

**POLICIES HANDBOOK:
ARCHIVES/RECORDS MANAGEMENT ROUNDTABLE**

A. SCOPE OF RESPONSIBILITIES

1. The Archives and Records Management Roundtable, also known as ARMRT, serves to enable its members to meet and engage in networking, share resources and expertise, and foster ideas for outreach opportunities with state librarians.

B. MEMBERSHIP

1. Membership is open to any member in good standing of the North Dakota Library Association.
2. Voting privileges are in accordance with Art. I, Sec. 1 of the NDLA Bylaws.

C. REPORTS

1. The Chair or the designated representative will attend each Executive Board meeting and the Annual Conference.
2. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

D. BUDGET

1. The Chair will prepare a budget request for the Finance Committee at their request.
2. The budget request should include expenses for travel to Executive Board meetings, fees, grants, or special assessments under consideration by the Roundtable.

E. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

F. CHRONOLOGICAL GUIDELINES

1. September

- a. Chair attends Pre-Conference Executive Board Meeting.
- b. Chair conducts ARMRT Annual Business Meeting.
- c. Chair and Incoming Chair attend the Executive Board meeting at the conclusion of the Annual Conference.

d. Chair submits budget request to the Finance Committee.

2. November-December

a. Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

3. January-March

a. Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

b. Review Policies Handbook; forward proposed revisions to the Constitution, Bylaws & Policies Committee.

4. April-May

a. Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

5. August

a. Prepare the written Annual Report for distribution at the Annual Conference.

Approved by the Executive Board: August 26 2015.