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**Greater Kansas City Chapter Of ARMA  
Board of Director Job Descriptions  
Updated February 10, 2016**

The following document outlines the roles and responsibilities for the Board Members of the Greater Kansas City Chapter of ARMA (hereinafter GKC ARMA). This document is not meant to be all encompassing nor does it supersede the responsibilities as described in the Chapter By-Laws. The position descriptions are designed to act as a roadmap for Board Members and outline those responsibilities that are critical to the success of the Board and Chapter. Specific days and times identified may change according to new leadership and individual schedules.



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## Chapter President

### General

The President is the Chief Executive Officer of the Chapter. The President plays a major role in developing, updating, and implementing the Chapter's Strategic Plan.

### Term

The Presidential role is a three-year commitment. Once elected, the individual serves as President-Elect for the first year, President for the second year, and Immediate Past President for the third year.

### Primary Duties

- Working knowledge of Chapter Strategic Plan. In collaboration with the Board of Directors (hereinafter BOD), develops a plan for the Chapter Year that supports the Strategic Plan.
- Organizes and leads the Board of Director meetings which take place on the first Wednesday of each month or with board approval, another day that meets the needs of all board members and last approximately two hours. This includes agenda creation and facilitation of the meetings.
- Facilitates and presents administrative announcements during Chapter Meeting. This includes acknowledging new members, recognizing Board Members, announcing upcoming events, and providing any other relevant information to the attendees.
- With Board approval, signs all contracts which obligate the Chapter.
- Telephonically attends monthly Regional meetings. Provides Chapter updates based on information provided by the Region Coordinator and updates Region Coordinators on Chapter activities.
- Submits Chapter Year budget expense projections for this BOD position to Treasurer by September 30<sup>th</sup>.
- Dual check signing authority along with Treasurer and President Elect.
- Close collaboration with Treasurer to review finances and expense budget. Careful review of monthly financial statements.



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- Attends Regional Summer Leadership Conference and Fall ARMA International Chapter Leadership Conference as GKC representative.
  - Coaches and keeps in touch with BOD Members re projects and assignments.
  - Collaborates with Treasurer to complete Form 990 by mid-July.
  - High degree of familiarity with Chapter Bylaws.
  - Every third year, President ensures that the Secretary registers with State of Missouri to secure not-for-profit tax exempt status. This will take place in the years, 2015, 2018, 2021.....
  - Plan and conduct annual BOD Chapter Transition Meeting in late June/early July.
  - Create and maintain Chapter Records, transitioning them to incoming President and providing official copy to the GKC ARMA Records liaison.

### Secondary Duties

- Point of contact for general inquiries.
- Often proofreads content in newsletter, website, contracts, RFI's and other materials.
- Frequently (once per week) reviews Chapter website to ensure that information is current and accurate.
- Creates Chapter Leadership presentation for Regional Summer Leadership Conference and typically co-presents. The presentation consists of a Chapter year in review, focusing on successes, lessons learned, and a year-end financial report.
- Acts as Chapter representative/liaison in various venues.
- Serves as ex-officio member on all committees except Article 8 Committees as described in the Bylaws.

### Critical Deadlines

- Plan and conduct the annual BOD Transition Meeting in June or July.
- Gather BOD agenda items by end of business one week prior to BOD meeting.
- Create and distribute BOD Meeting agenda by end of business of the Friday preceding the meeting.
- Chapter membership assessment due to ARMA International by mid-December.



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- Form 990 due to ARMA International by mid-July.
  - Chapter Leadership presentation should be 90% complete by late June of each year.



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## Chapter Immediate Past President

### General

The Immediate Past President (IPP) is responsible for assisting with the transition of the incoming President, Chapter charitable outreach, swearing in new Board members, assisting with the development of the Chapter strategic plan and assisting with other projects as needed.

### Term

The Immediate Past President role concludes a three-year Board commitment.

### Primary Duties

- Assist with transition of incoming President. Provide overview of position, outline of responsibilities, update on ongoing projects, and transition documentation (preferably electronic).
- Identify a charitable outreach endeavor for the Chapter. Historically, the Chapter has identified a charity for which to collect and donate items during the holidays. Collect charitable donation items and deliver them to the charity. Preferable to include a letter from GKC ARMA and have charity acknowledge receipt of the items. Since GKC ARMA is a not-for-profit organization, we do not receive a tax deduction for donations.
- If the President is unavailable, preside over Board Meeting. Follow established agenda. Create agenda if President is unable to do so.
- If the President is unavailable, present administrative announcements during Chapter Meeting. This includes acknowledging new members, recognizing Board Members, announcing upcoming events and providing any other relevant information to the attendees.
- Serve as Chair of Awards Committee. Lead process to select Chapter Member of The Year and Chapter Leader of the Year and other Chapter recognition awards. Recognize Chapter Member of The Year during the June monthly meeting. Facilitates Chapter Member Tenure Awards presented by the Membership Director.



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- Submits Chapter Year budget expense projections for this BOD position to Treasurer by September 30<sup>th</sup>.
  - Annually lead audit of GKC ARMA financials, preferably in July, no later than August 30<sup>th</sup>. Identify audit committee participants and collaborate with Treasurer to arrange logistics.
  - Secures and manages annual Chapter sponsors.
  - Swear in newly elected Board Members during the June Chapter meeting.
  - Participate in Board meetings and decision making.

#### Secondary Duties

- During the Chapter year, collaborate with Board Members to ensure that Board position descriptions are current and accurate.
- Lead the Bylaws Committee during the Chapter Year when the Chapter/Board updates the Bylaws.
- Create and maintain Chapter Records, transitioning them to incoming IPP and providing official copy to the GKC ARMA Records Manager.

#### Critical Deadlines

- Prepare documentation and overview in May for transition of Presidential responsibilities to new President.
- Conduct financial audit in July, no later than August 30<sup>th</sup>.
- Arrange for Charitable donations for December Chapter meeting and donate items to designated charity within one week after the meeting.
- Facilitate Member of The Year and Leader of The Year nomination process.



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## Treasurer

### General

The Treasurer is the Chief Financial Officer of the Chapter. The Treasurer is responsible for managing Chapter finances and reporting on the condition of the Chapter's finances in a timely and accurate fashion.

### Term

The Treasurer position is a one year term and may not serve more than two consecutive terms in this position. Considering the responsibilities and learning requirements of the position, it is preferred that an individual serve as Treasurer for two consecutive terms, assuming that they are elected to serve the second term.

### Primary Duties

- Maintain GKC ARMA financial accounts using an online application.
- Prepare Profit & Loss Statement and Balance Sheet for each month and present to the BOD during or prior to the monthly BOD meeting.
- Share most recent bank statement with Board members during each BOD meeting. Two other Board members are to initial or sign the statement indicating that they have carefully reviewed it.
- Reconcile bank statement against monthly financial activity.
- Greet at monthly meeting registration table and handle the financial transactions at the meeting.
- Secure payment from Chapter events such as monthly meeting and Spring Seminar attendees. Track payments against attendees to ensure that attendees have paid accordingly. Send invoices to attendees who attended meetings but did not pay. Closely communicate with Director of Arrangements with respect to meeting RSVP's and payments received via PayPal.
- Render payment to meeting venues while closely collaborating with Director of Arrangements to ensure that number of attendees match amount charged to the Chapter.
- Responsible for receiving, depositing, and disbursing the funds of the Chapter in a timely fashion. This includes reimbursement of expenses by Board and



Chapter members.

- Submit payment of Chapter assessment to ARMA International in September and payment of MRM Regional assessment in December.
- Complete IRS Form 990 by mid-July. IRS Form 990 to be submitted to ARMA International by stipulated date, typically late July. Treasurer and another Board member (preferably President) are required to sign the IRS Form 990.
- Create and maintain annual operational expense budget in spreadsheet format from BOD input or based on previous year amounts and BOD approval. Track expenses against categories so that future expense projections are useful.
- Transfer check signing authority after new Board members are sworn into office, typically mid-to-late June of each year. Assign credit cards to appropriate Board members and arrange for designated Board members to have online banking access to the GKC ARMA bank account.
- Participate in Board meetings and decision making.

### Secondary Duties

- Using an online application, track deposits and disbursements in a timely fashion. Prepare Profit & Loss and Balance Sheet statements from Quicken Books.
- Participate in Chapter strategic planning discussions. Add perspective of Chapter financial wherewithal and capabilities.
- Collaborate with BOD to determine appropriate capital safety cushion.
- Research and identify best investment options for capital on hand. Investments should be low risk with primary focus being preservation of capital.
- Prepare for succession planning by identifying an individual to the Chapter President and President Elect who may provide support.
- Create and maintain Chapter Records, transitioning them to incoming Treasurer and providing official copy in electronic format where possible to the GKC ARMA Records Manager during the Transition meeting.





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## Critical Deadlines

- IRS Form 990 due to ARMA International by late July of each year. Draft should be created for Board review by mid-July.
- Payment of Chapter membership assessment to ARMA International due by mid-December of each year. Payment of MRM Assessment
- Balance sheet, profit & loss statement, and copy of most recent bank statement to be shared with the BOD during each Board meeting.
- Bank statements to be reconciled against entries in Quicken Books within two weeks after statement has been generated by the Bank. Treasurer or designee to track monthly meeting attendee payment. Treasurer to invoice attendees who did not submit payment within one week after the meeting.
- Transfer check signing authority after new Board members are sworn into office, typically mid-to-late June of each year. Assign credit cards to appropriate Board members and arrange for designated Board members to have online banking access to the GKC ARMA bank account.
- Provide official record copies in electronic format where possible to Chapter Records Manager during the transition BOD meeting.



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## Director of Arrangements

### General

The Director of Arrangements is responsible for making all necessary Chapter monthly meeting arrangements. This position requires attention to detail, strong organizational skills, and close collaboration with the Chapter Treasurer and restaurant vendors to ensure that the meetings run smoothly.

### Term

The Director of Arrangements position is a one year term and may not serve more than two consecutive terms in this position.

### Primary Duties

- Responsible for identifying venues for the nine Chapter monthly meetings. Venues should meet the following criteria:
  - Able to accommodate a minimum of 40-50 attendees comfortably.
  - Venues should be located in the downtown, midtown, plaza, or southern Johnson County areas. This is based on a location study of membership in the Kansas City area.
  - Venues should have a room that offers appropriate visibility to speaker(s) and proper acoustics.
  - Venues must be able to meet our maximum \$30.00 per member attendee requirement; this does include gratuity.
  - Venues must offer above average quality food.
  - Adequate and free parking.
- Responsible for planning and reserving venues well in advance. This includes payment of deposit as needed.
- Forward a copy of the signed venue contract and supporting materials to the Treasurer along with check request and expense record.
- Send out meeting invitations electronically approximately two weeks prior to the



- meeting and again one week prior to the meeting and track RSVP's.
- Ensure that audio and visual equipment is reserved or on hand as requested from the speaker per the Facilitator Agreement provided by the VP of Programs.
  - Forward attendee count to venue at the prescribed time.
  - Maintain and create nametags, using the ARMA International monthly Chapter roster reports as a guide. For a new member, add a special identifier to their nametag for the first three meetings that they attend. Notify Board members of the new member(s) in attendance. President will recognize the new member(s) at the monthly Chapter meeting.
  - Welcome guests as they arrive at monthly meetings.
  - Monitor service and food delivery to ensure that venue is on schedule and providing service and food that was agreed upon.
  - Collaborate with Treasurer to ensure accurate attendee count and to verify that the venue's bill is correct relative to the number of attendees.
  - Submits Chapter Year budget expense projections to Treasurer by September 30<sup>th</sup>.
  - Participate in Board meetings and decision making.

### Secondary Duties

- As needed, visit new venues to ensure that they offer the caliber of food, service, and meeting space that the Chapter requires.
- As requested, provide advice to Spring Seminar Committee on event coordination best practices. The Director of Arrangements is not responsible for venue or catering arrangements for the Spring Seminar.
- Prepare for succession planning by identifying an individual to the Chapter President and President Elect who may provide support.
- Create and maintain Chapter Records, transitioning them to incoming Director of Arrangements and providing official copy to the GKC ARMA Records Manager in electronic format where possible.
- Maintain list of preferred venues with contact information.
- Designate a backup member to assist with meeting logistics should Director of Arrangements not be available.

### Critical Deadlines



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- Send out meeting invitations approximately two weeks prior to the meeting and again one week prior to the meeting and track RSVP's.
  - Forward attendee count to venue at the prescribed time. Typically the Monday preceding the event.
  - Have nametags prepared and organized by the monthly meeting.
  - Preferable to have venues identified and reserved three months in advance.
  - Be present for most of if not all of the monthly meetings.
  - Provide official record copies to the Chapter Records Manager during the transition BOD meeting.



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## Director of Education

### General

In collaboration with the Board of Directors, the Director of Education is responsible for setting the holistic educational direction for the Chapter and developing the Spring Seminar program, including venue, topic, speaker selection, and identifying topics and arranging for speakers for the Chapter monthly meetings. This position requires attention to detail, strong organizational and delegation skills.

### Term

The Director of Education position is a one year term and may not serve more than two consecutive terms in this position.

### Primary Duties

- Early in Chapter Year, identifies program topics that are relevant and of value to the Chapter membership using annual membership survey data as a primary source of information.
- Keeps the chapter projector (purchased 2016), bring to meetings as required by the speaker.
- Responsible for maintaining the Chapter Library and procuring holdings.
- Serves as Spring Seminar Chair and develops education topics for Spring Seminar and identifies speaker(s) to present on the topics.
- Collaborates with Treasurer to develop Spring Seminar budget (estimate number of attendees, sponsors and expenses) and throughout the Spring Seminar planning process make every effort to stay within or under budget.
- With help of Spring Seminar Committee, coordinates the following for the Spring Seminar: facilitates Spring Seminar Committee, venue selection and reservation, marketing outreach, sponsorships, seminar agenda, food and beverage catering, registration forms and process, registration pricing scheme, invitee list & nametags, speaker logistics to include travel, hotel, transportation in KC, securing of presentation.
- Attend Spring Seminar and act as moderator (administrative announcements, introduce speaker, break announcements, raffle winners & closing remarks).



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- Ensure that program, lunch, raffle drawings, and breaks stay on schedule.
- Distribute Spring Seminar attendee satisfaction surveys. Collect completed surveys, tabulate results and distribute the results to the Board members. Incorporate constructive feedback in future meetings.
  - Collaborate with Treasurer to ensure that Speaker's fees and expenses and vendors are paid in a timely manner.
  - Review revenue and expenses associated with Spring Seminar and provides Chapter BOD with a report on final results.
  - Submits Chapter Year budget expense projections for this BOD position to Treasurer by September 30<sup>th</sup>.
  - Participate in Board meetings and decision making.
  - Responsible for establishing the Chapter CRM Liaison.
  - Through member surveys, research, and collaboration with Board Members, identifies monthly meeting programs and speakers for January thru June (exception of Spring Seminar month, if applicable) of the current Chapter year and September thru December of the next Chapter year. Ensure that topics also tie in with the Chapter's Strategic Plan and any special ARMA initiatives e.g. competencies and GARP.
  - Create spreadsheet that reflects monthly meeting presentation topics and potential speakers and provide to BOD for their utilization.
  - Contact and secure speakers. Explain any speaker/presentation requirements and have the speakers review, complete and sign off on the speaker's agreement document. If applicable, assist with making travel arrangements. Ascertain if speaker would like their meal prior to or after their presentation and if they prefer to use a microphone.
  - Collaborate with Director of Arrangements regarding venue special requirements.
  - Within one month of the program, request that the speaker provide you with a copy of their presentation in electronic format. Near the time of or immediately following the program ensure presentation is uploaded to the GKC ARMA Archives repository. VPP or designee attends Board Meeting. Mingles with and introduces speaker. Makes other announcements as appropriate.

#### Secondary Duties

- Using the GKC ARMA survey tool, may create and distribute hot topic surveys



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to membership to assist in identifying educational topics that are of interest to the membership.

- Prepare for succession planning by identifying an individual to the Chapter President and President Elect who may provide support.
- Create and maintain Chapter Records, transitioning them to incoming Vice President of Education and providing official copy to the GKC ARMA Records Manager in electronic format where possible.
- Maintain a list of backup topics/speakers should a speaker cancel at the last minute.
- Annually review speaker agreement template.

#### Critical Deadlines

- During September or October of Chapter year, establish Spring Seminar date, identify and reserve Spring Seminar venue and establish Spring Seminar Committee. Collaborate with Board to identify Spring Seminar date, typically occurs in April or May with preference of second Wednesday of the month.
- During November or December, identify short list of Spring Seminar education topics and speakers.
- Three months prior to Spring Seminar have topic(s) and speaker(s) selected.
- Two months prior to Spring Seminar commence marketing campaign with registration logistics in place.
- Finalize collection of registrations and submit final attendee count to Spring Seminar venue and caterer at appropriate time.
- Collect, compile and report on attendee survey results within one week of the Spring Seminar.
- In collaboration with the Treasurer, report final Spring Seminar budget numbers within four weeks of the Spring Seminar.
- Strive to have topics and speakers for January thru June time frame identified by the end of the preceding October. Strive to have topics and speakers for September thru December time frame identified by the end of the preceding May. Topic and speaker information should be captured on a spreadsheet, which ultimately should be uploaded to the BOD Only on-line repository. .
- Vice President or their designee attends Chapter meetings to mingle with and introduce speaker.
- Send speaker's agreement to speaker at least three months prior to their monthly



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meeting presentation. It is important to secure a commitment from the speaker and document the expenses that will be incurred.





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## Director of Communications

### General

The Director of Communications (DOT) is responsible for updating and maintaining the GKC ARMA Web 2.0 and establishing a presence in new venues as directed by the BOD. The Director of Communications is responsible for publishing a short monthly newsletter. This position requires a moderate degree of comfort utilizing and understanding web technology.

### Term

The Director of Communications position is a one year term and may not serve more than two consecutive terms in this position.

### Primary Duties

- During the June/July period, the incoming Director of Communications (hereinafter DOC) is to train with the outgoing DOC on the following:
  - a) Updating Web 2.0 pages
  - b) Uploading documents to the website, including newsletters, presentations, BOD operational documents etc...
  - c) Initial set up and management of GKC ARMA e-mail accounts
  - d) Uploading pictures to website or social media space(s)
  - f) In collaboration with the Directors of Arrangements and Programs, establish a schedule for posting Chapter event notices to the Website.
- At the beginning of Chapter year, update website Contacts page to reflect new Board Members. Update Board member pictures after first or second Board meeting (once pictures taken).
- Submits Chapter Year budget expense projections to Treasurer for this BOD position by September 30<sup>th</sup>.
- Seek input from Board regarding Web 2.0 and newsletter enhancements sought during the upcoming Chapter year. Determine expense involved, report to Board, and collaborate with Board to decide on enhancements.
- Ensure that new BOD Members have access to restricted area of GKC ARMA website.



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- As appropriate, update homepage to reflect President's message.
  - Update homepage to reflect monthly meeting information as soon as the information is communicated by the Director of Arrangements and Vice President of Education. Update information within other pages as requested by Board members.
  - Address significant GKC website operational problems with high degree of urgency. Seek resolution quickly due to importance of website in communicating with members. If monetary expenditures are required for the fix, seek authorization from the Board to make the necessary expenditures.
  - Create short monthly newsletter with hard copies distributed during the monthly meeting and Spring Seminar. Primary components of the newsletter include: 1) List of new members; 2) Save the date section for upcoming events and Chapter meetings; 3) List of Board members; 4) List of sponsors; 5) Timely topics or information leading attendees to the GKC ARMA website.
  - Identify expense budget requirements for the upcoming year. Typically based on recommended website enhancements. Provide estimated expense information to Chapter Treasurer early in Chapter Year.
  - As communicated by Director of Education, update Spring Seminar page to reflect topic and logistics information.
  - At end of term, train incoming DOC on fundamentals of posting to and uploading documents to the GKC ARMA website, including website software. Train on updating or managing presence in Web 2.0. Establish any necessary accounts and passwords and provide connection information for all sites to the incoming DOC. Update Web host provider account information to reflect the new point of contact. Train on creation and maintenance of newsletter.
  - Upgrade website update software if needed. Provide clear, written documentation of all Chapter account and password information for all chapter accounts and written documentation of any in-progress or upcoming projects involving the Chapter Web site to the incoming DOC.
  - Participate in Board meetings and decision making.
  - Collaborate with website host vendor to ensure seamless website performance.

### Secondary Duties

- Keep eye out for potential opportunities to promote GKC ARMA in other venues.



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- Maintain Chapter presence in Web 2.0.
  - Upload Chapter Library inventory list as provided by Chapter librarian.
  - Submit application to compete in ARMA International's Large Chapter Website of the Year, Chapter Newsletter of the Year, and any other relevant contests.
  - Prepare for succession planning by identifying an individual to the Chapter President and President Elect who may provide support.
  - Create and maintain Chapter Records for this position, transitioning them to the incoming Director of Communications and providing official copy to the GKC ARMA Records Manager in electronic format where possible.
  - Establish committee to assist with Web 2.0 and newsletter.

#### Critical Deadlines

- Within three days of receipt of information from Director of Arrangements and Director of Education, update Website Events page to reflect upcoming monthly meetings.
- Submit newsletter to Secretary and President for review and proofreading. Distribute hardcopies of newsletter at monthly meetings and Spring Seminar. Upload electronic version of newsletter to the GKC ARMA Archives repository, preferably one day prior to our monthly meeting but no later than 2 days after our monthly meeting.
- When reasonable, make website updates requested by Board members within seven (7) business days of the request.



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## Director of Membership

### General

The Director of Membership (DOM) is responsible for tracking current members and their tenure, welcoming new members, and initiating campaigns to increase Chapter membership. Monitors the Chapter master member list including chapter tenure and updates prospect member lists.

### Term

The Director of Membership position is a one year term and may not serve more than two consecutive terms in this position.

### Primary Duties

- Acknowledges new members upon notification from ARMA International of new member(s) who have joined the Chapter. Provide overview of Chapter resources and mention upcoming meetings.
- Maintain a Chapter master list of members which includes names, addresses, contact information, anniversary date, employer and position. Compare the Chapter membership master list against the monthly member reports provided by ARMA International. Ensure that we track members' tenure dates against when they originally joined the Chapter, not the most recent join date as reflected in the ARMA International roster.
- Submits Chapter Year budget expense projections to Treasurer for this BOD position by September 30<sup>th</sup>.
- Maintain a member prospect list. The list is comprised of nonmembers who have attended monthly meetings and the Spring Seminar, those who have expressed interest in the Chapter in some way, and the ARMA 99 report members.
- Present tenure awards during June monthly meeting.
- Alert President of new members so that the President may acknowledge the new members during the next monthly meeting.
- Notify Director of Arrangements of new members so that the Director of Arrangements may place the new member designation on the new member's



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nametag for the first two or three meetings that they attend. Provide same notification to Director of Communications for monthly newsletter.

- Serve as Chair of the Membership Committee (ideal committee size is three members). Provide direction for the Membership Committee relative to the Chapter's strategic initiatives.
- In April, procure the ARMA tenure pins from ARMA International. Contact the GKC ARMA Treasurer to write and send the check and supply order form to ARMA International. Allow four to six weeks for delivery. Sometimes shortages result in delivery delays. We acknowledge anniversaries in increments of 5 years e.g 5, 10, 15, 20, 25, 30 etc... Anniversary date coincides with Chapter year, July 1<sup>st</sup> thru June 30<sup>th</sup>.
- Participate in Board meetings and decision making.
- Report membership initiatives to the BOD.

#### Secondary Duties

- Lead or co-lead campaigns to market GKC ARMA to targeted groups and recruit members e.g. young professionals.
- Identify budget needs early in Chapter Year and communicate estimated membership budget expenses to Treasurer no later than September of the new Chapter year.
- Prepare for succession planning by identifying an individual who may provide support. Ideally, your successor will be a Membership Committee member.
- Create and maintain Chapter Records, transitioning them to incoming DOM and providing official copy to the GKC ARMA Records Manager in electronic format where possible. Transfer current electronic master membership list and prospect list to incoming DOM.

#### Critical Deadlines

- Update GKC ARMA master membership list each month.
- Order tenure pins in March.
- Touch base with new members within two weeks of receiving notification from ARMA International that the new members have joined GKC ARMA.
- Present tenure pins during June meeting.



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## Secretary

### General

The Secretary is responsible for maintaining the official records of the Chapter. The Secretary is responsible for recording and maintaining minutes for all of the Board meetings and is the custodian of the corporate seal.

### Term

The Secretary position is a one year term and may not serve more than two consecutive terms in this position.

### Primary Duties

- Records and maintains meeting minutes for each Board of Directors meeting. Notes should reflect substantive topics discussed and decisions rendered. All motions, whether approved or not, should be carefully documented. The minutes should also reflect the Board meeting date, start time, end time, and names of individuals who attended in person and remotely as well as those who joined late and were absent
- Sends a draft of the meeting minutes to all of the Board members within two weeks of the Board meeting, which normally takes place on the first Wednesday of each month.
- Updates and finalizes the meeting minutes based on feedback received from the Board members.
- Collaborate with Director of Communications to post the Board meeting minutes to the administrative portal of the GKC ARMA website.
- Participate in Board meetings and decision making.
- Submits Chapter Year budget expense projections to Treasurer by September 30<sup>th</sup>.
- Participate in Board meetings and decision making.
- Registers with State of Missouri to secure not-for-profit tax exempt status. This will take place in the years 2014, 2017, 2020...
- Check monthly chapter roster to make sure notices of new members from HQ are new members and not renewals.



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### Secondary Duties

- Prepare for succession planning by identifying an individual who may provide support.
- Create and maintain Chapter Records and Board meeting minutes, transitioning them to incoming Secretary and providing official copy to the GKC ARMA Records Manager in electronic format
- Distribute hardcopy meeting satisfaction surveys at the tables prior to the meeting. Collect completed surveys, tabulate results and distribute the results to the Board members. Incorporate constructive feedback in future BOD meetings.

### Critical Deadlines

- Attend Board of Director meetings on the first Wednesday of each month and take notes during the meeting.
- Distribute draft meeting minutes to the Board within two weeks after the Board meeting.
- Finalize approved Board meeting minutes and send electronic copy to Director of Communications or their designee within one week of the Board meeting when the minutes were approved for upload to the GKC ARMA BOD Only repository.



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## Chapter President Elect

### General

The President Elect is responsible for learning the responsibilities associated with the President position, assuming the duties of the President in the absence of the President, serving as a lead for the strategic planning committee, concentrates on succession planning for the BOD and assisting the President and other Board members as needed.

### Term

The President Elect position commences a three-year Board commitment.

### Primary Duties

- Submits Chapter Year budget expense projections for this BOD position to Treasurer by September 30<sup>th</sup>.
- Review monthly chapter communications from ARMA HQ and present a brief synopsis of newsworthy or substantive information to the BOD. [Proposed]
- Conducts and facilitates strategic planning meeting between July and September to develop or update the existing Chapter Strategic Plan.
- Signs checks in absence of Treasurer or President.
- Budget permitting, attends the MRM Leadership meeting in July and may attend the ARMA International Chapter/Leadership meetings at the national conference in the fall.
- Participate in Board meetings and decision making.
- Compile and discuss list of potential candidates for next Chapter Years BOD; touching base with existing BOD whose terms are not expiring as well as BOD whose terms are expiring but may wish to serve in another BOD position. Contact and develop BOD slate of candidates for BOD for approval.
- Collaborates with the Chapter President to learn the requirements of the President position.
  - a) Deadlines
    - 1) ARMA International assessment;





- 2) MRM Regional assessment;
- 3) IRS Form 990 due date;
- 4) Chapter report for Leadership conference

b) Procedural

- 1) Administrative announcements during Chapter meetings;
- 2) Leading Board meetings (protocol, agenda format, meeting arrangements etc...);
- 3) Participation in monthly MRM informational calls;
- 4) Robert's Rules of Order;
- 5) Board voting procedure.

c) Financials

- 1) Budget expense projection process early in Chapter Year;
- 2) Bank of America account, check writing, and debit card transfers of authority early in Chapter Year;
- 3) Monitoring of financial statements and bank statement review;
- 4) Oversee completion of IRS Form 990, due in mid-July.

Secondary Duties

- Prepare for succession planning by identifying an individual who would have the ability, talent and dedication to step into the Presidential role.
- Create and maintain Chapter Records transitioning them to incoming President Elect and providing an official copy to the GKC ARMA Records Manager in electronic format where possible.
- Shall serve as ex-officio member on all committees except the committees described in Article 8 of the GKC ARMA Bylaws.

Critical Deadlines

- None at this time.