



Twin Cities ARMA

Business Relations Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	10 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The Business Relations Director is responsible for liaising with business partners and the external community to increase awareness of ARMA and the benefits it offers.

JOB RESPONSIBILITIES:

More specifically, the Business Relations Director will:

- Liaise with educational institutions to bring awareness of the ARMA chapter to students studying in related disciplines;
- Liaise with ARMA partnership organizations (e.g., IAPP, ACEDS, AIIM etc.) to promote awareness of what ARMA is and what it offers, to coordinate partnership arrangements and to facilitate cross promotion of and discounts to events for members;
- Promote a business sponsorship program to support business partners.
- Research and recommend to the Board, the Chapter charity program. Determine how proceeds will be obtained such as selling raffle tickets, collecting money, and distribute proceeds to selected Chapter charity.
- Provide and approve annual budget numbers to Treasurer.

The Business Relations Director will work very closely with the Communications Director to ensure a consistency of message and a coordinated approach to external contacts. This position must also work with the Membership Director to avoid any overlap in outreach.

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;



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- 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;
- 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	July 1, 2023	Last Revision:	June 13, 2023
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