



Twin Cities ARMA

Communications Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	8 hours	Length of Term:	2 years

Job Description

JOB PURPOSE:

The Communications Director is responsible for planning, coordinating, developing and distributing communication tools to inform Chapter members of Chapter activities and RIM topics, and to increase member and non-member awareness of ARMA and the benefits it offers.

JOB RESPONSIBILITIES:

More specifically, the Communications Director will:

- Develop communication plan and manage Chapter related communications;
- Coordinate campaigns to advertise monthly programs, seminars, educational offerings, networking and social events, and any special events that are suggested in the course of the year using email, the chapter website, posting to the ARMA International Calendar of events, printed material and any other tools deemed necessary;
- Develop and maintain professional networks within the membership and stakeholders to facilitate the gathering and dissemination of pertinent information, the identification of resources and sponsors, and the promotion of Chapter interests;
- Coordinate website postings aimed at both members and the external community;
- Post job opportunities on the Chapter website to alert members of opportunities;
- Investigate and implement alternative means of communicating and advertising Chapter activities;
- Notify those in the community at large of upcoming ARMA Chapter events;
- Submit chapter programs and seminars to the ARMA International website for posting in the Calendar of Events.
- Arrange for printing, packaging and distribution of Chapter program brochures, seminar brochures, promotional materials supplied by associates with whom the Chapter has a promotional agreement, and other information flyers at all events organized by the members of the Board.
- Prepare and provide annual budget numbers to Treasurer.

The Communications Director will work very closely with all other Directors and Web Master to ensure a consistency of message and a coordinated approach to external contacts.

General Board Responsibilities:

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:

- 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;



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- Be a spokesperson and advocate for the Board;
- Actively promote the Chapter and professional RIM practices;
- 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 Revised: