

ALA Chicago CLM Director Position Description



Qualifications

The CLM Director shall be able to make a one-year commitment to the Chapter and meet the regular membership qualifications of both the Chicago Chapter and the Association of Legal Administrators. The CLM Director shall have received the CLM designation from ALA and maintain his/her recertification requirements.

Basic Functions

The CLM Director shall design and develop the CLM Study Group curriculum based on the components of the Certified Legal Manager (CLM) Examination and chair and coordinate the CLM Study Group.

Specific Functions

1. Set up a CLM Study Group and meet with the members of the group.
2. Assist in making arrangements for all meetings, topics and speakers.
3. Share personal knowledge and experience of taking the CLM exam with the group, if applicable.
4. Encourage participants to organize time and coursework to ensure readiness to take the exam.
5. Recommend reading materials and maintain the Study Group Lending Library, Study Notes and articles related to CLM content.
6. Work with the Professional Development Director and Advisors to help fulfill topic requirements for CLM credit.

Website/Newsletter

Work with the Chapter Management to ensure that all information pertaining to educational events is available on the Chapter's website. Place several announcements in newsletter and on website regarding the CLM study group and testing information.

ALA Headquarters

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

Miscellaneous

1. It is essential that the CLM Director provide regular reports on issues and activities regarding the CLM Study Group that may be of interest to the members of the Chapter.
2. It is recommended that the CLM Director form a committee.

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 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:

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- 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 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.