



## Attention all Canadian Region Members of ARMA International

Apply by February 28, 2008

ARMA Canada is seeking a Director of Program to serve a term of two years commencing March 15, 2008 and ending June 30, 2010.

Reporting to the Canadian Director of Conferences the incumbent has the responsibility of gathering the most impressive group of elite speakers to give presentations at all levels in the field of Records and Information Management at Canadian Conferences. The incumbent is responsible for placing a call for papers prior to the conference, review abstracts and select presenters, acknowledge and negotiate terms, gathering information about the speaker including biographies, and session summaries. The Director of Conferences will be responsible for the scheduling of speakers, the speaker room at conference, and work with local committees for speaker monitors and assistants.

It is important the Director of Program have their employer's support to serve in this capacity. This person will be required to travel on behalf of ARMA Canada to attend leadership meetings and assist the Director of Conferences preside over the annual Canadian educational conference. Although the Director of Program is not an official voting member during ARMA Canada meetings, this individual is expected to contribute to the meetings and is considered part of the Region Team.

To help acquaint them self to the position, the successful individual will be asked to shadow the current Director of Program until July 1 of this year. The Canadian Conference will be held in Fredericton this year, in Edmonton in 2008 and in London, ON in 2009. International Leadership dates and locations are Las Vegas, Nevada in October 2008 and Orlando, Florida in 2008. Budgets are in place to assist with travel requirements.

This person will demonstrate strong leadership skills, communication and speaking skills. A team player with the heart of ARMA is a must!

Requirements for the position:

- An ARMA member for three consecutive years in Canada.
- Experience in organizing seminars, workshops, training opportunities.
- Applicants will have good negotiating skills
- The ability to work effectively in a team environment, coaching and leading skills an important asset
- Project management skills
- Good writing skills
- The ability to think quickly and react spontaneously is a must

**This is a great leadership opportunity to work with a great Region Team!**

To apply, please forward a letter of interest and resume to Pat Burns, Region Manager, ARMA Canada. You can e-mail it to [pat.burns@gnb.ca](mailto:pat.burns@gnb.ca) or send it via post to the following address:

Pat Burns  
Region Manager, ARMA Canada  
PO Box 20222  
Fredericton, NB E3B 6Y8

If you have any questions, you can contact Pat at the addresses above or by telephone at 506-453-7475.