

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for PAST PRESIDENT

Duties include

REGION 3 REPRESENTATIVE

PAST PRESIDENT:

Qualifications

The Past President shall have served as the President the prior year, be able to make an additional 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 Past President is a voting member of the Board, who serves to ensure continuity, transfer of information and experience to the new Board. The Past President will assume responsibility for special projects as requested by the President or board members.

Specific Functions

The Past President will:

1. Review the Chapter By-Laws at the beginning of the Chapter year and make recommendations to the Board for changes necessary to keep the Chapter By-laws current with the Chapter's Mission Statement and Goals, the needs of the Chapter members, and to assure conformance with ALA By-Laws.
2. Submit proposed changes in By-Laws to ALA and ensure current By-Laws are on file with ALA HQ. (The Board's final vote to accept the proposed changes should be taken after ALA HQ approves the changes.)
3. The Past President will provide guidance to the Board in the areas of:
 - a). Communication between the Chapter and the community, both legal and non-legal.
 - b). Promotion of the community service.
 - c). Promotion of Professional Legal Management Week in the fall of each year.

Region 3 Representative

Act as the Region 3 Council Representative, representing the Metropolitan Detroit Chapter on the Regional Council. Specific functions include:

1. Meet with the Region 3 Council at all council meetings. Currently, the council meets in full session twice a year – at the Annual Conference and at the Region 3 Regional Conference.
2. Prepare a summary of Chapter activities every 6 months and send it to the Region 3 Director.
3. Present to the Region 3 Council any issues and matters of interest and of concern to the Metropolitan Detroit Chapter, as directed by the Board.
4. Prepare any materials requested by the Region 3 Management Team for meetings and other dissemination.

5. Communicate information received at Regional Council meetings and through other methods to the Chapter's Board and members.
6. Prepare articles for the Metropolitan Detroit Chapter on Region 3 issues, as requested.
7. Inform the Region 3 Communications Officer of Chapter Officer changes and activities.
8. Vote on behalf of the Chapter on regional matters for which a vote is called. Only one regional council representative per chapter shall have voting privileges