



Twin Cities ARMA

Business Relations Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	10 hours	Length of Term:	2 years
Job Description			
<p>JOB PURPOSE: The Business Relations Director is responsible for liaising with the external community to increase awareness of ARMA and the benefits it offers.</p> <p>JOB RESPONSIBILITIES: More specifically, the Business Relations Director will:</p> <ul style="list-style-type: none"> • Seek the formation of mutually beneficial promotional agreements with private firms and other organizations. • Liaises with educational institutions to bring awareness of the ARMA chapter to students studying in related disciplines; • Liaises with non-educational institutions and organizations (e.g. technical associations, Boards of Trade, libraries, archives, etc.) to promote awareness of what ARMA is and what it offers, to coordinate partnership arrangements and to facilitate cross promotion of and discounts to events for members; • Arrange for the promotion of the ARMA Chapter. This may include hosting a booth or information table at trade shows, conferences and other events taking place within the community at large. • Research, recommend to the Board and coordinate the Chapter charity programs for such things like Toys for Tots, Chapter Food Drive, Feed My Starving Children, or a selected Chapter organization which may involve selling raffle tickets, collecting money, and distributing proceeds to selected Chapter charity. • Prepare and provide annual budget numbers to Treasurer. <p>The Business Relations Director will work very closely with the Communications Director to ensure a consistency of message and a coordinated approach to external contacts. This position must also work with the Membership Director to avoid any overlap in outreach.</p> <p>General Board Responsibilities:</p> <p>In addition to the specific roles and responsibilities listed above, each Board member is responsible for adhering to the Code of Professional Responsibility and maintaining the values of the Chapter and ARMA international. More specifically, each Board member is also expected to:</p> <ul style="list-style-type: none"> • Attend all Board meetings, contributing to and voting on as many matters as possible. Attendance may be in person, video conference or call-in, if that is an available option. • If unable to participate in the meeting, the President and/or Secretary will be notified and a report will be given prior to the meeting. • Keep other Board members apprised of plans, activities and absences; • Be a spokesperson and advocate for the Board; • Actively promote the Chapter and professional RIM practices; 			



Twin Cities ARMA

- Communicate courteously and constructively with other Board members and with members encountered in any circumstance;
- Create opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board.
- Manage their email inbox and respond to members and other stakeholders in a timely manner, as required;
- Recommend long and short-term goals to meet member needs in accordance with the Chapter's strategic plan;
- Prepare information for the Annual Report;
- Update procedure documentation for assigned role for Board member approval;
- At the end of each term of office, deliver all books, papers, records and other property of the changer for which he/she is or may become responsible to the Board Secretary and/or or to his/her successor in office

Effective	June 12, 2018	Last Revision:	April 12, 2012
-----------	---------------	----------------	----------------