

## **ARMA International Board of Directors Position Qualifications and Responsibilities**

### **President Elect**

The president elect position is a three-year term from July 2018 to June 2021. The first year will be served as president elect; the second year as president; and the third year as immediate past president/chair of the board.

#### ***Roles and Responsibilities***

- Govern with outward vision and strategic leadership
- Provide strategic vision and leadership for the association
- Monitor and promote the association's positive member growth and financial growth
- Promote records and information management (RIM) and information governance as inter-related professions
- Think globally
- Articulate and advocate for the professions of records and information management, and information governance
- Chair the association's Strategic Planning Task Force and continue developing the strategic vision for the association
- Uphold and promote the mission and values of the association
- Assist the president and/or chair of the board with duties as requested
- Support all board-approved decisions

#### ***Qualifications***

- Member in good standing of the association for at least seven consecutive years prior to filing for candidacy
- Served on the board or as region director (previously titled *region manager*) within the past seven years at the time of candidacy
- An active and continuous member of the RIM and information governance community for the past seven years at the time of candidacy
- Aware of the issues and challenges facing the association and the RIM and information governance community
- Able to represent the association and the professions of records and information management, and information governance at all levels
- Must be nominated by a current member or self-nominated

#### ***Required Skills and Knowledge***

- Budgeting, forecasting, long-term planning, strategic thinking
- Proven leadership skills and change management experience.
- Awareness and appreciation of international RIM and information governance issues, including legislative and privacy requirements
- Ability to distinguish governance from management
- Ability to speak professionally before members, partners, and the general public on behalf of the association

### ***Desired Qualifications***

- Executive leadership experience
- Ability to spearhead, recognize, appreciate, and encourage innovation and creativity
- Certification as an Information Governance Professional, Certified Records Manager, or similar designation

## **Director**

The director will serve a three-year term from July 1, 2018 to June 30, 2021.

### ***Role and Responsibilities***

- Govern with outward vision and strategic leadership
- Monitor and promote the association's member growth and financial growth
- Promote records and information management (RIM) and information governance as inter-related professions
- Think globally
- Articulate and advocate for the professions of records and information management, and information governance
- Support all board-approved decisions
- Uphold and promote the mission and values of the association

### ***Qualifications***

- Member in good standing of the association for at least three consecutive years prior to filing for candidacy
- An active and continuous member of the RIM and information governance community for the past three years at the time of candidacy
- Aware of the issues and challenges facing the association and the RIM and information governance professions
- Able to represent the association and the professions of records and information management, and information governance at all levels
- Must be nominated by a current member or self-nominated

### ***Required Skills and Knowledge***

- Long-term planning and strategic thinking
- Proven leadership skills and change management experience
- Awareness and appreciation of international RIM and information governance issues, including legislative and privacy requirements
- Ability to distinguish governance from management
- Prior demonstrated governance experience, such as serving on a board or governance committee, either work-related or as a volunteer

### ***Desired Qualifications***

- Executive management experience
- Certification as an Information Governance Professional, Certified Records Manager, or similar designation

## **Treasurer**

The treasurer serves a two-year term from July 1, 2018 to June 30, 2020 and is eligible to be re-elected for a second term.

### ***Role and Responsibilities***

- Govern with outward vision and strategic leadership
- Monitor the financial position of the Association
- Work directly with the CEO who performs the financial operations of Association
- Chair the Financial Planning Task Force and their monthly conference calls
- Advise the board regarding budget, dues structure, and other financial conditions affecting the Association
- Bring perceived irregularities regarding the Association's legal, financial, and fiduciary duties to the attention of the president and/or the board
- Follow generally accepted accounting rules in the performance of the duties of the office
- Promote records and information management (RIM) and information governance as inter-related professions
- Monitor and promote the association's member growth and financial growth.
- Think globally
- Articulate and advocate for the professions of records and information management and information governance
- Support all board-approved decisions
- Uphold and promote the mission and values of the association

### ***Qualifications***

- Member in good standing of the association for at least seven consecutive years prior to filing for candidacy
- Served on the board within the past seven years or as a member of a leadership team that oversees the financial policy of the Association or regions or chapters within the last seven years.
- An active and continuous member of the RIM and information governance community for the past seven years at the time of candidacy
- Aware of the issues and challenges facing the association and the RIM and information governance professions
- Able to represent the association and the professions of records and information management and information governance at all levels
- Must be nominated by a current member or self-nominated

### ***Required Skills and Knowledge***

- Long-term planning and strategic thinking
- Proven leadership skills, change management experience, and demonstrated experience managing a business organization
- Awareness and appreciation of international RIM and information governance issues, including legislative and privacy requirements
- Ability to distinguish governance from management

- Prior demonstrated governance experience, such as serving on a board or governance committee, either work-related or as a volunteer
- Progressive leadership roles within the Association

***Desired Qualifications***

- Executive management experience.
- Demonstrated budgetary and profit and loss management experience.
- Certification as an Information Governance Professional, Certified Records Manager, or similar designation.

If you are interested in either position, please submit your materials for candidacy in accordance with the instructions provided in the [Candidacy Submission Requirements](#), to [Board.Affairs@armaintl.org](mailto:Board.Affairs@armaintl.org) by **November 10, 2017**.