



ARMA International Educational Foundation Board of Trustee Position Description

- Ensure the overall well-being and progress of the Foundation.
- Ensure that the Foundation meets the goals set out in the Articles of Incorporation & By-laws.
- Ensure that the Foundation meets the evolving needs of the information field.
- Actively advance suggestions and recommendations for development of its program, including priorities for scholarships and research projects and Foundation policies and operational procedures.
- Provide recommendations for fundraising and other development of Foundation resources.
- Serve on active committees appointed by the Chairman, including analyzing issues and problems and developing solutions and options, sometimes on relatively short turnaround. Meet deadlines as assigned.
- Monitor the Foundation's financial affairs, including its fundraising, investments, and disbursements of funds.
- Represent and speak and write for the Foundation, particularly in interpreting its work to allied organizations and groups.
- Carry out special assignments at the request of the Chairman.
- Attend Board of Trustees' meetings and participate in conference call meetings.
- Demonstrate financial commitment to the Endowment Fund with an active or paid up pledge.
- If possible, attend the annual conference of ARMA International to participate as a Trustee in conference programs and activities.
- Obtain support of employer, if applicable.