



## **OPERATIONS/COMMUNICATIONS ADVISOR POSITION DESCRIPTION**

### **Qualifications**

The Operations/Communications Advisor 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 Operations/Communications Advisor is a non-voting member of the Board who reports to the Professional Development Director and shall identify and fulfill the educational needs of Chapter members in the area of Organizational Management and Communications. (For more information, see <http://www.alanet.org/clm/competenciesbysubjectarea.pdf>) The Operations/Communications Advisor shall attend all Board meetings and as many Chapter functions as possible.

### **Specific Functions**

- 1) Work with the Committee consisting of the Professional Development Director and the Advisors to establish a schedule of dates and topics for the educational sessions for the Chapter.
- 2) Plan one Brown Bag Event and one Bi-Monthly Educational Luncheon per Board year. Make sure all arrangements completed at least 30 days prior to the event so proper notification of the membership can be arranged.

#### **Following are the duties associated with planning a Brown Bag Event:**

- a) Determine the topic.
- b) Find a speaker.
- c) Find a volunteer member to host (host provides drinks and dessert for attendees).
- d) Prepare an invitation announcement for delivery via email.
- e) Collect RSVPs.
- f) Prepare evaluation forms.
- g) Copy handouts for distribution to attendees.
- h) Distribute evaluation forms to attendees and collect evaluation forms at the end of the event.
- i) Give the evaluation forms, copies of the invitation and handouts to the Professional Development Director for submission to the Region 3 Education Officer.

#### **Following are the duties associated with planning a Bi-Monthly Educational Luncheon**

- a) Work with the Professional Development Director to determine the topic.
- b) Prepare an invitation for delivery via email.
- c) Find a speaker and negotiate fees.
- d) Coordinate with speaker regarding audio-visual needs and handouts.
- e) Greet speaker and make sure all audio-visual needs are met.
- f) Introduce speaker to all Officers and Directors present at the event.

### **Website**

Work with the Professional Development Director and the Secretary to ensure that all information pertaining to educational events is available on the Chapter's website.

## **ALA Headquarters**

Work with ALA HQ when necessary to develop and adopt programs for use by the Chapter.

## **Miscellaneous**

- 1) It is essential that the Operations/Communications Advisor provide regular reports on issues and activities of a facilities/office services nature that may be of interest to the members of the Chapter.
- 2) It is recommended that the Operations/Communications Advisor designate an assistant advisor.

## **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.