



# Twin Cities ARMA

<b>Programming Director</b>	Voting Member	<b>Position Type:</b>	Appointed
<b>Monthly Time Commitment:</b>	10 hours	<b>Length of Term:</b>	2 year

## Job Description

### Job Purpose:

The Programming Director is responsible for developing the Chapter’s monthly program and liaising with the venues and service providers for Chapter hosted events.

### Job duties:

The Programming Director will:

- Form and Chair the Programming Committee;
- Participate in the identification and sourcing of appropriate member education content;
- Prepare and propose to the Board at the end of each operating year an annual education curriculum for the next operating year;
- Source and book venues;
- Negotiate venue and service contracts in collaboration with the Treasurer;
- Source and coordinate catering for events;
- Finalize arrangements for the provisionally scheduled program meetings;
- Manage technical set up for programs including the arrangement for special equipment required by speaker;
- Conduct responsible oversight of Programming Committee budget;
- Prepare and submit an annual budget request to Treasurer;

### 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, a report will be given to the President and Secretary 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;



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- 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 revision:

April 2012