New Chapter Advisory Committee Structure
ARMA International Board of Directors: May 2021 Strategic Planning

GOAL 4: Creation of a Sustainable Volunteer Structure

STRATEGY 1: Standardize Structure and Governance of Regions and Chapters

STRATEGY 2: Provide Clear Documentation of Roles/Responsibilities

Actions taken to support goal:

- Create a task force to assess the current structure, understand benefits and drawbacks and recommend operational, procedural and/or structural changes to maximize value to members
- Task Force convened – Tyrene Bada, Task Force Lead
  - Held focus group discussion meetings
  - Conducted survey of focus group participants and region directors
  - Board of Directors reviewed feedback
- Conducted interviews of Region Directors and select volunteers
- “Benchmark” against comparable associations
Options Considered at ARMA International Board of Directors
October 2021 Strategic planning meeting

1. Maintain Status Quo
2. Eliminate Regions – leverage Chapter structure
3. Revise/Reduce regional structure – from 9 regions to 4
4. Revise regional structure to fall under the purview of BoD as a committee structure.

Approved by BoD on March 15, 2022
Chapter Advisory Committee - Description

The Chapter Advisory Committee consists of approximately 12-22 volunteers to provide informational and operational support to Chapters and Chapter Leaders. The Chapter Advisory Committee will be responsible for providing guidance on chapter leadership roles, mentorship for current and future chapter leaders, and provide direct support on chapter questions/needs. The committee would be responsible for carrying out any additional policies and practices as established by the ARMA International Board of Directors.

- The Chapter Advisory Committee will provide content and presenter support for virtual and in-person Chapter Leader training programming.
- The Chapter Advisory Committee will provide guidance and support in identifying, organizing and chartering of new Chapters.
- The Chapter Advisory Committee will consist of a Chair, 12-20 Committee Members, and Board Liaison. A member of staff will be designated as an ex-officio member of the committee, as appointed by the Executive Director.
Chapter Advisory Committee - Procedures

The Chapter Advisory Committee will consist of a Chair, Committee Members, and Board Liaison.

- **Chair**: Responsible for running regularly scheduled meetings of the committee, carrying out the goals and responsibilities as established by the ARMA International Board of Directors, and ensuring ARMA chapters receive direct support by committee members.

- **Board Liaison**: Responsible for ensuring the committee receives any directional changes as established in the organizations strategic goals and providing committee feedback and recommendations to the Board of Directors.

- **Committee Members**: Responsible for providing direct support to identified chapters and those chapter leaders. Committee Members will be assigned designated chapters to provide direct support, while bringing back to the committee best practices and recommendations to help ensure consistency of support for all ARMA chapters.
Chapter Advisory Committee – Position term Lengths

◎ Committee Chair: To be nominated by the Board President and appointed by vote of the ARMA International Board of Directors to serve for a two-year term with the opportunity to serve for one additional term.

◎ Board Liaison: To be appointed by the Board President in consultation with the Board of Directors.

◎ Committee Member: To be filled based on application and outlined qualification requirements, established by the ARMA International Board of Directors, and selected by Chair and Board Liaison. Positions will serve for a two-year term with the opportunity for one additional term.
Chapter Advisory Committee - Position Job Descriptions

**Committee Chair**

- Coordinate with board and headquarters to communicate association’s strategic plan to chapters.
- Assist headquarters staff in planning and implementing chapter leadership training opportunities throughout the year.
- Coordinate committee members to ensure the appropriate level of support for each chapter.

**Board Liaison**

- Serve as liaison to the committee and ARMA International Board of Directors, with monthly reporting to the board on committee updates and recommendations, and providing the committee with updates on strategic planning, upcoming board initiatives and any other items as needed.
Chapter Advisory Committee - Position Job Descriptions

Committee Members

- Provide a communication link between chapters, committee, and the Member Services Department at ARMA International Headquarters
- Provide assistance and direction to chapters and chapter leaders and assist in charter of new chapters per standard procedures.
- Assist headquarters staff in planning and implementing chapter leadership training opportunities throughout the year.
- Meet with chapters in need of support, direction and/or problem resolution as needed
Timeline of Events

Feb 2021-Jan 2022:
- Step 1: Define goals of regions and how they are utilized to support chapters and ARMA
  - Development of Region/Chapter Task Force
  - Outline goals of transition and opportunities to better support volunteer leaders
- Step 2: Develop structure and policy on regional committee
  - Define roles and responsibilities of committee members
  - Outline transition process for current region structure, articles of incorporation and bank accounts

Feb-Apr 2022:
- Step 1: Review recommendations with Board of Directors (Feb 24)
- Step 2: Present to Region Directors for feedback (today)
  - Incorporate feedback into recommendation to board
- Step 3: Board formally adopts motion to proceed with revision of regional structure and creation of a Chapter Advisory Committee (March 2022)
- Step 4: Communicate upcoming changes to all Region Boards, Chapter Leaders, Members
  - Transition processes with region teams
  - Upcoming Region Leadership Conferences
- Step 5: Plan for Volunteer Leadership Training at InfoCon 2022

May-October 2022: Implementation of Structure
- Step 1: Implement transition
  - Training on new structure to region volunteer and chapter leaders
  - All policies and manuals updated
  - Call for Volunteers and qualifications outlined for committee members
Region Leadership Conferences Summer 2022

- Proceed as planned
- Board Officer in attendance
- ARMA Membership Team in attendance
Transition Timeline

- March 15, 2022: Board vote of policy changes and resolutions at board meeting with June 30, 2022 effective date.
- April 1, 2022: Committee chair appointed by BoD; Board liaison appointed.
- May 1, 2022: Applications are open for committee positions.
- June-July 2022: Current region boards complete RLC’s (Region Leadership Conference) both virtual and in-person.
- August 1, 2022: Deadline for region board transfer of assets to ARMA International.
- August 2022: First meeting of the Chapter Advisory Committee and committee roles identified.
- October 1, 2022: All transitions are complete, and the Chapter Advisory Committee is fully operating.
Summary

- Addresses many of the asks by volunteers and leaders around needing additional support, volunteer burnout, not wanting to manage financial budgets or event planning.
- Direct communication and accountability pipeline between the board of directors and committee.
- More customizable support for chapters in need and identifying areas of focus where we can develop more chapters.
- Accountability for budgeted funds and their usage.
- Equal level of support for all chapters based on ongoing needs.
- Continued direct training and support for chapter leaders.
- Additional event and educational support some regions have provided will be incorporated through ARMA International and educational committee opportunities as well as international partnerships.