

# ALA Chicago Membership Director Position Description



## Qualifications

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

## Basic Functions

The Membership Director shall be responsible for all interaction with new members and assisting Chapter Management with maintaining the membership database.

## Specific Functions

1. Assist Chapter Management with maintaining the Chapter's membership records.
2. Respond to inquiries about membership in the Chapter.
3. Assist Chapter Management with receiving and processing membership applications as needed.
4. Assist Chapter Management with preparing periodic reconciliations of the membership rolls with ALA HQ.
5. Keep the Board advised of new members, current member changes and submit a report including the statistics regarding membership for attachment to the minutes of each Board meeting.
6. Fulfill the tasks for processing new members, renewals and communications with potential new members and the Board as described in the binder entitled "Membership Director Procedures Manual".
7. Form and maintain a committee of at least three members to assist with the membership duties.
8. Assist in enhancing the Chapter recruiting methods and materials.
9. Plan functions for new members to help them assimilate into the Chapter.
10. Develop means for recognizing new Chapter members at meetings or through the newsletter.
11. Aim to establish plans/programs for increasing Chapter membership, i.e. membership drives.
12. Work with the Treasurer on projected revenues from dues and related expenses.
13. Obtain member profiles as needed and provide those profiles to the Newsletter Director.
14. Assist Chapter Management with renewals and follow up with non-renewals.
15. As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards categories in Membership, Recruitment and Retention.

## Website

1. Coordinate with Chapter Management to inform the members about new members and member changes.
2. Assist Chapter Management with maintaining the current online versions of materials mailed to new and prospective members such as Chapter brochure, bylaws, annual activities and recruiting promotional events.

## 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:

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- 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 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.