Manager.
17. Represent the chapter in relations with the region and the Association.
18. In concert with the chapter Board of Directors, complete the Chapter Visit Report to let the Region Leadership and ARMA International HQ aware of issues and what can be done to assist the chapter.
19. Attend the Region Leadership Conference and encourage participation of other Board members and potential board members at the Leadership Conference.
20. The chapter should share with the Region Manager and Coordinators its executive minutes, treasurer's reports, and any other ideas emanating from the chapter.
21. It is the President's duty to preside at regular and special meetings of the chapter, issue calls for meetings of the Board of Directors, and prepare the agenda and forward it to Board members with the meeting notice. They are also expected to conduct meetings of the Board of Directors. As the chapter President is the main communication link between the chapter and the members, it is important to understand the roles of the chapter and HQ concerning membership.
22. Get new members involved right from the start. Educate them about ARMA, the chapter and goals that have been established for the year. Let them see where they fit in and how their involvement will enhance and expand the profession.

Executive Vice President (or Co-EVP's)

The Executive Vice President is usually the second executive officer of the chapter. It is advisable that the Executive Vice President read and understands all parts of the chapter and ARMA operations, as it is vital to the success of the chapter.

1. In the absence or disability of the President, the Executive Vice President performs all the duties of the President. The Board of Directors or the President may delegate other powers or duties to the Executive Vice President. It is advisable that the Executive Vice President be familiar with all duties of the President in the event he/she must act in the President's absence.

2. In all ways, the Executive Vice President assists the President in the executive direction of chapter affairs.
 3. The Executive Vice President may be assigned specific duties — preferably, responsibilities where he/she has had no previous exposure — in order to obtain experience that will be for a potential President.
 4. The Executive Vice President may act as chairperson of a standing committee.
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Vice President Professional Development

The Vice President of Professional Development is the Chairman of the Program Committee. The main responsibilities of the Vice President of Professional Development and the committee are:

1. Set the educational tone for the chapter and be responsible for ensuring that the meetings are a useful source of information for members.
2. Arrange programs for monthly general membership meetings to carry out the general theme of records and information management and professional development.
3. Maintain updates to the program schedule.
4. Appoint the Program Committee members and direct the activities of the committee.
5. Arrange for speakers, tours, films, etc. for each regular chapter meeting.
6. Negotiate meeting contracts with the meeting facility, if necessary, 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.
7. Arrange for speakers, tours, films, etc., for each regular meeting.
8. Keep programs scheduled for a year in advance. It is advisable to have one or two backup programs/speakers in case of emergency.
9. Distribute announcements of all meetings at least two weeks prior to meeting date.
10. Provide a copy of the program, including a full description of the topic and a small biographical sketch on the speaker(s) to the Newsletter Editor and/or Webmaster.
11. Attend and report the status of programs information at monthly Board of Directors meetings.
12. 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.
13. Provide a list of attendees to the VP of Finance and Newsletter Editor.
14. Communicate inclement weather policy during winter months and post the information on the web site.

15. 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.
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Vice President Sponsor Relations

The Vice President Sponsor Relations is a joint position to be held by one vendor member and one-RIM member. Working together, the Vice Presidents of Sponsor Relations are responsible for building relationships with a number of key partners of the Chapter and administering the Chapter's Vendor of the Year Program.

1. The Vice President, Sponsor Relations Member may not be affiliated with a prospective vendor, consultant or other Record Management or Information Governance service provider and will be co-chairperson of the Sponsor Relations Committee.
 2. The Vice President, Sponsor Relations Vendor shall be affiliated with a vendor, consultant or other Record Management or Information Governance service provider and will be the co-chairperson of the Sponsor Relations Committee.
 3. The Sponsor Relations Committee establishes and implements an annual sponsorship and advertising campaign for the Chapter which includes:
 - Establishing advertising rates for Chapter publications including the Newsletter and the Chapter's website;
 - Promoting financial sponsorship of Chapter events and the advertising in the Chapter's publications;
 - Tracking sponsorship agreements and seeking out new ways to engage sponsors;
 - Ensuring that the Chapter meets its sponsorship obligations; and
 - Administering the Chapter's Vendor of the Year Program.
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Vice President Membership

The Membership Director is responsible for the continued growth of the chapter and the Association by adding to the membership; and retention of membership within the chapter and the Association.

1. Maintain a current membership roster at all times.
2. New Members Who Joined the 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.
3. 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 will forward this to the Vice President Membership for follow-up and so they can encourage this individual to join their chapter.

4. 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.
5. General inquiries: At times, anyone on the Board may receive an inquiry about the Chapter and will 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.
6. Assemble all material for new members' kits and present them to new members at Chapter Membership Meetings or when convenient.
7. Welcome and introduce new members when they attend a meeting.
8. Maintain liaison with members to see that they are properly oriented to Chapter activities and are active in attending monthly programs.
9. Write-up a profile on new members for the newsletter.
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. May delegate tasks to members of the Membership Committee as required.
12. 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.

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:

1. Record the minutes of all Chapter Board of Directors meetings and membership meetings. Be responsible for their custody.
2. 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 NNJ internet site.
3. Keep a file with all reports provided at the meeting with the minutes.
4. E-mail last month's minutes to Board of Directors members for review prior to the monthly Board of Directors meeting.

5. Appoint a Secretary pro tem in case of a known absence from a Board meeting.
 6. Acknowledge and prepare letters and other communications as required on behalf of the Chapter.
 7. 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.
 8. 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 Historian at the end of each fiscal year.
 9. Forward communications the Chapter receives such as thank you notes, etc. to the Chapter Historian to keep per the Chapter Retention Schedule.
 10. 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.
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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 vouched and approved expenditures. The Treasurer should serve as Chairman of the Budget Committee.

1. Deposit all receipts, membership dues, fees from meetings, etc. Record receipts in a journal and in a checkbook register with the following information: date, from who received, items covered, and the amount. Deposit receipts are kept for record. Please see the chapter retention schedule for financial records requirements.
2. Maintain a book of accounts showing receipts and expenditures, which are open at all times for inspection by the Board, officers and membership.
3. Pay by check all the approved bills of the chapter. All payments should be accompanied by an invoice.
4. Prepare a chapter financial budget for approval by the chapter Board of Directors.
5. Request a budget from each committee chairperson so a budget for Board approval can be prepared.
6. Direct the Board's attention to expenses that are running over budget appropriation.
7. May serve as budget chairperson for any chapter programs/seminars.
8. Reconcile monthly bank statements and attach all receipts to cancelled checks. The President should receive and review the statements before forwarding them to the Treasurer as a security precaution.
9. Prepare a monthly balance sheet and account statement for distribution to Board members.
10. This report should show the previous month's balance, all deposits for the current month, all disbursements for the current month, and the current month's balance.

11. These financial statements are filed with the monthly bank reconciliation.
 12. Prepare annual chapter financial information forms at the end of the fiscal year. This document is called the Group Authorization 990, and is a requirement from the IRS.
 13. Furnish all financial records for the annual audit to the Audit and Finance Review Committee.
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Immediate Past President

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

1. Assist the Board of Directors in the maintenance of continuity from one administration to the next.
 2. Assist the President with his/her duties as needed.
 3. Assume the duties of the President in the absence, resignation or disability of the President.
 4. Serve as Chairperson of the Nominating Committee.
 5. Serve as Chairperson of the Awards Committee.
 6. Perform other duties as assigned by the President and/or Board of Directors.
 7. Serve on committees, as needed.
 8. 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.
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Directors

Each of the Chapter's Board Directors will provide advice and consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives. In addition, each Director will have responsibility for the support and oversight of the Chapter's significant development areas.

APPOINTED POSITIONS

CRM Liaison

1. The CRM Liaison would work with the VP, Professional Development and would be responsible for promoting the CRM designation for Chapter membership; encourage and support candidates throughout the application and testing process including the organization of meetings and study groups.
 2. Responsible for obtaining pre-approval where possible on the Chapter's education seminars and workshops
 3. Responsible for recognizing new CRMs.
 4. Responsible for identifying potential CRM candidates and where appropriate coordinating the Chapter's CRM Preparation Workshops.
 5. The CRM Liaison position may only be held by a member in good standing as a CRM.
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Historian

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

The Librarian of the Chapter shall maintain and support the ARMA NNJ Chapter Library Resources, which are to be used by the ARMA NNJ Chapter's membership for their education, development and growth. The library will consist of books, CDs, DVDs, periodicals, etc. or such other media as may become available.

1. Responsibilities will include responding to member requests for materials;
 2. Maintaining a current index of materials on the Chapter website;
 3. Developing a budget and purchase plan annual for new materials to support the Chapter's educational needs.
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Newsletter Editor

The Newsletter Editor shall be the Editor of the ARMA NNJ Newsletter or any other official publication of the Chapter. The Newsletter Editor is responsible for sourcing/developing newsletter content and creating a newsletter for distribution to the Chapter members. The Newsletter Editor will:

1. Identify content which may include member profiles, photos, summaries of past programs and events, current educational offerings, records and information management related educational articles, publication reviews, etc.;
 2. Project manage content into the newsletter layout and manage the distribution of the newsletter;
 3. Meet the newsletter schedule based on the guidance of the Board of Directors;
 4. Seek out continuous improvements such as alternatives to existing means of distributing content; and
 5. Assist the Board of Directors with other promotional information distribution as required (e.g. RIM month, monthly program information, etc.)
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Technology Liaison

The Technology Liaison shall be responsible for the continuing education of the Board of Directors with respect to changing technology and its applications to ensure currency and relevancy with the technology as it applies to the Chapter and with the Social Networking capabilities that are emerging throughout the public and private domains.

1. Responsibilities include development, maintenance and reporting on all aspects of the ARMA NNJ Website; and
2. Maintaining a Chapter presence on relevant social media outlets, such as, Facebook and Linked In, as may be appropriate.

STANDING COMMITTEES

The President, with Board approval, shall appoint any additional standing committees that he/she deems necessary.

Awards Committee

The Awards Committee shall be chaired by the Immediate Past President. The committee promotes participation in chapter activities and ensures that members and the chapter are recognized for achievement and contributions to the information management profession.

1. Formally recognize and award members for their individual achievements.
2. Supply certificates of appreciation.
3. Keep records of members' achievements based on chapter's requirements to qualify members for Chapter Member of the Year Award.
4. Prepare all other submission for any Association Awards.
5. Begin planning for awards at least 2 months prior to the last program meeting.
6. Service pins (i.e. 5-year, 10 year, 15 year, etc.) - Work with Chapter President to identify who is to receive service pins.
7. 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. Purchase paper stock from a local office supply store. The previous Chair of the Awards Committee should have the electronic template to use.
8. Chapter Member of the Year – This individual is recognized for being the most outstanding member of the chapter last year. The person you select for this award should be the individual who had the highest level of contribution to the chapter's activities and best supported and promoted ARMA International objectives. The Chapter Member of the Year is recognized at the ARMA International Awards Event held during the Annual Conference and Expo. Member of the Year must be selected prior to the annual end of year celebration at which they will be recognized and provided with a certificate.

Each candidate should be judged based on his or her:

- Participation in task force work;
- Participation in chapter meetings, seminars, or workshops (participation is defined here as helping to plan, arrange, conduct, or serve as speaker at these events);
- Participation in outside activities that in some way assist the chapter or advance the records management profession (e.g., teaching a course in records management, attending or speaking at seminars or workshops that relate directly or indirectly to records, information, or knowledge management);
- Publications that pertain to the chapter specifically or to the records, information, or knowledge management profession;
- Achievements within one's own company or organization;

- Attendance at chapter meetings;
- Attendance at board meetings (if a board member);
- Sponsorship of new members; and
- Bringing guests to chapter meetings.

This is not intended to be an all-inclusive list. There may be other factors, such as an individual's undertaking of a special project on his or her own initiative or at the chapter's request that the task force may wish to consider.

The chapter president or person designated by the chapter president advises ARMA Headquarters Member Services Department of the Chapter Leader of the Year's name by August 1. The name is submitted in writing on the Chapter Board Update form.

9. Chapter Leader of the Year. This individual is recognized for being the most outstanding leader in the chapter last year. In evaluating the candidates, emphasis is given to the leader's participation in and contribution to the chapter and region and/or ARMA International activities. The outstanding leader is also a person who has supported and promoted ARMA International objectives. The Chapter Leader of the Year is recognized at the ARMA International Awards Event held during the Annual Conference and Expo. Member of the Year must be selected prior to the annual end of year celebration at which they will be recognized and provided with a certificate.

Any member of the chapter's board of directors (who is a voting member of the board) or standing committee/task force chairperson who has been a member in good standing and served on the chapter board during the previous ARMA International fiscal year. Individuals cannot nominate themselves as Chapter Leader of the Year.

Only one name per chapter is to be submitted to ARMA Headquarters during any given year.

The chapter's awards committee/task force selects the Chapter Leader of the Year. There are no formal criteria by which to judge candidates as there are for other awards. The following is suggested criteria to consider in making the selection:

- Participation in chapter committee/task force work;
- Participation in board work;
- Participation in chapter meetings, seminars, or workshops ("Participation" is defined here as helping to plan, arrange or conduct these events, or serving as a speaker.);
- Attendance at chapter meetings;
- Attendance at board meetings;
- Assistance with the duties of another board member;
- Implementation of a new idea or program to improve the chapter's activities;
- Sponsorship of new members;

- Participation in Region Leadership Team and activities;
- Participation in ARMA International activities (including Board of Directors, Task Force/Task Force work, Conference); and
- This is not intended to be an all-inclusive list. The committee/task force may wish to consider other factors, such as an individual's undertaking a special project on his or her own initiative or at the chapter's request.

The chapter president or person designated by the chapter president advises ARMA Headquarters Member Services Department of the Chapter Leader of the Year's name by August 1. The name is submitted in writing on the Chapter Board Update form.

Audit and Finance Committee

The Audit and Finance Committee is chaired by the Chapter's sitting president and is responsible for performing an annual review of the chapter's financial records. The Chapter Treasurer should not serve on this committee in any capacity to ensure that there is a complete objective review of the financial records. Using a certified public accountant (CPA) or accounting firm is not required, but is acceptable if the chapter leadership deems it necessary. If a CPA is used then a review by the chapter is not necessary.

- A. Review preceding year's financial report.
- B. Review books and records of the Treasurer:
 1. Copies of previous audit reports that are on file with the Treasurer;
 2. Cash disbursement ledger;
 3. Checkbook;
 4. Bank statements;
 5. Monthly financial reports; and
 6. Investments such as money markets, certificates of deposit, etc.
- C. Perform review of the following:
 1. Cash receipts and disbursements transactions in the cash disbursement ledger;
 2. Review cash receipts using deposit slips and checkbook;
 3. Review cash disbursements using invoices attached to bank statements and checkbook;
 4. Reconcile cash in bank with cash disbursement ledger and checkbook, per bank statement;
 5. Accounts Payable;
 6. Accounts Receivable;

7. Membership dues paid to the Association;
 8. Investments; and
 9. Minutes of the board meetings. This is particularly necessary if the chapter is incorporated. Minutes help determine if all motions and voting decisions of the board have been duly recorded and verify that all designated expenditures have been appropriately approved according to the bylaws.
- D. Apply general and overall tests and checks to satisfy that the records represent fairly the financial position of the chapter.
- E. Marshall evidence and data received and prepare financial review opinion with accompanying exhibits.
- F. Prepare Report and accompanying schedules for distribution to:
1. President;
 2. Executive Vice President;
 3. Treasurer; and
 4. Secretary.

Budget Committee

The budget committee is chaired by the sitting Treasurer and shall consist of the current and past Treasurer; current and immediate past president and two members of the Chapter. This committee is responsible for establishing the Chapter's budget for the upcoming fiscal year.

A budget is not only a guide but also a working document. The Budget lays out a plan for spending those funds required to meet the needs of the Chapter's yearly activities, for obtaining funds and should allow adjustments when those estimates are not exactly accurate.

The committee should study the previous year's budget and treasurer's reports to determine how well that budget met the Chapter's needs. Next, members should determine the projected financial requirements, taking into consideration the funds needed for the approved programs, projects and leadership development. They should determine the sources of funds to meet these requirements.

From this information, the committee then develops the annual budget. The budget should show the allocated expenditures for the year's activities, as well as the funds on hand and the anticipated receipts. Expenditures should equal receipts. Budgets cover a one-year period.

After the budget has been drafted, the Chapter Treasurer should present it to the Board of Directors for consideration and approval. A majority vote of the members present and voting is required for adoption.

At each regular meeting of the board/executive committee throughout the year, the Treasurer will present a statement showing how the amounts expended to date compare with corresponding items in the approved budget.

Membership Committee

The committee is chaired by the Vice President Membership and is responsible for promoting growth of the chapter and the Association by adding and retaining membership within the chapter and the Association.

- A. Maintain liaison with members to ensure that they are properly oriented to chapter activities, are active in programs and desire to retain membership in the chapter.
 - B. Search for and approach prospective members.
 - C. Develop and assist with all chapter membership recruitment and retention activities.
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Nominating Committee

The Nominating Committee prepares a slate of nominees for the elective offices and is chaired by the Immediate Past President. The committee may secure advice from any source it desires, but the slate is determined by the committee.

- A. Prepare and finalize a list of prospective nominees and inform the nominees they have been selected.
- B. Inform the chapter Secretary of the nominees' names. The Secretary distributes the ballots to all members in good standing. Ballots should have space for write-in candidates for each position.
- C. Notify Newsletter Editor and/or Webmaster of slate of nominees for publication.
- D. Specific Duties include:
 - 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 NNJ members soliciting nominations for offices 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. Work with Technology Liaison to prepare the official ballot with the names of those nominated and e-mail to all membership in good standing announcing the Official Ballot of Nominees allowing 1-2 weeks for voting.
 - b. 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.
- 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 annual end of the year celebration and July Board of Directors Transition meeting. This meeting should be attended by all current and future Board members.

4. September - Installation of New Officers

- a. The installation of new officers should be short and dignified. The new officers should be officially installed at the annual transition meeting. The chapter may choose 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 repeat the Chapter's Oath of Office.

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.
- E. 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.

Program Committee

- A. Immediately upon appointment, 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.
- B. Review program evaluations from previous years' meetings to get an idea of what members would like more information about
- C. 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
- D. Determine 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

- E. 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. Deliver Chapter's Educational Policy.
 - e. Obtain agreement to Speaker's Engagement Agreement.
 - f. Obtain outline of speech and/or review presentation.
 - g. Verify need for audio-visual equipment.
 - h. Send out a confirmation letter to the speaker(s).
 - i. Make arrangements with a facility including:
 - (a) Get confirmation of the arrangements in writing;
 - (b) Reserve a room;
 - (c) Menu;
 - (d) Establish seating arrangement;
 - (e) Reserve AV equipment if needed by the speaker(s);
 - (f) Registration table;
 - (g) Table/podium for the speaker; and
 - (h) Prepare and provide webmaster and newsletter editor the meeting set up form at least 4 weeks prior to the event.
 - F. Day of the meeting:
 - 1. Arrange with the Membership Committee to cover the registration table.
 - 2. Introduce the speaker using their bio.
 - 3. Place program evaluations on each table. Ask attendees to fill out and leave them on the table.
 - 4. Remind attendees of the time and location of the next meeting.
 - G. Follow-up
 - 1. Send thank you letter to the speaker(s) after meeting.
 - 2. Summarize program/speaker evaluations and share with the speaker and the Board of Directors.
 - 3. Submit program summary to the newsletter.
 - 4. Obtain copy of presentation (if available) for posting on the Chapter's website.
-

Sponsor Relations Committee

Chaired by the Co-Vice Presidents, Sponsor Relations this committee is responsible for identifying vendor members to obtain funding for programming and events; and ensures that the Chapter is fulfilling its commitments to our sponsors

Special Projects and Events Committee

Chaired by the Director for Special project and Events this committee is responsible for organizing and overseeing chapter and outreach Special Events, including the annual networking event, end of year celebration; community outreach project and such other projects as will be determined by the Board.

- 1. Arranging facility, food, beverages and entertainment or other programming as appropriate

2. Preparing and providing webmaster and newsletter editor with the meeting set up form at least 4 weeks prior to the event.
 3. Emceeding the event
-

Student/Education Promotion Committee

1. Determine whether or not scholarships will be given out.
 2. If so, decide if vendors will be asked to contribute, which institutions will be included, rules, etc. Communicate offer and track responses.
 3. Include scholarship winners in the newsletter
 4. Issue invitation to winners to attend annual end of the year celebration and introduce them at the event.
-

Technology Committee

Develops and manages social media and online strategies for the chapter. Volunteers are needed to contribute to the chapter's social media and online community and monitor the internet for information related posts/news. The Committee will identify articles to be posted, stay abreast of new communications tools on the internet and make recommendations to the board as appropriate.

OTHER IMPORTANT INFORMATION

Leadership Development at Region Conference

Each region hosts a leadership conference during the months of May through August to provide chapter leaders with resources they need to be strengthen their leadership skills. Representatives from each Chapter contribute to the planning and organizing of the events to ensure an agenda that meets the need of the current leadership teams.

The Leadership conference is open to all ARMA Members who are interested in learning more about ARMA International, and who are exploring a desire to be involved in leadership positions within their local Chapter. The Leadership sessions are focused on Chapter business and skill development to nurture future ARMA leaders.

The Conference agenda is full of informative, engaging and entertaining activities including social events, leadership training from ARMA International and a representative from international with highlights of recent developments and a peek into what's ahead.

There are also plenty of opportunities to network with colleagues during the conference. The ARMA NNJ Chapter encourages your participation and, in fact, there is assistance available from the chapter if you're interested in attending. The assistance is limited and will be awarded on a first come first served basis so please reach out to president@armannj.org at your earliest convenience.

Yearly Calendar

This calendar is based on the fiscal year of ARMA International, which is July 1 through June 30.

July

- 1 – [Special Project Award](#) submissions due to HQ
- 1 – [Chapter of the Year](#) submissions due to HQ
- 1 – [Chapter Innovation Award](#) submissions due to HQ
- 1 – [Chapter Participation Award](#) submissions due to HQ

August

- 1 – [990 Forms](#) due to HQ (**US Chapters Only**)
- 1 – Chapter information due to HQ: [Chapter Leader of the Year](#), [Chapter Member of the Year](#), and [Chapter Board Update Form](#)
- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

September

- 15 - [Chapter Speaker Grant](#) applications due to HQ
- 30 - Region reports due to HQ

October

- 3-6 [ARMA International Annual Conference and Expo](#) – Washington, DC

November

- 1 – [Chapter Website of the Year Letter of Intent](#) due to HQ

December

- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

January

- 15 – [Chapter Speaker Grant](#) applications due to HQ

March

- 1 – Region activity reports due to HQ
- 31 – [Chapter Speaker Grant](#) applications due to Region Managers

April

- 15 – [Chapter Speaker Grant](#) applications due to HQ
- 15 – [Distinguished Service Award](#) nominations due to HQ
- 15 – [Christine Zanotti Award](#) nominations due to HQ
- 15 – [Company of Fellows](#) nominations due to HQ

May

- 1 – Revisions to [chapter dues](#) for next fiscal year due to HQ

June

- 1 – [Chapter Newsletter of the Year](#) submissions due to HQ

Available Grants

The following grants supported by ARMA International provide members and chapters the opportunity to enhance themselves and their chapter through some financial assistance from ARMA International. Click on the link to learn more about each program.

- [Chapter Speaker Grant](#) - is to assist a chapter in defraying the cost of a speaker's expense.
 - [Region Leadership Training Grant](#) - is to assist a chapter in sending someone to the Region Leadership Conference.
 - [Conference Education Monitor Application](#) - is to assist a member who has contributed to their local chapter throughout the year and are in need of assistance to attend the ARMA International Conference & EXPO.
-

Whom to Contact In Member Services

Below is a list of the member services staff and a quick overview of some of their responsibilities:

Beth Eland, *Member Services Coordinator*

Andrea Haley, *Administrative Assistance*

- Individual member concerns, dues payments, and membership data issues for specific individuals
- Data processing of applications, renewals, and membership data issues for specific individuals

Heather Lehmann, *CAE, Manager of Member Services*

- Chapter organizational and operational questions and support
- Key contact for all chapter/region programs
- Awards program
- Association membership recruitment and retention activities

Liz Icenogle, *Senior Manager of Government Affairs & Member Services*

- Association membership recruitment and retention activities
-

ARMA International Educational Foundation

The ARMA International Educational Foundation (AIEF) is an education and research *funding resource* affiliate of ARMA International to be used by individuals and organizations for the advancement of knowledge in the field of Information Management.

AIEF's mission is to generate and provide resources for education and research to effect positive change in how people access, use, manage, and govern records and information.

The ARMA International Educational Foundation is a funding resource for research and scholarship in the field of records and information management. The source of funds is the income earned by an Endowment being raised by concerned individuals and organizations in the profession.

<http://www.armaedfoundation.org/>

AIEF Scholarships and Tuition Reimbursement Programs

AIEF's scholarship programs encourage development of the international records and information management community with an appropriately educated records and information management workforce.

There are four programs:

- Masters and Ph.D. Scholarships - \$3,000 each
- Access Leadership Scholars Program for undergraduates - \$6,000 & \$2,000
- Undergraduate Tuition Reimbursements - \$1,000 per semester
- RIM Education Reimbursements - \$750

Graduate scholarships provide funding for candidates intent on achieving a Masters or PhD degree with a focus on records and information management disciplines. First offered in 2006, currently nine scholarships are awarded each year. To apply, click [AIEF Graduate Scholarship Application Form](#).

Access Leadership Scholars provides financial support for outstanding in-service RIM practitioners striving for positions of greater responsibility that require a college degree. Funding is provided through a grant from the ACCESS Corporation. Click [Access Scholars Application Form](#) for complete instructions and requirements.

Undergraduate Tuition Reimbursement Program provides funds to active RIM practitioners working to complete the Bachelor degree in order to advance their career in the field. To apply, click [AIEF Undergraduate Tuition Reimbursement Form](#). Currently ten scholarships are granted for the Fall Semester and ten for the Spring Semester.

RIM Educational Reimbursement Scholarship

\$750 one time reimbursements. No past awardees can reapply.

Reimbursements would be for conference fees, travel and lodging, up to \$750, for RIM related educational venues (AIIM, ARMA, MER, SAA, NAGARA, etc.). Applicants would have to submit a document listing total estimated expenses, estimated reimbursements from other sources (if any), estimated personal share of expenses (if any) and estimated request (up to \$750) for reimbursement from the AIEF.

Applicants could be college students or RIM professionals looking to enhance their educational or professional standing.

Weight would be given to applicants that demonstrate an active participation (presenter, monitor, committee

member, task force member, officer). Weight would also be given to first time attendees at conferences.

Awardees would have to submit actual expenses for reimbursement from the AIEF. Awardees would also agree to submit a photo and a brief description of the event attended and how it affected them professionally or as a student.

Contact Information

Foundation Chairman – Ray Davis – ray.davis@armalb.org – 609.790.4004

Linda Small – AIEF Coordinator – linda.small@armaintl.org



APPENDIXES

Sponsorship Opportunities



Advertise with ARMA Northern New Jersey Chapter



CONTACT US AT:
marketing@armannj.org or advertising@armannj.org

Advertising Rates



CONTACT US AT:
marketing@armannj.org or advertising@armannj.org

Advertising Request Form



CONTACT US AT:
marketing@armannj.org or advertising@armannj.org



Program Facilitator Agreement

This Agreement applies to the participation of _____ ("the Facilitator") at the ARMA Northern New Jersey Chapter ("the Chapter") Program _____ being held on _____.

The parties agree to the terms set forth in this document.

- 1. Facilitator agrees to abide by the professional ethics and educational spirit of Chapter programs, in particular, abstaining from commercializing any given product or vendor.
2. Facilitator agrees to abide by the Chapter's Education Policy (see, Attachment 1).
3. Facilitator will use material that is covered by either or both of the conditions listed below:
a. The material is the intellectual property of the Facilitator, and the Facilitator has the right to use the material for this program.
b. The material is not the intellectual property of the Facilitator, but the Facilitator has the legal right to use the material, either by receiving permission to do so from the owner of the intellectual property, or under one of the exemptions of the Copyright Law. In this case, the Facilitator will provide appropriate credit to the owner of the intellectual property.
4. Chapter retains full review and editorial rights over the presentation. Facilitator will be given appropriate time to make any requested modifications to the presentation upon review.
5. Chapter has the right to record the presentation in any audio or video format, and to distribute the materials used in this presentation by any publication method of its choosing. Facilitator will be given appropriate time to make any requested modifications should editing be required.
6. Unless agreed to otherwise in writing, the chapter will reimburse the facilitator's travel and related expenses up to _____. Original receipts must be provided for reimbursement

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____

Right of Refusal

I do not wish to accept or agree to sections 5 and 6 of this Agreement. By doing so, I understand that my presentation will not be recorded, and my handout or other supplementary materials will not be reproduced and distributed as part of the ARMA Northern New Jersey Chapter program materials distributed after the meeting.

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____



Program Set Up Form

ARMA NNJ MEETING PLANNER

DATE:		TIME:	
LOCATION:		CONFIRMED:	
SPEAKER:		AFFILIATION:	
CONTACT INFO:			
BIOGRAPHY:			
PROGRAM DESCRIPTION:			
MENU:		COST:	<input type="checkbox"/>
NOTES:			
DISTRIBUTION DATE:			
REMINDERS:	Four weeks before, two weeks before, one week before, 3 days before, day of		
SUBMITTED FOR DISTRIBUTION		DATE:	

Program Evaluation Form

Title: _____

Facilitator(s): _____

Date: _____

Please complete the following evaluation by commenting where noted and marking the appropriate box to indicate your level of satisfaction. Your feedback will help us ensure that we are meeting your needs and providing high quality educational programming.

REVIEW OF FACILITATOR(S)	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
1. The facilitator(s) appear to be well practiced, prepared and confident.	<input type="checkbox"/>				
2. The facilitator(s) taught at a pace suitable for the participants.	<input type="checkbox"/>				
3. The facilitator(s) was knowledgeable in the subject area.	<input type="checkbox"/>				
4. The facilitator(s) involved participants in activities & discussions.	<input type="checkbox"/>				
5. The facilitator(s) provided practical, useful, real-world examples.	<input type="checkbox"/>				
6. The facilitator(s) provided tools, "how-to's" and/or solutions that will be useful in my career.	<input type="checkbox"/>				
7. The facilitator(s) inappropriately promoted products/services.	<input type="checkbox"/>				
8. The facilitator(s) overall performance was effective and helped me to learn.	<input type="checkbox"/>				
REVIEW OF EDUCATIONAL CONTENT	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
9. The education content met my expectations.	<input type="checkbox"/>				
10. The education content met my needs.	<input type="checkbox"/>				
11. The education topic was timely and relevant.	<input type="checkbox"/>				
12. The learning materials (e.g. presentation, handouts, etc.) were helpful during the program.	<input type="checkbox"/>				
13. The education met all of its stated objectives.	<input type="checkbox"/>				
14. The learning materials will be a helpful resource.	<input type="checkbox"/>				
15. Would you attend another education program taught by this facilitator?	<input type="checkbox"/>				
If you answered disagree or strongly disagree to any of the above please take a moment to tell us why. Your input is valuable in improving our programs.					
What changes, if any, would you recommend for this program?					
Do you have any suggestions for future programs?					
Additional Comments:					