



Po Box 6624 Station D
Calgary, Alberta T2P 2E4
armacal@arma.calgary.ab.ca

ARMA Calgary Chapter

CRM LIAISON Annual Report

July 1, 2008 to June 30, 2009

My goal for this year was to break down the requirements for each part of the CRM and be specific with regard to the requirements for each part. This was accomplished by writing about each part in the monthly newsletter

The ICRM has provided two new venues in Calgary for taking the exam. Pearson Vue, the company that administers the exams has taken space in SAIT and DeVry College. This makes the commute to take the exam much easier as one can take the C-Train if necessary.

Another goal this year is to reach out to the community to assist with records management projects. In January 2009, I was able to assist the University of Calgary by providing a short seminar on the benefits of a Records Management program and how to structure the program. My contact at the U of C reports that they have agreed to strike a task force to start working on a plan to create a record management system for the department. The task force consists of a Chair and 5 staff volunteers so they are off to a good start.

Highlight of activities for 2008/2009:

- Wrote a monthly column for the Calgary Chapter Newsletter focusing on various aspects of writing the CRM exams
- Created a new monthly column entitled "Ask a CRM: - a column designed to answer questions from the membership related to CRM process, education or best practices
- Mentored 3 candidates for Part 6 – 1 from Calgary – 2 from the USA
- 1 candidate received CRM
- Served as a resource for those enquiring about the CRM process which has increased with the new website.
- Gave a PowerPoint presentation to the Student Union at U of C to assist them with setting up a program to manage records

I have enjoyed my term of office and will continue to serve in 2010 in addition to serving the Board as Treasurer. My goals for next year will be to continue the CRM column, to mentor existing candidates and to foster new candidates striving for CRM certification.