

ALA Chicago

Vice-President Elect

Position Description



Qualifications

The Vice President-Elect shall be able to make a four-year commitment to the Chapter: the first term as Vice President-Elect, the second term as Vice President/President Elect, the third term as President, and the fourth term as Past President/Historian. The Vice President-Elect shall serve concurrently in another role on the Board and shall have previously served or be serving in a Director or Officer role. The Vice President-Elect also shall currently meet the regular membership qualifications of both the Chicago Chapter and the Association of Legal Administrators.

Basic Functions

The Vice President-Elect shall assist the President and the President Elect in the distribution of materials pertinent to Chapter leadership, specifically CLI materials and Chapter Management Guide contents, to officers and committee chairs as appropriate and may be requested to represent the Chapter at certain ALA conferences, seminars, meetings and institutes.

Committees

1. The Vice President-Elect shall serve as an ex-officio member of the Nominating Committee.
2. The Vice President-Elect shall serve on the Budget Committee.
3. The Vice President-Elect shall serve on the Reserve Budget Committee.

Conferences

The Vice President-Elect shall make a concerted effort to attend the ALA's Annual and Regional Conferences and the Chapter Leadership Institute (CLI) training workshops. This will help develop continuity of the Chapter in its relationship with ALA. The Chapter will pay for reasonable expenses for attending CLI (registration fee, transportation and hotel).

Annual ALA-Sponsored Chapter Leadership Institute (CLI) is held in early summer. Because of the importance of this Institute to Chapter leadership and management, the Vice President-Elect is expected to attend. If the Vice President-Elect cannot attend, an alternate from the Board is to be recommended by the President and approved by the Board.

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.