



Records Officer Forum Board Charter

Purpose

The Records Officer Board serves to unite fellow Records Officers to strengthen records management throughout the state of Washington.

Board goals

1. Prioritize, communicate, and work to ensure continuity, cooperation, and consistency of records management standards.
2. Support and champion fellow Records Officers.

Board Objectives

1. The board is expected to offer recommendations to Secretary of State for changes or improvements that will benefit the records management community.
2. Members serve voluntarily and will constitute a cross-section of the community including state agencies, boards, and commissions.

Board Responsibilities

- The board shall limit its activities to matters that directly concern records management.
- Ensure compliance with records management statutes.
- Support career development and growth.
- Establish subcommittees to address initiatives and concerns.

Guiding Principles

- Value team members and commitment to the group.
- Complete assignments on time.
- Show up prepared and engaged.
- Display professional courtesy during meetings:
 - Respect all participants.
 - Listen while others are speaking and seek to understand each other's point of view.
 - Provide members an equal opportunity to speak on a topic.
 - Be positive and constructive.
 - Focus comments on the process, not the person.
- Engage in strategic and creative thinking for decision-making.
- Support each other at meetings and throughout the course of daily business.
- Support decisions made by the group.
- Value the confidentiality associated with the discussions that take place at meetings.

Schedule

Forum will be held every other month, starting in January. The subcommittees will meet as needed.

Roles and Responsibilities

| Role | Responsibilities |
|-----------------------|---|
| Board Chair | <p>Plan board and forum meetings in coordination with the Administrator.</p> <p>Communicate decisions to Forum.</p> <p>Represent Forum decisions to Secretary of State, WaTech, and other stakeholders.</p> <p>Chair is a non-voting member.</p> <p>Chair will serve for one-year term.</p> |
| Board Administrator | <p>Document discussions, agendas, minutes, and maintain files.</p> <p>Coordinate meeting topics and guest speakers.</p> <p>Maintain charter.</p> <p>Administrator is a non-voting member.</p> <p>Administrator will serve for one-year term.</p> |
| Meeting Host | <p>Schedule meetings for forum.</p> <p>Ensure room is equipped for meetings.</p> <p>Clean up after meetings.</p> <p>Can vote.</p> |
| Forum Members | <p>Forum members are defined as members who have been appointed for their agency/board/commission as either Records Officer, per RCW 40.14, or Public Disclosure Officer, per RCW 40.52.</p> <p>See guiding principles.</p> <p>Can vote.</p> |
| Subcommittees Members | <p>Each subcommittee will have at least 3 members and no more than 10.</p> <p>Members can be voting or non-voting members.</p> |
| Forum Guests | <p>Guests are defined as those who have not been appointed as Records Officers or Public Disclosure Officers. This includes vendors.</p> <p>Guests are not allowed to vote; however, they are allowed to provide input.</p> |

Dues

No dues will be collected to be a Forum member or guests.

Elections and Terms

Elections will occur annually in April for Board Chair, Board Administrator, and Board Members positions.

Terms will run from May to following April.

Nominations for positions will happen at the January meeting.

Method of voting will be decided by the members of forum.

There are no term limits.

Subcommittees

- **Website and Communications**

- Tasks – Obtaining sponsorship, determining what should be on site, maintenance, etc.
- Tasks – Establish communication between members. Manage the WARIM distribution list updates and works with the Training, Certification, and Professional Associations Committee to announce upcoming events.

- **Training, Certification, and Professional Associations**

- Tasks – This subcommittee is focused on discovering external professional resources and keeping WARIM members informed of groups like of NAGARA, WAPRO, ICRM, ARMA, ALLM, etc.
- Tasks - Obtaining training for forum or other events, getting certification, etc.

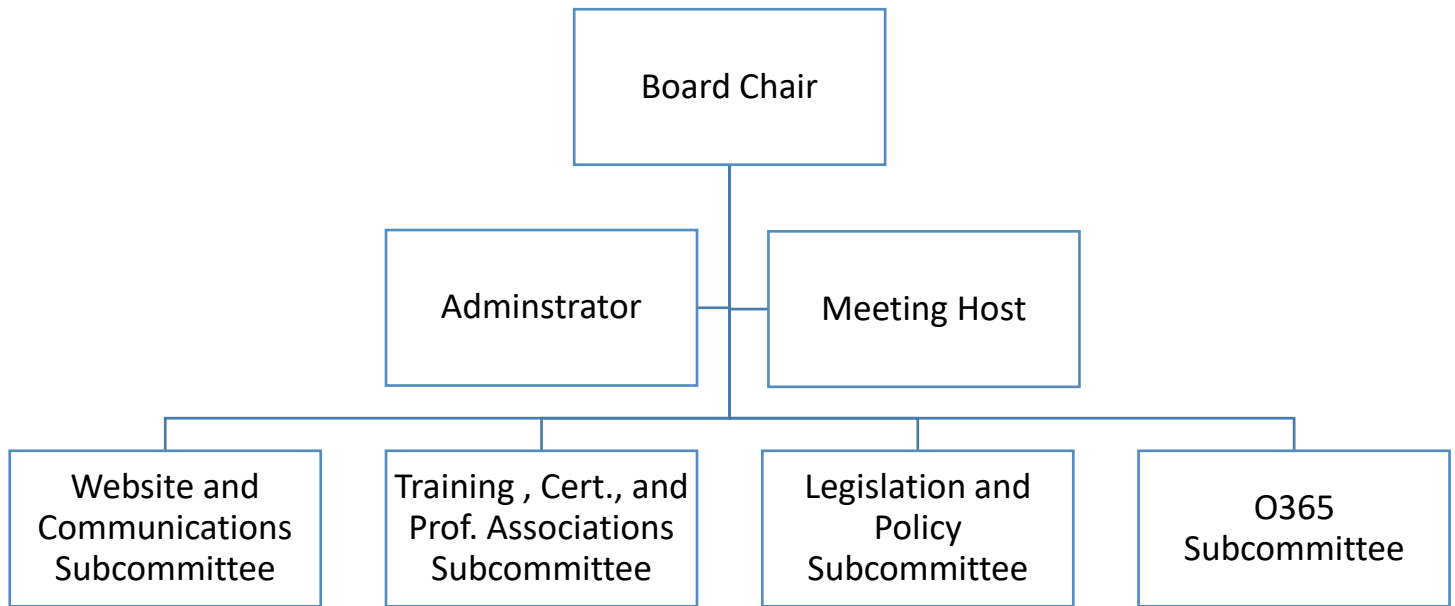
- **Legislation and Policy**

- Tasks – Watch and report out of bills and other actions that pertain to records management and keep members informed.

- **O365**

- Tasks – This subcommittee's goals are to clarify O365 and legal retention requirements, provide recommendations regarding retention practices and communicate why these records management concerns are impactful issues for all agencies.

Forum Organizational Chart



Reviewed and approved by forum members on January 21, 2021.