



Twin Cities ARMA

Education Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	6 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The Education Director is responsible for coordinating and advancing RIM education within the Chapter area. This includes developing and hosting educational opportunities to chapter members that are in addition to the monthly chapter meetings.

JOB RESPONSIBILITIES:

The Education Director is responsible for:

- Establish a schedule of events to co-ordinate with other events being offered by the Chapter and other information management organizations;
- Promote separate workshop events such as IG and CRM. This may include providing information for marketing an event on the Chapter website and/or newsletter, sending notices to member and non-member distribution list, contacting related associations and potential community stakeholders who would benefit from attendance, and advertising in any other identified venues;
- Administer scholarships and a certification Reimbursement Program including applications forms, and promotion in the Chapter newsletter.
- Coordinate with the ARMA International Education Foundation who will promote AIEF initiatives, including the coordination of a gift for the annual AIEF silent auction held in conjunction with the ARMA International Annual Conference.
- Provide and approve annual budget numbers to the Treasurer;
- Obtain and promote continuing education credits for related certifications for chapter events (fall/spring seminars)

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 Secretary will be notified, and a report will be given prior to the meeting.
- Keep 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;



Twin Cities ARMA

Education Director	Voting Member	Position Type:	Appointed



Twin Cities ARMA

- 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 Date:

July 1, 2023

Last Revised:

June 13, 2023