



SMALL FIRM DIRECTOR POSITION DESCRIPTION

Qualifications

The Small Firm Director shall be able to make a one-year commitment to the Chapter and meet regular membership qualifications of both the Greater Chicago Chapter and the Association of Legal Administrators.

Basic Functions

The Small Firm Director is a voting member of the Board and shall attend all Board meetings and as many Chapter functions as possible. The Small Firm Director shall identify and fulfill the educational needs of the small firm administrators in the Chapter and act as a liaison between the small firm group and the Board.

Specific Functions

Coordinate monthly meetings for small firm administrators. These meetings usually take place on the second Wednesday of each month. It is suggested that the following be done for each monthly meeting:

- 1) Arrange for a host for each meeting from June through July. The host provides drinks and dessert or all attendees.
- 2) Per the consensus of the director and group, arrangements can be made to have a business partner provide lunch for the group. The sponsors are given the opportunity for a five to ten minute presentation of their company's services.
- 3) Prepare and send email invitation to the small firm listserv.
- 4) Take attendance.
- 5) Have each member introduce themselves and their firm.
 - a) Use of name cards is optional and up to the director, host and group.
- 6) Announce all ALA HQ and Greater Chicago Chapter events, i.e., dates of bi-monthly educational luncheons, regional and annual conference dates, CLM study sessions, ALA webinars, brown bag events, etc.
- 7) Prepare an agenda – most generally round table with topics provided by members
- 8) Have one or two handouts available on the monthly topic being discussed.
- 9) Collect member business cards at the end of each meeting for scholarship drawings.
- 10) Work with the Business Partner Relations and Mid-Size Firm Directors to coordinate the quarterly joint meetings.
- 11) Summarize ideas, issues and topics discussed at the small firm meetings in an email to the small firm listserv.

Website

Submit all monthly meeting dates, host, location and RSVP information to the Secretary for posting on the Chapter website. It is very important to get all dates posted for the year as soon as possible, with a minimum of posting three months prior to the event date. This keeps the calendar current and eliminates potential conflict with other ALA events.

Miscellaneous

- 1) Work with the Professional Development Director when necessary to develop and present educational programs to meet the needs of each section, to develop and present educational programs for the small firm administrators using various mediums, formats and resources.

Committees

Although the Small Firm Director does not need a committee, it is recommended that he/she look for future ALA leaders and enlist their assistance for the needs of the Chapter.

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.