



BUSINESS PARTNER RELATIONS DIRECTOR POSITION DESCRIPTION

Qualifications

The Business Partner Relations 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 Business Partner Relations Director is a voting member of the Board and shall attend all Board meetings and as many Chapter functions as possible. It is strongly suggested that the member selected for this position be familiar with Microsoft Excel and Access.

Specific Functions

- 1) Maintain relationships with business partners to the legal community.
- 2) Maintain a list of current and prospective local Greater Chicago business partners.
- 3) Meet and/or speak with various business partners to discuss the possibility of sponsoring the Greater Chicago Chapter of the ALA.
- 4) Provide information as to the benefits of sponsorship and the necessary forms as needed to any business partner interested in getting involved with the Chapter.
- 5) Answer questions regarding sponsorship benefits, ad placement and website listings.
- 6) Handle all incoming forms and payments regarding sponsorship; forward information and payments to the Treasurer; and provide information about new sponsors to the Communications/Website Director and the Newsletter Director.
- 7) Send letters annually (several times prior to April) to all local business partners regarding the Chapter Board year and the benefits of Chapter sponsorship. These letters shall include necessary forms that must be completed to become sponsors.
- 8) Co-ordinate an annual review of the Sponsorship Program (in the 3rd Quarter) and arrange for updating all sponsorship related forms.
- 9) Plan two Business Partner Forum meetings with the Sponsors and Board Members.
- 10) Work with Small and Mid-Size Directors to coordinate sponsors for the quarterly Joint Meetings.
- 11) Work with Professional Development Director and Advisors to coordinate sponsors for the Brown Bag Sessions.
- 12) Plan two Business Partner Advisory Council (BPAC) meetings.
- 13) Create and send an annual survey to all business partners.
- 14) Assign a Business Partner Liaison to each sponsor.
- 15) Conduct a drawing to determine which business partners will serve on the Forum.
- 16) Send out requests as positions open on the BPAC to determine which business partners will fill those positions.
- 17) Participate as a member of the Casino Night Committee.
- 18) As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards categories in Business Partner Relations.

Annual events will include a Holiday Party, Summer Mix ‘n Mingle, and the Business Partners & New Members Meet the Board Event.

The duties associated with planning these events include:

- 1) Secure a sponsor for the Holiday or Summer Party
- 2) Plan the date, secure a venue and catering for the event, working with the sponsor of the event.
- 3) Keep all party plans within the budgeted allowance
- 4) Prepare and send invitations to Chapter members
- 5) Plan and arrange for speakers and activities, etc.
- 6) Track RSVPs for the event
- 7) Coordinate any needed signs, AV equipment, etc.
- 8) Attend and manage the actual event.

Newsletter

- 1) Provide information about new sponsors since the last edition of the newsletter to the Newsletter Director.
- 2) Provide a list of advertisers/sponsors to the Newsletter Director on a bi-monthly basis for each edition.
- 3) Keep a record of Business Partner profiles in the Chapter newsletter. Request that all sponsors complete the profile and submit the profile and a photo to the Newsletter Director.

Bi-Monthly Luncheons

- 1) Work with the Professional Development Director to coordinate sponsors for each of the six bi-monthly educational luncheons, providing names for the creation of nametags for those sponsors.
- 2) Arrange for two representatives from the sponsor to attend the bi-monthly educational luncheon where they will do a five minute (no more than ten) presentation of their company's services.
- 3) Introduce the sponsor representatives at the bi-monthly educational luncheon.

Educational Conference and Business Partner Exhibition or Sponsor Appreciation Party

These events are held in alternating years with the conference and expo held in odd years and the sponsor appreciation event held in even years. The Business Partner Relations Director is responsible for working with the Special Events Advisor to plan one of the events each year. The duties associated with planning these events are:

- 1) Send "save the date" letters and invitations to business partners
- 2) Coordinate the registration of business partners.
- 3) Coordinate, shipment of displays, AV equipment and signage,
- 4) Attend and help manage event.

Website

- 1) Provide the Communications/Website Director with information for any sponsor listings on an on-going basis.
- 2) Maintain the business partner section of the Chapter's website so it contains current sponsorship information, etc.

Committees

Form and work with a committee for all events and coordinate with other Board members, as needed. It is very important that the Business Partner Relations Director recruit non-board members to work on the Business Partner Relations Committee. There are many duties related to this position that can be shared by members of the committee. This is also a way to develop a succession plan for this position.

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.