

**Association of Legal Administrators
Greater Chicago Chapter
Position Description**

Position Name: VICE PRESIDENT/PRESIDENT ELECT, REGION 3 REPRESENTATIVE

Qualifications

The Vice President/President Elect, Region 3 Representative shall have served previously as an Officer or Director; be able to make a three-year commitment to the Chapter: one term as Vice President, the next term as President, and the last term as Past-President and shall currently meet the regular membership qualifications of both the Greater Chicago Chapter and the Association of Legal Administrators.

Basic Functions

The Vice President is an officer of the Chapter and a voting member of the Board, and shall attend each Board meeting and as many Chapter functions as possible. (Coordinated effort between the President and Vice President should be made to make sure the monthly small or mid-size firm meetings are attended by one of them.)

The Vice President shall assist the President in fulfilling his/her duties and act in place of the President when the President is unable to do so. It is intended that this Officer will prepare to assume the position of the President the subsequent year in such a way that the continuity of the Chapter will be maintained.

Specific Functions

- 1) May be a chairperson for an area of responsibility within the Chapter. This area of responsibility will be defined by President or Board at-large and may change from year to year.
- 2) Shall ensure that the Board position descriptions are in compliance with ALA standards and updated annually by working with all Board members.
- 3) Shall host the cross-over Board meeting at which the outgoing and incoming Board members assume their new positions and exchange information.
- 4) May be requested to represent the Chapter at certain ALA conferences, seminars, meetings and institutes.
- 5) Shall be responsible for selecting the President's gift at the end of the Board year.

Succession to Office of President

The Vice President shall succeed to the office of President for the remainder of the Chapter Year should the President be unable to complete his/her term of office.

Check Signer

The Vice President shall be authorized to sign Chapter checks in association with the other officers: President, Treasurer or Secretary.

Committees

- 1) Serve as honorary co-chair on all committees.
- 2) Chair the Nominating Committee for the year in which he/she shall assume the office of President.

ALA Webinars

Depending upon the educational programs scheduled and the needs of the members:

- 1) Arrange for hosts for ALA Webinars.
- 2) Provide notice of those webinars to the general membership.

Conferences

Make a concerted effort to attend the Annual and Regional Conferences, and the Chapter Leadership Institute (CLI) training workshops. This will help develop continuity of the Chapter in its relationship with ALA. The Chapter will pay for reasonable expenses for attending the Annual and Regional Conferences and CLI (registration fee, transportation and hotel).

ALA Annual Educational Conference & Exposition ("Annual Conference") is held in the spring. A Region 3 Council meeting is held in conjunction with the Annual Conference, and the Vice President

is expected to attend that meeting as a representative of the Chapter, as well as any other meetings scheduled during the Annual Conference at which a Chapter representative is required by ALA or deemed necessary by the Board. In the event the Vice President is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

Annual ALA-Sponsored Chapter Leadership Institute (CLI) is held in early summer. Because of the importance of this Institute to Chapter leadership and management, the Vice President is expected to attend. If the Vice President cannot attend, an alternate from the Board is to be recommended by the President and approved by the Board. Whoever attends shall write an article about the experience.

Annual Region 3 Conference and Council Meeting is held in the fall. A Region 3 Council meeting is held in conjunction with the Annual Region 3 Conference & Exposition ("Region 3 Conference"). In the event the Vice President is unable to attend the Conference and meetings requiring a Chapter representative, an alternate from the Board is to be recommended by the President and approved by the Board.

Region 3

Act as the Region 3 Council Representative, representing the Greater Chicago Chapter on the Regional Council. Specific functions include:

- 1) Meet with the Region 3 Council at all council meetings. Currently, the council meets in full session twice a year – at the Annual Conference and at the Region 3 Regional Conference.
- 2) Send one or two photos (jpeg format) with captions (a simple description – chapter name, what is happening in the photo, date) to the Region 3 Communications Officer for publishing in ALA News.
- 3) Present to the Region 3 Council any issues and matters of interest and of concern to the Greater Chicago Chapter, as directed by the board.
- 4) Prepare any materials requested by the Region 3 Management Team for meetings and other dissemination.
- 5) Communicate information received at Regional Council meetings and through other methods to the Chapter's board and members.
- 6) Prepare articles for the Greater Chicago Chapter on Region 3 issues, as requested.
- 7) Inform the Region 3 Communications Officer of Chapter officer changes and activities.
- 8) Vote on behalf of the Chapter on regional matters for which a vote is called. Only one regional council representative per chapter shall have voting privileges.

ALL BOARD MEMBER EXPECTATIONS

In addition to the above, the following responsibilities apply to all Officers, Directors and Advisors of the ALA Greater Chicago Chapter Board. The Board year is April 1 to March 31.

Board Meeting Attendance/Communication

- 1) Attend **ALL** monthly Board meetings as participation is essential for us to conduct business.
 - a) Missing more than three Board meetings in a row is cause for dismissal from the Board at the discretion of the President and the Board members acting together.
 - b) Advise the Secretary and meeting host if one is not able to attend an upcoming scheduled Board meeting, or if an emergency arises, contact the Secretary and meeting host.
- 2) Board Reporting:
 - a) Board members are to email a report to the Secretary a week before the Board meeting.
 - i) This report should provide an overview of past and future happenings.
 - ii) Any "Discussion Items" (which may or may not require a vote) are to be indicated as the last item on your report. The Secretary will arrange the agenda to ensure those with discussion items can present them early in the meeting.
 - iii) This report is required whether you attend the meeting or not.
- 3) Meetings of note which all Board members are strongly encouraged to attend:
 - a) March Board meeting - the transition meeting
 - b) March Bi-Monthly Educational Luncheon - the outgoing and incoming Board's introduction to the Membership
 - c) Board Retreat – generally in the first month of the Board year
- 4) Plan to host at least one Board meeting during the Board year. (The Host provides lunch for the entire Board.)

Chapter Newsletter

- 1) All Officers and Directors are to contribute two topical articles to the Chapter newsletter. Additionally each Board member should write an overview of some subject matter related to their Board position, which may be a FYI to the membership, "Did you know..", or any other pertinent areas to address.
- 2) All Advisors shall contribute a summary of speaker presentations and write about any other presentation when requested.

Other Events

- 1) Attendance at the Bi-Monthly Educational Luncheons and other ALA or Greater Chicago Chapter sponsored events is necessary for Chapter development. Greeting new members and building relationships with Chapter members is a responsibility of all Board members at these events.
- 2) Board members are encouraged to attend ALA programs or meetings as requested by the Board during the calendar year for which some of these expenses may be borne by the Chapter.
- 3) Board members are expected to participate in any new member initiatives, i.e. new member lunches.

Encourage Growth

- 1) Form committees to enlist members to assist with the respective Board position and to aid in identifying future leaders. Each committee (and/or board position) should have a transition plan.
- 2) Assist in promoting advertising on the Chapter website to sponsors and attend networking events sponsored by the Chapter and business partners. Business partners are an integral part of the Chapter as most of the Chapter's funds are derived from sponsorship fees.
- 3) Encourage all Chapter members to abide by the Chapter's Listserv Guidelines, ALA's Code of Professional Ethics and the Antitrust Policy.