

# ALA Chicago Newsletter Director Position Description



## Qualifications

The Newsletter Director shall be able to make a one-year commitment to the Chapter and, because of the cyclical nature of the Chapter's activities, be prepared to consider serving a consecutive second-year term. The Newsletter Director must meet both the regular membership qualifications of both the Chicago Chapter and the Association of Legal Administrators.

## Basic Functions

The Newsletter Director shall be responsible for promoting the Chapter through written materials and shall ensure all ALA and Chapter events are included in the Newsletter.

## Specific Functions

1. Form a committee and work with said committee to prepare and distribute the Chapter newsletter.
2. Solicit articles and features that will work to benefit Chapter members.
3. Work closely with the Business Partner Relations Director to obtain paid advertisements.
4. Be actively involved in the production of all written materials promoting the Chapter and be responsible for the continuous improvement in the quality and utility of such materials.
5. Complete all forms related to the ALA newsletter award.
6. Determine the final content, copy, and layout of each newsletter.
7. Receive "Director" newsletters from other chapters and forward copies of our Chapter newsletter to:
  - a. Current Chapter Members
  - b. Current Region 3 Officers
  - c. Directors of ALA's Legal Management and ALA News
  - d. Region 3 Chapter Presidents
  - e. Non-member Newsletter Contributors
  - f. Business partners and sponsors who have advertisements in the Administrator's Advantage
  - g. A supply of newsletters should be kept for the ALA annual awards submission
  - h. Any remaining issues to be given to the Business Partner Relations and Membership Directors.
8. Prepare a monthly report to the Board regarding upcoming issues of the newsletter, including information related to topics, themes, due dates and names of the people who have been assigned or volunteered to write articles.
9. As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards category Newsletter Excellence.

## Newsletter Committee

1. The Newsletter Committee shall find articles, either originals or those printed in other publications (for which reprint rights must be obtained).
2. Encourage Chapter members to contribute to the newsletter.
3. Solicit feedback and suggestions regarding content, layout and other technical aspects of the newsletter.
4. Arrange for photos to be taken at all Chapter events and ensure those photos are included in the newsletter.

## Website

1. Review the newsletter section on the website for necessary changes
2. Forward an electronic copy of the newsletter to the Communications/Website Director
3. Keep current the website information related to writing articles
  - a. Who can write articles
  - b. Specifics about document length, etc.
  - c. Deadline dates for submission of articles and expected delivery dates

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- d. Topic issues
- e. Where to send articles
4. Share photos with the Communications/Website Director.

## 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:
  - 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.