



Technology Director	Voting Member	Position Type:	Appointed
Monthly Time Commitment:	6 hours	Length of Term:	1 year
Job Description			
<p>JOB PURPOSE: The Technology Director is responsible for implementing and maintaining an up-to-date, informative, and technologically innovative Chapter web site in which are housed applications and content created by the Board in the pursuit of Chapter goals.</p> <p>JOB RESPONSIBILITIES: The Technology Director will:</p> <ul style="list-style-type: none"> • Update Chapter website including but not limited to monthly newsletter, job postings, Chapter events, and other announcements; • Monitor and investigate technologies, procedures or standards that arise or that are brought to the attention of the Board members; • Develop and maintain a Website Maintenance Guide including an archival strategy for moving historical records to the Twin Cities ARMA google drive; • Provide and approve annual budget numbers to the Treasurer. <p>General Board Responsibilities:</p> <p>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:</p> <ul style="list-style-type: none"> • 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 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; • 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 Revised	June 13, 2023