



Twin Cities ARMA

President	President	Position Type:	Elected
Monthly Time Commitment:	17 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The President is the Presiding Officer and exercises general supervision over the affairs of the Chapter.

JOB RESPONSIBILITIES:

More specifically, the President will:

- Provide focus and direction in consultation with the Board of Directors on policy, the strategic vision of the Chapter and the development of annual goals and objectives;
- Maintain current policies and procedures and ensure that the successor knows how and where to access them;
- Provide leadership to the board, its directors and any committees that may be operating.
- Mentor new board members and board members in new positions. Mentorship is especially important for the Vice President (President Elect);
- Develop and maintain the Chapter's Strategic Plan. This includes recommending long and short-term goals for all programs to meet member need;
- Ensure compliance with chapter Constitution, By-laws, and operations guidelines;
- Ensure compliance with ARMA International and ARMA Region directives;
- Monitor ARMA International Chapter Connections for current information and upcoming Chapter obligations/opportunities <http://www.arma.org/Leadership/ChapterGovernance/ChapterConnections.aspx>
- Keep the Board of Directors fully informed of the activities of the Chapter, Region and International Association;
- Be a spokesperson and advocate for the board;
- Maintain good relations with the Board, with volunteers, with members, with vendors and sponsors, and with the Community at large;
- Chair or assign a delegate to chair all meetings of the membership of Board of Directors;
- Serve as an ex-officio member of all standing committees except the Nominating Committee;
- Appoint, with the approval of a majority vote of the Board of Directors, the Chapter Auditor and/or any other special appointees as required;
- Prepare communications (i.e. President's letter in newsletter and website) and present speeches at venues and events;
- Gather input from the chapter board of directors and prepare the Annual Report for presentation to the members;
- Acknowledge letters and other correspondence addressed to the chapter and route to the appropriate board member;
- Attend or assign a delegate to attend any Regional Leadership meetings as called by the Region Manager or Region Coordinator. This includes the leadership meetings held in conjunction with the annual ARMA conference and the ARMA International conference;
- Appoint, with the approval of a majority vote of the Board of Directors, all standing Committee Chairs. If necessary, appoints, or assign a delegate to appoint, members of all Committees;
- Prepare and provide annual budget numbers to the Treasurer.



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- In collaboration with the Secretary, schedule monthly Board of Directors meetings (usually held on the day of regular monthly chapter meetings).
- In collaboration with the Secretary, create the agenda for all Board of Directors meetings and compile standing reports from all Directors.
- Preside at all Board of Directors meetings.
- Prepare annual report of Board activities for member review.

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-Elect 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:

June 12, 2018

Last Revised:

May 29, 2011