

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for EDUCATION CHAIR

Education Officer Duties:

This role is responsible for providing educational programs, professional development resources, and information to the Chapter's members. The Education Officer shall be responsible for identifying issues and resources related to the professional development of legal administrators and bring that information to the Board for consideration.

Specific Functions

1. Work with the outgoing Education Officer to plan the educational calendar for the Chapter.
2. Develop appropriate educational programs that will meet the needs of the members in the various bodies of knowledge and essential competencies required by every legal administrator, as well as for the completion of the Association's voluntary certification initiative (CLM). Topics and speakers should be considered to cover the areas identified as a result of member feedback and those areas needed for the President's Award. CLE or CLM credit should be considered when planning each event.
3. Solicit input from members regarding educational needs and issues.
4. Facility arrangements (audio-visual needs, menu, final headcount).
5. Co-ordinate with Business Partner Relations Director regarding sponsor for each of the six events. Get commitments from sponsor and representative's names for each event.
6. Recruit volunteers for registration table at each event.
7. Prepare evaluation forms.
8. Co-ordinate with Treasurer for payment of speaker fees.
9. Forward facility invoice to Treasurer for payment.
10. Distribute handouts and evaluations.
11. The Education Officer is responsible for tallying all evaluation forms; preparing and reporting all educational session evaluation summaries to the Region 3 Education Officer; and sending copies of everything that is sent to Headquarters to the Chapter President.

Website

The Education Officer shall work with the outgoing Education Officer and the Website Coordinator to ensure that all information pertaining to educational events is available on the Chapter's website.

ALA Headquarters

The Education Officer shall work with ALA HQ when necessary to develop and adopt programs for use by the Chapter for the professional development of Chapter members.

Other Events

1. Attendance at the Monthly Educational Luncheons and other ALA or Metropolitan Detroit 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.

Records/Information to retain and provide successor:

1. Meeting evaluation forms & summary provided to ALA Headquarters.
2. Information regarding potential speakers for future meetings.