

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for DIRECTOR OF MEETINGS & PUBLICITY

Qualifications

The Director of Meetings & Publicity 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 Director of Meetings & Publicity is a voting member of the Board, and is encouraged to attend Board meetings and as many Chapter functions as possible.

Specific Functions

1. Select locations for monthly member meetings and special events.
2. Negotiate contract with the venue on behalf of the Chapter.
3. Create invitation to the event and email to all chapter members.
4. Notify Assistant Treasurer of the number of attendees.
5. Assist with the development marketing initiative with the Board to publicize events and Chapter recognition.
6. Advise the Editor at the Legal News of scheduled member events.
7. Assist with marketing / promoting the Chapter.

Records/Information to retain and provide successor:

1. **Member meeting schedule for year**
2. **Member meeting invitations**
3. **Member meeting detailed information (venue, attendance count, invoice)**
4. **Member meeting handouts**
5. **Electronic version of news articles regarding Chapter events, photographs and other memorabilia**