



# Twin Cities ARMA

<b>Programming Director</b>	Voting Member	<b>Position Type:</b>	Appointed
<b>Monthly Time Commitment:</b>	10 hours	<b>Length of Term:</b>	1 year

## Job Description

### **JOB PURPOSE:**

The Programming Director is responsible for developing the Chapter’s monthly program and liaising with the venues and service providers for Chapter hosted events.

### **JOB RESPONSIBILITIES:**

The Programming Director will:

- Form and Chair the Programming Committee to identify and source appropriate member education content including spring seminar;
- Provide meeting information to the Treasurer and Technology Director to post on the TC ARMA website;
- Work with the Communications Director to promote events;
- Assist Arrangements Director with negotiating the venue and service contracts (in collaboration with the Treasurer);
- Assist Arrangements Director with identifying technical and catering needs for Chapter events;
- Introduce speakers and provide program information during Chapter events;
- Coordinate gift cards and thank you’s for speakers;
- Create spring conference survey to submit to conference attendees;
- Submit chapter programs and seminars to the ARMA International website for posting in the Calendar of Events.
- Conduct responsible oversight of Programming Committee budget;
- Provide and approve annual budget request to Treasurer;

### **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, a report will be given to the President and Secretary prior to the meeting.
- 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;



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- 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.

## Toolkit:

- [https://www.arma.org/page/ARMA\\_Monthly\\_Content\\_Themes](https://www.arma.org/page/ARMA_Monthly_Content_Themes)
- <https://www.icrm.org/form/cmp-pre-approval-request>
- <https://twincitiesarma.org/for-board-members/board-member-reference-documents/>

Effective Date:	July 1, 2023	Last revision:	June 13, 2023
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