ARMA International Board of Directors
Position Qualifications and Responsibilities

Nominations and candidate materials are due **December 10, 2026**.

- Nominations may be submitted to Board.Affairs@armaintl.org.
- Candidate materials, in accordance with the instructions listed in the Candidacy Submission Requirements, are due by **December 10, 2026.**

There are three (3) Director positions open for election. The director will serve a three-year term from July 1, 2027, to June 30, 2030.

The established minimum qualifications and requirements for each office must be met before a nominee is accepted as a candidate. The minimum qualifications will be verified by ARMA Headquarters upon receipt of the candidate submission materials and will be re-verified by the committee. The required qualifications are defined below and will be reviewed and graded by the committee to become a confirmed candidate.

High-level Roles and Responsibilities

1. Uphold and promote the vision, mission, and values of the association
2. Lead with outward vision and in consideration of the global landscape
3. Monitor and promote the association's member and financial growth
4. Articulate and advocate for the professions of records and information management and information governance as inter-related professions
5. Participate in the association's strategic planning efforts, revising the strategic vision as necessary due to changing global economic or other factors
6. Maintain understanding of the financial position of the Association and fiscal responsibilities of the Board of Directors
7. Support all board-approved decisions
8. Assist other board members with duties as requested
9. Commit to spend the time required to participate in BOD meetings, committee liaison meetings, strategic planning meeting, and ARMA conferences as necessary

Minimum Qualifications

1. Member in good standing of the association for at least **five (5)** consecutive years prior to filing for candidacy
2. Served a minimum of **one (1)** year at either the international board of director level, international committee level, or chapter board level, within the past **five (5)** years at the time of candidacy.
3. Nominated by a current member in good standing (including self-nominations)

Required Qualifications

1. Experience resolving issues and challenges facing the association and the RIM and information governance community
2. Awareness of the opportunities and challenges facing the association and the RIM and information governance professions
3. Awareness and appreciation of international RIM and information governance issues, including legislative and privacy requirements
4. Strategic thinking, long-term planning, budgeting, forecasting

5. Proven leadership skills and change management experience
6. Prior demonstrated governance experience, such as serving on a board or governance committee, either work-related or as a volunteer
7. Ability to speak professionally before members, partners, and the public on behalf of the association in small and large settings
8. Executive management experience
9. Certification as an Information Governance Professional, Certified Records Manager, or similar designation

Candidate Questions

Candidates for the Board of Directors are required to submit responses to the following questions with their candidate materials.

1. What are the opportunities and challenges facing the association and the RIM and information governance professions?
2. What do you think should be done to increase the influence of the organization and the Information Management profession globally?
3. What do you think should be done to grow a sustainable volunteer structure?
4. Provide an example of an initiative you have led that demonstrates your innovation and creativity.