

**Association of Legal Administrators  
Metropolitan Detroit Chapter**

**Position Description for COMMUNITY SERVICE CHAIR**

**Qualifications**

The Community Service Chair shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

**Basic Functions**

The Community Service Chair is a non-voting member of the Board, who reports to the President and shall coordinate community service projects.

**Specific Functions**

1. Be responsible for communications between the Chapter and the community, legal and non-legal.
2. Find local efforts in which the Chapter could be involved.
3. Recruit a committee to support these efforts.
4. Encourage all Chapter members to become involved in one or more of these efforts.
5. Act under the guidance of the Board and will assist the Board and other committees as needed.

**Records/Information to retain and provide successor:**

1. All publicity and communication to membership regarding community events.