

# ALA Chicago Secretary Position Description



## Qualifications

The Secretary 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.

## Basic Functions

The Secretary coordinates duties with Chapter Management to maintain board documents.

## Specific Functions

- Chapter Management shall be responsible for updating the website with meeting and event information.
- Chapter Management shall send notices of the monthly Board meetings to the members of the Board at least one week prior to the Board meeting
- Chapter Management shall send draft of Agenda to Officers prior to the Board planning meeting. Assist the President in preparing the agenda for each Board meeting.
- Chapter Management shall maintain a record of the proceedings at all Chapter Board meetings and provide a draft copy of the minutes to the Officers of the Board prior to the Board planning meeting.
- After approval of the Officers, distribute a copy of the minutes to the Board membership with the meeting notice at least one day prior to the next Board meeting. Approval and/or changes to the minutes will be voted on at the next Board meeting.
- Coordinate Board Report submissions from Board of Directors, Advisors & Committee Chairs in preparation for the next Board meeting.
- Maintain a record of the original minutes of each Board meeting.
- Maintain Master Chapter Event Attendance Worksheet.

## Check Signer

Be authorized to sign Chapter checks in association with the other officers: President, President-Elect or Treasurer.

## Miscellaneous

Perform additional duties as specified by the President or Board of Directors.

## 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:

# **ALA Chicago Secretary Position Description**



- 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.