

## **ALA Chicago Vice-President / President-Elect Position Description**



### **Qualifications**

The Vice President/President-Elect shall have served previously as an Officer or Director and Vice-President-Elect; be able to make a three-year commitment to the Chapter: one term as Vice President/President-Elect, the next term as President, and the last term as Past President and shall currently meet the regular membership qualifications of both the Chicago Chapter and the Association of Legal Administrators.

### **Basic Functions**

The Vice President/President-Elect shall assist the President in fulfilling his/her duties and act in place of the President when the President is unable to do so. It is intended that this Officer will prepare to assume the position of the President the subsequent year in such a way that the continuity of the Chapter will be maintained.

### **Specific Functions**

1. May be a chairperson for an area of responsibility within the Chapter. This area of responsibility will be defined by President or Board at-large and may change from year to year.
2. Shall ensure that the Board position descriptions are in compliance with ALA standards and updated annually by working with all Board members.
3. Shall host the cross-over Board meeting at which the outgoing and incoming Board members assume their new positions and exchange information.
4. May be requested to represent the Chapter at certain ALA conferences, seminars, meetings and institutes.
5. Shall be responsible for selecting the President's gift at the end of the Board year.
6. Maintain and update the Chapter calendar to reflect upcoming deadlines and events, and completed tasks. Provide the updated calendar to the Secretary at least one week prior to monthly Board meetings.
7. Track and coordinate the scholarship drawings at various events throughout the year, including the preparation of the scholarship certificates.

1)

### **Succession to Office of President**

The Vice President/President-Elect shall succeed to the office of President for the remainder of the Chapter Year should the President be unable to complete his/her term of office.

### **Check Signer**

The Vice President/President-Elect shall be authorized to sign Chapter checks in association with the other officers: President, Treasurer or Secretary.

### **Committees**

1. Serve as honorary co-chair on all committees.
2. Chair various committees as appointed by the President (e.g., Bylaw, Audit and Scholarship Committees)

### **Conferences**

Make a concerted effort to attend the Annual and Specialty 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 the Annual Conferences and CLI (registration fee, transportation and hotel).

**ALA Annual Educational Conference & Exposition ("Annual Conference")** is held in the spring. A any other meetings scheduled during the Annual Conference at which a Chapter representative is required by ALA or deemed necessary by the Board. In the event the Vice President/President-Elect is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

**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/President-Elect is expected to attend. If the Vice President/President-Elect cannot attend, an alternate from the Board is to

**ALA Chicago  
Vice-President / President-Elect  
Position Description**



be recommended by the President and approved by the Board. Whoever attends shall write an article about the experience.

**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.