

## **ARMA NNJ Board of Directors Roles and Responsibilities**

**PRESIDENT** - The Chapter President is the chief executive officer of the chapter and may serve as an ex-officio member of all committees.

Responsibilities:

- Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
- Liaise with ARMA International headquarters and the North East Region on behalf of the chapter.
- Represent the chapter in relations with other professional, business, and service organizations.
- Plan to attend ARMA International's Annual Conference and Expo in the fall, and attend the Chapter Leadership Forum.

**EXECUTIVE VICE PRESIDENT** - The Executive Vice President is the second executive officer of the chapter

Responsibilities:

- In the absence or disability of the President, the Executive Vice President performs all the duties of the President. The Board of Directors or the President may delegate other powers or duties to the Vice President.
- The Executive Vice President assists the President in the executive direction of chapter affairs.

**VICE PRESIDENT OF MEMBERSHIP** - The Vice President of Membership is the Chairperson of the Membership Committee.

Responsibilities:

- Continued growth of the chapter and the Association by adding to the membership
- Retention of membership within the chapter and the Association

**VICE PRESIDENT OF PROGRAMS** - The Vice President of Programs is the Chairman of the Program Committee and.

Responsibilities:

- Arrange programs for monthly general membership meetings to carry out the general theme of records and information management and professional development.
- Set the educational tone for the chapter and be responsible for ensuring that the meetings are a useful source of information for members.

**VICE PRESIDENT OF MARKETING AND ADVERTISING** - The Vice President of Marketing and Advertising is the chairperson of the Marketing Committee.

Responsibilities:

- Establishes and implements an annual marketing plan for the chapter.
- Promotes the sponsorship of chapter events.

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**SECRETARY** - The Secretary is the corresponding and recording officer of the chapter.

Responsibilities:

- All record keeping responsibilities of the chapter
- Acts as a liaison between chapter members, officers, and the Board of Directors.

**TREASURER** - The Treasurer is the financial officer of the chapter.

Responsibilities:

- The treasurer is responsible to the President and the Board of Directors for the receipt and deposit of all funds of the chapter and for the disbursement of funds for properly vouched and approved expenditures.
- Serves as Chairman of the Budget/Finance Committee.
- Prepares a chapter financial budget for approval by the chapter Board of Directors.

**DIRECTOR** – The Director serves as a full voting member of the Board of Directors and performs duties as may be assigned by the President and the Board of Directors.

- Serve on at least one chapter committee