



Twin Cities ARMA

Past President (Board Chair)	Voting Member	Position Type:	Immediate Past President
Monthly Time Commitment:	6 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The Past President (Board Chair) continues to have an ongoing, mentoring role in the Chapter Board. The primary role of the Past President is to provide guidance to the Board of Directors in general and the President in particular, on issues before the Board, based on experience gained during a past term as President. The Past President shall also be the Chair of the Nominating/Tellers Committee.

JOB RESPONSIBILITIES:

More specifically, the Past President will:

- Advise on executive matters relating to policies, decisions, procedures, long range goals & directions so as to ensure continuity from one year to the next;
- Chair the Nominations /Tellers Committee;
- If requested by the President, act as the President of Board of Directors at all regular Board meetings;
- If requested by the President, update bylaws, procedures, and position descriptions;
- Manages chapter constitution and by-laws;
- If requested by the President, manage the production and distribution of the Chapter's Annual Report. The Annual Report will contain information pertaining to each Director's activities for the past year, as well as the activities of each Committee that exists;
- Prepare and present annual budget numbers to Treasurer;
- Assist on other committees as needed.

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;
- 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;



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- 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	April 12, 2012
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