



# Twin Cities ARMA

President Elect	Voting Member	Position Type:	Elected
Monthly Time Commitment:	6 hours	Length of Term:	1 year

## Job Description

### JOB PURPOSE:

The Vice President (President Elect) assists the President as required and assumes all duties of the President in the President's absence. In the event that the President is unable to continue in the role of president or resigns from the position of President, the Vice President continues in the role of President for the unexpired portion of the term. If the By-law so states, the Vice President (President Elect) may succeed the President in the following term of office.

### JOB RESPONSIBILITIES:

More specifically, the Vice President will:

- Assume all of the duties of the President during the President's absence or disability;
- Assist the President with his/her duties;
- Perform duties as assigned by the President and/or the Board of Directors;
- Ensure that Board members are aware of their responsibilities;
- Shadow the President to become aware of procedures, to meet important contacts, to become familiar with documents and electronic systems, and to learn best practices that are applicable to the management of the Chapter;
- Identify opportunities for and propose long range plan enhancements;
- Identify opportunities for and propose chapter policy and procedure improvements;
- If requested by the President, update bylaws, procedures, and roles and position descriptions.
- Prepare and provide annual budget numbers to the Treasurer.

The Vice President (President-Elect) may be responsible for, or a participant of, a Committee.

### 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;



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- 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:

May 29, 2011