

# ALA Chicago Professional Development Director Position Description



## Qualifications

The Professional Development 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 Professional Development Director is a voting member of the Board and shall attend all Board meetings and as many Chapter functions as possible.

The Professional Development Director is responsible for providing educational programs, professional development resources, and information to the Chapter's members. Professional Development deals with the documentation and assessment of the overall skill requirements necessary for legal administrators to perform their jobs competently, as well as determine the programmatic and educational means for developing those skills.

The Professional Development Director shall be responsible for developing relationships (communication and programmatic) with other legal industry related professional organizations and shall identify issues and resources related to the professional development of legal administrators and bring that information to the Board for consideration.

## Specific Functions

1. Work with Professional Development Committee to plan the educational calendar and programming for the Chapter as follows:
  - a. Up to six (6) Bi-monthly educational luncheons which are usually held the third Tuesday in May, July, September, November, January, March. Dates are subject to change based on a holiday or other event conflicts. Education events are not required to be scheduled in December, however, may be depending upon schedule and interest in topic.
  - b. The annual Law Firm Leaders event is usually held in the Spring.
  - c. Make sure all arrangements completed at least 30 days prior to the event so proper notification of the membership can be arranged.
2. Develop appropriate educational programs that will meet the needs of the members in the various bodies of knowledge and essential competencies required by every legal administrator, as well as for the completion of the Association's voluntary certification initiative (CLM). Topics and speakers should be considered that would qualify for the Education Excellence Award and cover areas needed for President's Award. CLE or CLM credit should also be considered when planning each event.
3. Solicit input from members regarding educational needs and issues.
4. Work with the Committee to determine the schedule for Bi-Monthly Educational Luncheons and Pop-Up Sessions.
5. In order to have an easier transition, the outgoing and incoming Professional Development Directors should work together to cover the first Bi-Monthly educational session between April and May.
6. Work with the Business Partner Relations Director as needed to coordinate sponsor attendance at events.
7. As appropriate, participate on the Chapter Awards Committee and coordinate/author/oversee Chapter submission for ALA Chapter Awards categories in Education Excellence and Visibility-Law Firm Leaders Event.

**Following are the duties of the Professional Development Director's committee regarding the six bi-monthly luncheons:**

### **Coordinate with Chapter Management to arrange for:**

- a. Name tags
- b. Invitations (to be sent via email)
- c. Track RSVPs and payments
- d. Prepare evaluation form

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## **Coordination with Chicago Chapter Directors / Members as follows:**

- e. Coordinate with Business Partner Relations Director regarding sponsor for all bi-monthly events except March. Get commitments from sponsor and representative's names for each event. We now offer to have Business Partner help at registration and introduce the speaker.
- f. Work with Chapter Member or ALA Headquarters who is responsible for issuing preapproved CLM credits (complete form and submit).

## **Onsite Coordination as follows:**

- g. Facility arrangements (audio-visual needs, menu, final headcount)
- h. Print checklist for use at registration table
- i. Recruit volunteers for registration table at each event
- j. Print evaluation forms
- k. Coordinate with Treasurer for payment of speaker fees
- l. Forward facility invoice to Treasurer for payment
- m. Coordinate with Speakers regarding preparation of handouts and PPT to share with attendees.
- n. Prepare Agenda/Run of Show and Speaker introduction for use at meeting.
- o. Distribute handouts and evaluations

Following the event, submit all evaluation forms to Chapter Management for tallying and submission into ALA's Chapter Education database.

## **Committees**

Bi-annual Educational Conference and Business Partner Expo - The Professional Development Director shall work with the Special Events Director and the Conference Planning Committee in order to plan the Educational Sessions for the Conference. It is strongly encouraged to have non-Board members be part of the committee.

## **Website**

The Professional Development Director shall work with the Chapter Management and the Communications/Website Director to ensure that all information pertaining to educational events is available on the Chapter's website.

## **ALA Headquarters**

The Professional Development Director shall work with ALA HQ when necessary to develop and adopt programs for use by the Chapter for the professional development of Chapter members.

## **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.

# **ALA Chicago**

## **Professional Development Director**

### **Position Description**



- 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.