

ALA Chicago Special Events Director Position Description



Qualifications

The Special Events 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 Special Events works in tandem with the Professional Development Director and Business Partner Relations Director for major educational and business development events for the Chapter.

Specific Functions

The Special Events Director shall work with Committees consisting of the Professional Development Director and Business Partner Relations Director as set forth herein for the successful conference and special events planning for the Chapter.

Purpose

The purpose of the Special Events Director is to coordinate and plan special events activities and efforts for the Chicago Chapter of ALA, including the Chapter's Bi-annual Educational Conference, the Business Partner Appreciation Event(s), the annual Holiday party in December and the Annual Community Charity Event, and to be a proponent for increasing the understanding as to how the organization is working toward improving the management, operations and effectiveness of law firms throughout the State.

The duties associated with the Bi-annual Educational Conference include:

1. Working directly with the Chapter's Professional Development Director, Business Partner Relations Director and their respective committees to coordinate, plan and orchestrate the bi-annual educational conference program, including but not limited to the following:
 - a. Developing a theme for conference
 - b. Selecting a site
 - c. Securing and coordinating speakers
 - d. Promoting the event to members, prospects, and other interested parties
 - e. Coordinating dates with Board of Directors
 - f. Determining Educational Programming
 - g. Determining if CLM credits should be obtained
 - h. Coordinating publicity with Chicago ALA, ALA and other outlets
 - i. Obtaining survey results and implement improvements
 - j. Coordinate with Chapter Business Partner Relations Director the showcase lineup and programming
 - k. Assist Committee with preparation and distribution of invitations for event
 - l. Assist Committee with preparation of marketing materials, advertisements and announcements

The duties associated with the Business Partner Appreciation Event include:

1. Working directly with the Chapter's Business Partner Relations Director and respective committee(s) to coordinate and plan the bi-annual Business Partner Appreciation Event, including but not limited to the following:
 - a. Coordinating dates with Board and Business Partner Relations Director
 - b. Coordinating the location for event
 - c. Assisting the Planning Committee with preparation and distribution of invitations for event
 - d. Assisting the Planning Committee with the preparation of marketing materials, advertisements and announcements
 - e. Coordinating event programming with Business Partner Relations Director

The duties associated with the Annual Holiday Party include:

1. Coordinating dates with Board and Business Partner Relations Director
2. Coordinating the location for event

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3. Coordinate with Chapter Management contracting the location, selection of F&B, A/V needs, etc.
4. Assisting the Chapter Management with preparation and distribution of invitations for event
5. Assisting the Chapter Management with the preparation of marketing materials, advertisements and announcements.

The duties associated with the Annual Community Charity Event include:

1. Working directly with the Chapter's Business Partner Relations Director and respective committee(s) to coordinate and plan the annual charity event, including but not limited to the following:
 - a. Developing a theme for event
 - b. Selecting a charity to partner with for event (including obtaining board approval)
 - c. Selecting a site for event
 - d. Coordinate with Chapter Management contracting the location, selection of F&B, A/V needs, etc.
 - e. Promoting the event to members, prospects, and other interested parties
 - f. Coordinating dates with Board of Directors
 - g. Assist Committee with preparation and distribution of invitations for event
 - h. Assist Committee with preparation of marketing materials, advertisements and announcements

Communication and Meetings

The Special Events Director shall:

1. Act as a Liaison with the Board, Director of Professional Development and Business Partner Relations Director as needed to communicate with members;
2. Work with Committees to determine communication needs with speakers and business partners;
3. Assist the Business Partner Relations Committee in maintaining the Business Partners and potential sponsor's mailing lists;
4. May be called upon to fill the role of committee chair for any vacancies;
5. Attend all Board meetings and be prepared to report on the status of any and/or all of the above committees. A written Board report shall be submitted to the Secretary as requested before each Board meeting;
6. Work with the appropriate directors and committee chairs to prepare a special event budgets; and
7. Make every effort to attend all Chapter educational events, monthly meetings, and socials, and shall encourage widespread involvement of the membership in Chapter programs.

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.

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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.