



PROFESSIONAL DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Qualifications

The Professional Development Director shall be able to make a two-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 Professional Development Director is a voting member of the Board and shall attend all Board meetings and as many Chapter functions as possible.

The Professional Development Director is responsible for providing educational programs, professional development resources, and information to the Chapter's members. Professional Development deals with the documentation and assessment of the overall skill requirements necessary for legal administrators to perform their jobs competently, as well as determine the programmatic and educational means for developing those skills.

The Professional Development Director shall be responsible for developing relationships (communication and programmatic) with other legal industry related professional organizations and shall identify issues and resources related to the professional development of legal administrators and bring that information to the Board for consideration.

Specific Functions

- 1) Work with the Advisors to plan the educational calendar for the Chapter as follows:
 - a) Brown bag events are generally held in June, August, October, February and April.
 - b) Bi-monthly educational luncheons are usually held the third Tuesday in May, July, September, November, January, March. Dates are subject to change based on a holiday or other event conflicts. Education events are not required to be scheduled in December, however may be depending upon schedule and interest in topic.
 - c) The annual Law Firm Leaders event is usually held in the Spring or Summer.
 - d) Make sure all arrangements completed at least 30 days prior to the event so proper notification of the membership can be arranged.
- 2) Develop appropriate educational programs that will meet the needs of the members in the various bodies of knowledge and essential competencies required by every legal administrator, as well as for the completion of the Association's voluntary certification initiative (CLM). Topics and speakers should be considered that would qualify for the Education Excellence Award and cover areas needed for President's Award. CLE or CLM credit should also be considered when planning each event.
- 3) Solicit input from members regarding educational needs and issues.

- 4) Work with the Advisors to determine the schedule for Brown Bag events and Bi-Monthly Educational Luncheons.
- 5) In order to have an easier transition, the outgoing and incoming Professional Development Directors should work together to cover the events between March and June.
- 6) Work with the Business Partner Relations Director as needed to coordinate sponsor attendance at events.
- 7) As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards categories in Education Excellence and Visibility-Managing Partners Event.

Following are the duties of the Professional Development Director's committee regarding the six bi-monthly luncheons:

- a) Name tags
- b) Invitations (to be sent via email)
- c) Collection of registration fees from attendees
- d) Track RSVPs and payments
- e) Print checklist for use at registration table
- f) Facility arrangements (audio-visual needs, menu, final headcount)
- g) Co-ordinate with Business Partner Relations Director regarding sponsor for all bi-monthly events except March. Get commitments from sponsor and representative's names for each event
- h) Recruit volunteers for registration table at each event
- i) Prepare evaluation forms
- j) Prepare receipts
- k) Co-ordinate with Treasurer for payment of speaker fees
- l) Forward facility invoice to Treasurer for payment
- m) Prepare accounting letter used to submit all monies to Treasurer
- n) Have contact information for all key players (Speaker, President, Vice President, Business Partner Relations Director, Membership Director)
- o) Co-ordinate with Advisors regarding preparation of handouts
- p) Prepare Agenda and Speaker introduction for use at meeting.
- q) Distribute handouts and evaluations

For Brown Bags events and Bi-Monthly Educational Luncheons, the Professional Development Director shall be responsible for tallying all evaluation forms; preparing and reporting all educational session evaluation summaries to the Region 3 Education Officer; and sending copies of everything that is sent to Headquarters to the Chapter President.

Committees

Bi-annual Educational Conference and Business Partner Expo - The Professional Development Director shall work with the Special Events Director and the Conference Planning Committee. It is strongly encouraged to have non-Board members be part of the committee.

Website

The Professional Development Director shall work with the Advisors and the Communications/Website Director to ensure that all information pertaining to educational events is available on the Chapter's website.

ALA Headquarters

The Professional Development Director shall work with ALA HQ when necessary to develop and adopt programs for use by the Chapter for the professional development of Chapter members.