



Twin Cities ARMA

Arrangements Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	4 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The Arrangements Director is responsible for developing the Chapter’s monthly venues and service providers for Chapter hosted events.

JOB RESPONSIBILITIES:

The Arrangements Director will:

- Participate as a member of the Programming Committee;
- Source and book venues;
- Negotiate venue and service contracts in collaboration with the Programming Director and 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;
- Work with Programming Director to provide and approve budget numbers 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, the President will be notified, and a report will be given prior to the meeting.
- Keep the President and other required 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;
- Identify opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board.
- Respond to members and other stakeholder inquiries 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 as requested for the Annual Report;
- Update procedure documentation for assigned role for Board member approval;
- At the end of each term of office, deliver all records as defined per the chapter's retention schedule 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:

July 1, 2023

Last revision:

June 13, 2023