

Nominations for ARMA International Outside Director Due Jan. 24

ARMA International's Board of Directors (BOD) is seeking nominations for an outside director to take office on July 1, 2019, when the current outside director's third and final term ends. **Nominations must be submitted no later than Thursday, January 24.**

The ARMA BOD will select a nominee from outside the ARMA membership to offer an "outside" perspective to board discussions. This person will serve a one-year term, with the possibility of up to two additional one-year reappointments, for a maximum of three years of service.

The outside director is extended the same considerations as all elected board members and is bound by the association bylaws, policies, procedures, code of conduct, and expectations. In addition, he or she receives a free ARMA International membership while serving.

Time Commitment

The BOD meets in person twice a year, in the spring and fall. The fall meeting takes place directly before the annual conference. The board also meets monthly via conference call; prep work involves reviewing the agenda and meeting materials.

Board obligations also may include working on task forces, taking part in e-mail communications, and representing the association at events. The expected minimum time commitment is three hours monthly (excluding the in-person meetings).

Candidate Qualifications: General

1. Nominees cannot be a member of ARMA International.
2. Nominees from all professions will be considered.
3. Previous ARMA BOD outside directors will be considered if a minimum of one year has passed since their term ended.
4. Individuals may self-nominate.

Candidate Qualifications: Required

1. Board governance and general business oversight experience in any sector
2. Strategic planning experience
3. Ability to engage and influence other professions and professionals across sectors
4. Demonstrated ability to aid current and future initiatives with experience in areas like:
 - a. Legal, IT, or audit sectors
 - b. Marketing, including e-commerce and social media marketing

Candidate Qualifications: Preferred

1. Board-level financial experience with a not-for-profit or for-profit organization
2. International experience
3. Experience across multiple industries or sectors
4. Understanding of the necessity of information management within organizations
5. Experience working with or for a not-for-profit or non-profit organization in any capacity (e.g., volunteer, board member)

Nomination Process

Nominate yourself or someone else for the position of outside director by sending the following information to Board.Affairs@armaintl.org **no later than Thursday, January 24, 2019:**

1. Nominee's name, address, telephone number, and e-mail address
2. Nominee's place of employment
3. Your name, address, telephone number, and e-mail address
4. A statement of no more than 200 words describing the reasons you believe the nominee will be an effective outside director (addressing the required and preferred qualifications listed above)

Selection Process

1. The task force will review all nominations and notify all *qualified* nominees of their nomination via e-mail. Those who accept their nomination will be considered candidates.
2. Candidates will be required to submit a resume and a statement as to why they are interested in serving on the ARMA BOD to Board.Affairs@armaintl.org by 11:59 p.m. (CST) **Monday, January 28, 2019.**
3. The Outside Director Search Task Force will review all candidate materials, may interview each qualified candidate, and recommend a candidate to the BOD for confirmation. Appointment is anticipated by **March 1, 2019.**
4. The BOD will invite the successful candidate to attend in person the BOD's spring meeting in Kansas City on **March 20-22, 2019.**

Questions?

Contact Board.Affairs@armaintl.org.

Deadline for nominations	January 24
Deadline for candidate to submit resume and statement of interest	January 28
TF Meeting #2 - Determine who will be interviewed (electronic)	By February 4
TF Meeting #3 - Interview candidates/decide on recommendation	Week of February 11
Appointment BOD confirmation – as soon as decision made	Via email
Spring 2019 BOD Meeting	March 20-22