



Twin Cities ARMA

President	President	Position Type:	Elected
Monthly Time Commitment:	17 hours	Length of Term:	1 year

Job Description

JOB PURPOSE:

The President is the Presiding Officer and exercises general supervision over the affairs of the Chapter.

JOB RESPONSIBILITIES:

More specifically, the President will:

- Provide focus and direction in consultation with the Board of Directors on policy, the strategic vision of the Chapter and the development of annual goals and objectives;
- Maintain current policies and procedures and ensure that the successor knows how and where to access them;
- Provide leadership to the board, its directors and any committees that may be operating.
- Mentor new board members and board members in new positions.
- Develop and maintain the Chapter's Strategic Plan. This includes recommending long and short-term goals for all programs to meet member need;
- Ensure compliance with chapter Constitution, By-laws, and operations guidelines;
- Ensure compliance with ARMA International;
- Monitor ARMA International Chapter Connections for current information and upcoming Chapter obligations/opportunities;
- Keep the Board of Directors fully informed of the activities of the Chapter and International Association;
- Maintain good relations with the Board, with volunteers, with members, with vendors and sponsors, and with the Community at large;
- Chair or assign a delegate to chair all meetings of the membership of Board of Directors;
- Serve as an ex-officio member of all standing committees except the Nominating Committee;
- Appoint, with the approval of a majority vote of the Board of Directors, the Chapter Auditor and/or any other special appointees as required;
- Prepare communications (i.e., President's letter in newsletter and website) and present speeches at venues and events;
- Acknowledge letters and other correspondence addressed to the chapter and route to the appropriate board member;
- Attend or assign a delegate to attend leadership meetings held in conjunction with the ARMA International conference;
- Appoint, with the approval of a majority vote of the Board of Directors, all standing Committee Chairs. If necessary, appoints, or assign a delegate to appoint, members of all Committees;
- Provide and approve annual budget numbers to the Treasurer.



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- Send notice of meetings to all Board members. Notice will include agenda; board reports and other handouts as may be necessary for Board member review;
- Preside at all Board of Directors meetings;
- Prepare annual report of Board activities for member review.

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

Toolkit:

<https://community.arma.org/chaptercentral/home>

Effective:

July 1, 2023

Last Revised:

June 13, 2023