

Board of Directors Handbook

DAMA Chapter of Central Ohio (Buckeye DAMA)
Version 1.0, November 22, 2023



NOTE: Many links in this document will not work for members who have not been assigned a Microsoft 365 license. We have 12 licenses reserved for board members.

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Introduction and Welcome

Welcome to the DAMA Chapter of Central Ohio (Buckeye DAMA) Board of Directors. The Board of Directors is charged with oversight of Buckeye DAMA’s mission, preserving Buckeye DAMA’s institutional autonomy, setting policy, and supporting and promoting the organization. We are looking forward to working with you and hope that you will enjoy your tenure as a Buckeye DAMA director.

This Board of Directors Handbook is designed as an introduction to Buckeye DAMA and serves to educate and inform all Board members. The handbook provides introductory and basic board governance information and Buckeye DAMA policies and other resources.

Buckeye DAMA (our official 501(c)(3) name is DAMA International Central Ohio Chapter) is a chapter of DAMA International. We are a dynamic organization within the Central Ohio Data Management Professionals community.

We provide programs featured by national (when possible) and local speakers on relevant topics without the need to hassle with airlines, hotels and time away from the family.

Expectations

Board members are expected to contribute to responsibilities including strategic planning, chapter operations, and upholding the organization's mission and values. Board members will actively participate in shaping the organization's long-term goals. Fiduciary duty is a cornerstone of their role, as they oversee financial matters, budgeting, and fundraising to maintain the organization's financial stability. Additionally, they assist in the development and revision of policies and bylaws to align with the organization's mission and vision. They often serve as ambassadors for the organization, cultivating relationships with members, volunteers, and the data management community.

Attendance and active participation in board meetings, staying informed about the organization's priorities and challenges, and declaring conflicts of interest are fundamental expectations. Board members may also be invited to join committees that delve into specific aspects of the organization's operations and member engagement. Continual learning and professional development are encouraged to remain well-informed about best practices in data management. In summary, serving as a board member entails a significant commitment, demanding dedication to the organization's mission, and a readiness to invest time and expertise in its long-term success.

Quick Start Guide

Day 1 To Dos

- Upon joining the Board of Directors, please complete the following steps:
- Complete the DAMA-I Code of Ethics Form ([Link](#))
- Complete the DAMA-I Chapter Leader Form ([Link](#))
- Provide a short bio to include on the Buckeye DAMA website to the Marketing Committee. Examples at this [Link](#).
- Join the Buckeye DAMA LinkedIn group ([Link](#))
- Join the Buckeye DAMA Meetup group ([Link](#))
- Login to Microsoft 365 with your Buckeye DAMA account ([Link](#))
- These are the products we are licensed for ([Link](#))
- Login to Teams for collaboration & document sharing

Wild Apricot Website

- All board members have limited admin access – everything but delete permissions.
- Admin Site: <https://damacoc.org/admin/getting-started/>
- Tutorials: <https://gethelp.wildapricot.com/en/articles/13-video-tutorials>

- Edit your profile to have your new damacoc.org email as your preferred email, work or personal for the secondary.

Additional Resources

- Calendar of Events ([Link](#))
- Organization Chart ([Link](#)) <-needs created
- Supplemental Glossary ([Link](#)) <- needs created

Core Committees

Marketing and Communications

- Chairperson: Ian Klaus
- Co-Chairperson: Kimberly Hondel
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)

Membership

- Chairperson: Terri Williams Davy
- Co-Chairperson: Open
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)

Operations

- Chairperson: Cory Cisler
- Co-Chairperson: Mark Plessinger
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)

Events

- Chairperson: Alan Bond
- Co-Chairperson: Naresh Naraynan
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)

Data Community (Collaboration)

- Chairperson: Ian Ferre
- Co-Chairperson: Todd Henley
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)

Training and Education

- Chairperson: Yolanda Eyre
- Co-Chairperson: Srinath Potlapalli
- [Master Charter \(Link\)](#)
- [Teams Group \(Link\)](#)
- [Sharepoint \(Link\)](#)