



Twin Cities ARMA

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| Education Director | Voting Member | Position Type: | Appointed |
| Monthly Time Commitment: | 6 hours | Length of Term: | 2 years |

Job Description

Job Purpose:

The Education Director is responsible for coordinating and advancing RIM education within the Chapter area. This includes developing and hosting educational opportunities to chapter members that are in addition to the monthly chapter meetings.

Job responsibilities:

The Education Director is responsible for:

- At the beginning of each year (June – August), develop an annual education event plan identifying event themes, topics, and timing to support the Chapter’s Strategic Plan goals. The Education Plan should be tabled for approval and endorsement at the first Board meeting of the year;
- Establish a schedule of events to co-ordinate with other events being offered by the Chapter and other information management organizations;
- Develop and maintain a resource directory that describes external educational sources and expertise in records and information management subjects;
- Source and secure speakers for separate workshop events such as IG and CRM. Collaboration with the Programming Director will be required;
- Promote event. This may include providing information for marketing an event on the Chapter website and/or newsletter, sending notices to member and non-member distribution list, contacting related associations and potential community stakeholders who would benefit from attendance, and advertising in any other identified venues. Collaboration with the Communications, Public Relations and/or Newsletter portfolios will be required;
- Coordinate advance and onsite registration;
- Facilitate the event and provide support to the speaker as required;
- Administer scholarships and CRM Reimbursement Program, including the creation of brochures, applications forms, and promotion in the Chapter newsletter.
- Appoint a liaison to the ARMA International Education Foundation who will promote AIEF initiatives, including the coordination of a gift for the annual AIEF silent auction held in conjunction with the ARMA International Annual Conference.
- Prepare and present annual budget numbers to the Treasurer;
- Purchase books, DVDs, CDs and other educational and reference material for addition to the Chapter library.
- Process requests for library materials, including coordinate the delivery of material to the member, track library holding requests and audit monthly checked out report.

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:



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| <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; • 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 Date: | June 12, 2018 | Last Revised: | April 12, 2012 |