

President Elect, ARMA Edmonton Chapter

Term of office: 1 year term (July 1 to June 30); followed by an additional 1 year term as President.

The President Elect shall:

- Assist the President in managing board activities and governance
- Perform the duties of the President in the absence of that officer as listed in the President's role description
- Establish and chair the Awards Committee
- Represent the Edmonton Chapter at the Annual ARMA I Canadian Region Leadership Meeting, pending budget availability
- Attend monthly board member meetings held once a month either in person or remotely (approx. 1-2 hours)
- Other assigned duties.