

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for the PRESIDENT

Qualifications

The President shall have served previously in the Vice President's capacity, be able to make a two year Commitment to the Association: one term as President and the next term as Past-President and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

Basic Functions

The President is an Officer of the Chapter, a voting member of the Board and shall attend each Board meeting and as many Chapter functions as possible. (Coordinated effort between the President and Vice President should be made to make sure the monthly firm meetings are attended by one of them.) The President is responsible for managing the Chapter and providing a common direction to the Board and Chapter as a whole.

Check Signers

The President, Vice President, Treasurer and Past President are authorized to sign Chapter checks.

Specific Functions

1. Preside at all meetings of the Board and the Membership; shall approve committee assignments and delegate assignments to other Officers and directors of the Chapter throughout the year.
2. Coordinate an annual Board retreat at which strategic Chapter issues are discussed.
3. Encourage a good working relationship among all members of the Board and work with ALA HQ to promote recognition of the Chapter.
4. Cultivate a relationship with ALA Regional and ALA HQ Officers and make an effort to have the Chapter represented at all ALA events.
5. Review Presidents' Award Program Guidelines and monitor progress throughout year.
6. Submit Presidents' Awards Checklist pursuant to ALA National instructions.

Communication

1. Respond to all telephone inquiries and correspondence on behalf of the Chapter.
2. Write a column for the Chapter's quarterly newsletter.
3. Provide ALA HQ with a list of the individuals who will assume office as of April 1st immediately following the Chapter election of Officers.
4. Update and return the Chapter's *Chapter Profile* to ALA HQ within 45 days of taking office.

Board Meeting Attendance/Communication

1. Attend monthly Board meetings as participation is essential for us to conduct business.
2. 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.
3. Prepare agenda for each Board meeting.

Conferences

ALA Annual Educational Conference & Exposition ("Annual Conference") is held in the spring. The Chapter does not require the President to attend, but is encouraged. The

Chapter pays for the Immediate Past President to attend.

Region 3 Conference is held in the Fall. A Region 3 Council meeting is held in conjunction with the Annual Region 3 Conference & Exposition ("Region 3 Conference"). The

Chapter pays for the President to attend so a concerted effort to attend Conference is expected.

Chapter Leadership Institute (CLI) is held in early summer. The Vice President and the

Vice President Elect are expected to make a concerted effort to attend. ALA pays for the

Vice President to attend and the Chapter pays for the Vice President Elect to attend with the

Vice President. In the event one of the individuals is unable to attend, the President will be asked to attend in place of the individual.

Other Events

1. Attendance at Metropolitan Detroit Chapter 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.

2. The President is 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. The President is expected to participate in any new member initiatives, i.e. new member lunches.

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 Business Partner sponsors and attend networking events sponsored by the Chapter and respective 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.

Records/Information to retain and provide successor:

- 1. Presidents' Award Submission to ALA National and corresponding documents**
- 2. Member survey information**