



# Twin Cities ARMA

Communications Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	8 hours	Length of Term:	1 year

## Job Description

### JOB PURPOSE:

The Communications Director is responsible for planning, coordinating, developing, and distributing communication tools to inform Chapter members of Chapter activities and RIM topics, and to increase member and non-member awareness of ARMA and the benefits it offers.

### JOB RESPONSIBILITIES:

More specifically, the Communications Director will:

- Develop a communication plan and manage Chapter related communications;
- Coordinate campaigns to advertise monthly programs, seminars, educational offerings, networking and social events, and any special events that are suggested in the course of the year;
- Manage the chapter’s Linked In site and promote chapter events;
- Manage the chapter’s communication tool including the support of chapter surveys;
- Communicate job opportunities in the chapter newsletter;
- Investigate and implement alternative means of communicating and advertising Chapter activities;
- Notify those in the community at large of upcoming ARMA Chapter events;
- Provide and approve annual budget numbers to Treasurer.

The Communications Director will work very closely with all other Directors to ensure a consistency of message and a coordinated approach to external contacts.

### 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 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;



# Twin Cities ARMA

- 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 Revised:

June 13, 2023