



COMMUNITY RELATIONS DIRECTOR POSITION DESCRIPTION

Qualifications

The Community Relations Director shall be able to make a one-year commitment to the Chapter and meet the regular membership qualifications of both the Greater Chicago Chapter and the Association of Legal Administrators.

Basic Functions

The Community Relations Director is a voting member of the Board, and shall attend all Board meetings and as many Chapter events as possible. The Community Relations Director shall coordinate community service projects and develop relationships with the Chicago legal community, i.e. bar associations, IFMA, ILTA, LMA and SHRM.

Specific Functions

- 1) Be responsible for communications between the Chapter and the community, legal and non-legal.
- 2) Find local efforts in which the Chapter could be involved.
- 3) Recruit a committee to support the Community Relations directive of the Chapter.
- 4) Work with ALA HQ to promote "Community Connection"; organization of a Chapter service event (e.g., Jobs for Youth) is typically required for this event.
- 5) Work with a chapter committee to host an annual charity event (i.e. Casino Night) to raise funds for local charities approved by the committee and the Board.
- 6) Encourage all Chapter members to become involved in one or more of these efforts.
- 7) Shall be responsible for communications and relations with local and state Bar Associations and other local associations (i.e. IFMA, ILTA, LMA and SHRM). Will work with these associations to create a partnership beneficial to both the Chapter and the associations.
- 8) Act under the guidance of the Board and assist the Board and other committees as needed.
- 9) It is recommended that the Community Relations Director recruit a committee for assistance with all events.
- 10) As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards category Visibility – Community Connection.

GENERAL BOARD MEMBER EXPECTATIONS

In addition to the description for each individual role, 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 takes place at this meeting
 - c) Board Retreat – generally in the first month of the Board year
 - d) The Business Partner and New Members Meet the Board Event
- 4) Plan to host at least one Board meeting during the Board year. (The Host provides lunch for the entire Board and is reimbursed by the Chapter.)

Other

- 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.
- 4) Each Board member shall serve as a Business Partner Liaison to a number of Chapter sponsors.

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.