

# Overview of the Tidewater Chapter Committees

*Service on the following Committees are open to any Tidewater Chapter Member in good standing*



**Membership Committee:** The Membership Committee is responsible for contacting potential members and relaying information about the chapter to new members. This committee welcomes one and all to our chapter.

**Program Committee:** The Program Committee is responsible for scheduling the programs for the year. This committee schedules speakers, organizes meeting locations, makes sure all meeting materials are available for speakers, collects RSVP's and makes sure the meeting runs smoothly.



**Financial/Audit Committee:** The Financial/Audit Committee is responsible primarily for performing the annual audit of the books but will also be responsible for reviewing practices of the treasurer throughout the year when called upon. This committee may offer suggestions for ways to improve how the treasury is run.

**Seminar Committee:** The Seminar Committee is responsible for planning, organizing, and conducting the seminar. Associated with this responsibility is securing speakers, venues, menus, brochure creation and mail-out, registration related responsibilities, packet creation, organization and distribution, name tags, exhibitor responsibilities and annual raffle and door prize responsibilities.



**Member Care Committee:** The Member Care Committee is responsible for reaching out to members in need. The committee provides support, encouragement and compassion for those who suffer injuries, illnesses, loss of loved ones and other "in need" situations.

**Education Committee:** The Education Committee is responsible for the solicitation, review and selection of scholarship recipients with our local colleges. They also prepare necessary paperwork so the chapter can submit membership to ARMA International. This activity is conducted annually. In addition this committee will look at other ways to continually educate people currently in records management and help them develop.



## Tidewater Chapter Committees *Continued*



**Publicity Committee:** The Publicity Committee is responsible for getting information about our organization and our meetings out to members, prospective members, and the community. Submitting meeting information to local papers, producing promotional information, and notifying media of public service announcements as well as chapter newsletter and web page are some examples.

**Nominating Committee:** The Nominating Committee is responsible for soliciting the membership and identifying candidates to serve on the board and on the various committees.



**Bylaws Committee:** All organizations are required to have bylaws and ARMA is no different. The Bylaws Committee reviews our bylaws on a regular basis and submits changes through the proper channels for adoption.

**Charitable Events Committee:** The Charitable Events Committee is responsible for organizing the charitable events the chapter is involved in. Currently we run two charitable events each year. We hold a Food Drive in November and an “Angel Tree” fundraiser in December to provide Christmas for kids in need.



**Awards Committee:** The Awards Committee presents potential recipients of the annual awards to the board for review. They conduct the selection process for the chapter with input from board members.

**Historian:** The Historian updates the history of the chapter and is also responsible for maintaining a photographic history of the chapter. These items are available to chapter members to review throughout the year.

