



PRESIDENT POSITION DESCRIPTION

Qualifications

The President shall have served previously in the Vice President's capacity, be able to make a two-year commitment to the Chapter: one term as President and the next term as Past-President and meet the regular membership qualifications of both the Greater Chicago Chapter and the Association of Legal Administrators.

Basic Functions

The President is an Officer of the Chapter, a voting member of the Board and shall attend all Board meetings 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 President is responsible for managing the organization and providing a common direction to the Board and Chapter as a whole.

Specific Functions

- 1) Preside at all meetings of the Board and the Membership; shall approve committee assignments and delegate assignments to other officers and directors of the Chapter throughout the year.
- 2) Coordinate an annual Board retreat at which strategic Chapter issues are discussed.
- 3) Encourage a good working relationship among all members of the Board and work with ALA HQ to promote recognition of the Chapter.
- 4) Cultivate a relationship with ALA Regional and ALA HQ officers and make an effort to have the Chapter represented at all ALA events.
- 5) Prepare and submit the President's Award of Excellence.

Communication

- 1) Respond to all telephone inquiries and correspondence on behalf of the Chapter.
- 2) Throughout the year the President may be asked to speak at, or attend an engagement on behalf of the Chapter, particularly with other legal organizations, such as bar associations.
- 3) Write a column for the Chapter's bi-monthly newsletter and a letter for the website.
- 4) Notify any board member who is in jeopardy of being dropped from the board.
- 5) Provide ALA HQ with a list of the individuals who will assume office as of April 1st immediately following the Chapter election of officers.
- 6) Update and return the Chapter's *Chapter Profile* to ALA HQ within 45 days of taking office.

Tax Returns, Check Signing and Audit

- 1) Review all tax returns before filed.
- 2) Be authorized to sign Chapter checks in association with the other officers: President-Elect, Treasurer or Secretary.
- 3) Appoint a Chairperson to form an Audit Committee prior to the end of his/her term of office and work with the Treasurer to make all books and records available to the Audit Committee for its perusal.

Conferences

Make a concerted effort to attend the Annual and Regional Conferences, and the Chapter Leadership Institute (CLI) training workshops, so as to 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)

- 1) Arrange to participate in all educational conferences; leadership and chapter conferences; workshops, conferences and receptions, including, but not limited to the Chapter Management Session, the Chapter Communications Workshop and Chapter Leaders' Receptions.
- 2) Attend the Members' Forum.
- 3) Participate in chapter and leadership social functions at which representation of the Chapter is important and where the attendee would network with chapter leaders across the country; including, but not limited to the Welcome Reception.
- 4) Participate in the Association Luncheon.
- 5) Report to the Board at the first Board meeting after the conference.

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 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 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 President is expected to attend. If the President cannot attend, an alternate from the Board is to be recommended by the President and approved by the Board.

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. In the event the 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.

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.