



Twin Cities ARMA

Secretary	Voting Member	Position Type:	Elected
Monthly Time Commitment:	7 hours	Length of Term:	2 years

Job Description

JOB PURPOSE:

The Secretary keeps a record of all meetings of the Board of Directors, has responsibility for correspondence as directed by the Board of Directors or the President.

JOB RESPONSIBILITIES:

More specifically, the Secretary will:

- Keep a formal record of all meetings of the Board of Directors:
 - Take minutes for all meetings of the Board of Directors
 - Submit minutes to Board members for review and make revisions as necessary
 - Submit minutes for approval at each Board meeting
 - Post approved meeting minutes to Chapter website.
- Maintain a contact list of Board members;
- Send notice of meetings to all Board members. Notice will include agenda, board reports and other handouts as may be necessary for Board member review;
- Handle correspondence as directed by the Board of Directors or the President;
- Manage the Chapter's records according to the Chapter's retention schedule;
- Maintain the Chapter Bylaws and officially approved Board policies, procedures and guidelines.
- Approve and retain Certificates of Destruction for Chapter records as prepared and submitted by Board members;
- Renew the Chapter Post Office Box on an annual basis (September);
- Monitor the Chapter email account and distribute messages to appropriate Board members;
- Prepare and provide budget numbers to the 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, the President and/or President-Elect 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