



PAST PRESIDENT/HISTORIAN POSITION DESCRIPTION

Qualifications

The Past President/Historian shall have served as the President the prior year, 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 Past President/Historian is a voting member of the Board, who serves to ensure continuity, transfer of information and experience to the new Board and shall attend all Board meetings and as many Chapter functions as possible. The Historian acts as a resource for Chapter historical information and maintains the records of the Chapter's history. The Past President will assume responsibility for special projects as requested by the President or board members.

Specific Functions

The Chapter Historian will:

- 1) Review the Chapter By-Laws and make recommendations to the Board as needed for changes necessary to keep the Chapter By-Laws current with the Chapter's Mission Statement and Goals, the needs of the Chapter members, and to assure conformance with ALA By-Laws.
- 2) Submit proposed changes in By-Laws to ALA and ensure current By-Laws are on file with ALA HQ. (The Board's final vote to accept the proposed changes should be taken after ALA HQ approves the changes.)
- 3) Develop and maintain the Chapter's record retention policy.
- 4) Review the Standing Rules and make recommendations for changes as needed to the Board.

As the immediate Past President:

- 1) Coordinate the Past President's Council meetings at least two times for the year. This meeting would also include the current President, President-elect and Vice President-elect.
- 2) Plan to be on the following Committee(s): Budget
- 3) Act as Chair of the Nominating Committee in the Fall of the Past President/Historian's term.

Website

Filter all inquiries from the website and direct them to the appropriate Board member.

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.