Virtual Leadership Series
President/(Executive) Vice-President/President-Elect
Gene Stakhov

- ARMA Since 2007
- ARMA Metro NYC/LI Chapter:
  - President, Immediate Past President, Technology, Membership, Programming, Collaboration, Committees
- Current Northeast Region Chapter Advisor (Operations & Governance)

“BitmoGene”
President

• "The" leader
  • Face of the Chapter
  • Responsible for overall health and functioning
  • Ex-officio member of all committees (maybe some exceptions as per bylaws)
  • Understand ARMA International, Region and Chapter operational components
• Commitment!
President – General Duties

- Preside at all meetings of membership and Board of Directors*
- Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
- Report information, instructions, recommendations, and suggestions received from ARMA International headquarters to the directors, officers, and committee chairmen.
- Report names of the chapter officers and chairmen to ARMA International and the Region coordinator/representative.
- Represent the chapter in relations with other professional, business, and service organizations.
- Represent the chapter in relations with the region and the Association.
- Acknowledge letters and other correspondence addressed to the chapter and route to the appropriate chapter officer, director, or committee chairman for proper handling. May prepare letters/e-mail, and other official communications of the chapter.
- Maintain current policies and procedures and ensure that the successor knows how and where to access them.
- Plan to attend InfoCon
- Delegate and FOLLOW UP!

* Robert's Rules of Order (Newly Revised)
President – Financial Duties

- Receive and review bank statements before giving them to the Treasurer for reconciliation.
- Receive and review escrow monies and statements before giving them to the Treasurer for recording and the Membership director for updates.
- Ensure the 990 Form due to ARMA International in August has been completed and sent.
President – Committee Duties

- Appoint committee chairmen and members as instructed per the chapter's bylaws and/or policies and procedures.
- Communicate with committees and assist in special projects.
- Receive reports from the committees and obtain the necessary action by the board. Forward these reports to the Secretary for the chapter records.
- Supervise award applications process
  - Region/ARMA International deadline(s)
- The President may chair certain committees as per bylaws
  - ARMA Metro NYC/LI:
    - Chapter Leader of the Year
    - Chapter Member of the Year
    - New Member of the Year.
President – Region Duties

- Prepare special reports on chapter activities at the request of the region coordinator.
- Represent the chapter in relations with the region and the Association.
- Attend the Region Leadership Conference, whose purpose is to orient new leadership to the job of serving a chapter.

Collaboration and Sharing
- Cultivate a symbiotic relationship
- Minutes, Treasury reports, special reports/chapter activities
- Innovative ideas
President – Hacks

- Review incoming postal mail and e-mail (coordinate with Secretary)
- Check weekly for the deadlines/replies.
- Send out communications to the appropriate board or committee members for their information or action. If it pertains to more than one person, distribute as necessary.
- Delegate and follow-up tasks. Reassign if necessary.
- Break down the chapter responsibilities into small, manageable tasks. Do not overwhelm new or potential members, and do not expect them to know what to do.
- Encourage new ideas. Ask for input from the entire chapter. Be an approachable and available president. Encourage all board members to do the same.
- Share what you have learned! Share successes with the region and ARMA International leadership. Network with other chapters.
- Recognize the hard workers within the chapter. It is impossible to say, “thank you” or “well done” enough!
President-Elect

- The “Understudy”
  - The Executive Vice President is the second executive officer of the chapter.
  - Understand ARMA International, Region and Chapter operational components.
  - This is your chance to learn and plan
  - **Commitment!**
President-Elect – General Duties

- In the absence or disability of the President, the Executive Vice President performs all the duties of the President. It is advisable that the Executive Vice President be familiar with all duties of the President in the event s/he must act in the President’s absence.

- The Board of Directors or the President may delegate other powers or duties to the Vice President.

- In all ways, the Executive Vice President assists the President in the executive direction of chapter affairs.

- The Executive Vice President may be assigned specific duties — preferably responsibilities where s/he has had no previous exposure — in order to obtain experience that will be for a potential President.