



Twin Cities ARMA

Board Chair	Voting Member	Position Type:	Immediate Past President
Monthly Time Commitment:	6 hours	Length of Term:	1 year
Job Description			
<p>JOB PURPOSE: The Board Chair (Past President) continues to have an ongoing, mentoring role in the Chapter Board. The primary role of the Board Chair is to provide guidance to the Board of Directors in general and the President in particular, on issues before the Board, based on experience gained during a past term as President. The Board Chair shall also be the Chair of the Nominating/Tellers Committee.</p> <p>JOB RESPONSIBILITIES: More specifically, the Board Chair will:</p> <ul style="list-style-type: none"> • Advise on executive matters relating to policies, decisions, procedures, long range goals & directions to ensure continuity from one year to the next; • Work with President on Board and Officer Nominations; • Preside over the Board of Director meetings when President is absent; • If requested by the President, update bylaws, procedures, and position descriptions; • Manages chapter constitution and by-laws; • If requested by the President, support the President in completing the annual report; • Provide and approve annual budget numbers to Treasurer; • Assist on other committees as needed. <p>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 expected to:</p> <ul style="list-style-type: none"> • 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, notify the President, and provide an update 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 stakeholders' 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; • Support President in preparing 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 to the Board Secretary and/or or to his/her successor in office. 			
Effective	July 1, 2023	Last Revised	June 13, 2023