ARMA Canada is looking for a team-oriented volunteer to serve as **Chapter Advisor, Central Region of ARMA Canada.**

## About ARMA Canada

ARMA Canada provides educational and networking opportunities for all Canadian Members, as well as develops Canadian Content and supports Canadian ARMA Chapter Boards.

## Job Description

To provide assistance and direction to chapters in the central region of ARMA Canada, that is the (NCR) Ottawa, Montreal, Southwest Ontario and Toronto chapters. The Chapter Advisor acts as a sounding board for chapters and should explore their pain points and identify successes. The Chapter Advisor should coordinate opportunities to allow Chapter Leaders within the region to learn from each other and to benefit from each other’s efforts.

Areas that should be explored with chapters include but are not limited to:

* Educational programming
* Chapter bylaw compliance
* Chapter financial questions, including budgeting and chapter escrow
* Financial controls and safeguards
* Chapter operations manual
* General questions on the running of a chapter

## Duties & Responsibilities

* Act as a communication bridge between the various chapters in the Central Region as well as between the chapters and ARMA Canada;
* Assist chapters in directing their efforts effectively toward fulfilling their educational mandate as chapters of the ARMA Canada region;
* Discuss chapter pain points and successes with the Region Director and ARMA International, as appropriate;
* Assist Region Director to plan the Region Leadership Meeting and participate in programming as appropriate;
* Collaborate with Region Director to create an activity report to the Region Director 45 days prior to the spring and fall ARMA International Board meetings;
* Assist Region Director in organizing new chapters or restructuring existing chapters in the region;
* Assist with Region operations and initiatives per the direction of the Region Director; and
* Forward feedback and questions from chapters as well as unaffiliated members to the appropriate ARMA resource.

## Time Commitment

Approximately 10 hours a month, including conference calls. Travel is required to the Region Leadership Meeting held prior to the ARMA Canada Conference and the Strategic Planning meeting which is held in September every year.

## Eligibility

* Professional member of ARMA International for at least 3 consecutive years prior to appointment;
* Prior chapter leadership experience required, preferably that of Chapter President, Secretary, or Treasurer;
* Strong interpersonal skills;
* Strong oral and written communication skills; and
* Detail oriented and self-directed to complete tasks.

While serving as Chapter Advisor, one may not hold a chapter board seat, unless authorized by the Region Director.

## Term of Office

Chapter Advisors shall serve a term of two years and may be selected for an additional 2-year term. The successful applicant will start their term on July 1, 2019.

## Benefits

Although this is a volunteer position, which receives no remuneration, the Chapter Advisor will receive an all-expense paid trip to the ARMA Canada Conferences while term is being served.

Expenses include: registration, travel, accommodations and meals.

## Position Location

While a larger portion of the responsibilities are virtual and can be completed in any location, this position does require physical attendance at the Region Leadership Meeting that is held prior to the ARMA Canada Conference. Also, the central region advisor has to be located in that region.

## Orientation/Training

ARMA HQ and the Region Director will provide orientation materials and training in order to foster success in the position.