

## **Association of Legal Administrators Metropolitan Detroit Chapter**

### **Position Description for VICE PRESIDENT/PRESIDENT ELECT**

#### **Qualifications**

The Vice President/President Elect shall have served previously as an Officer or Director and/or be able to make a three-year commitment to the Chapter: one term as Vice President, the next term as President, and the last term as Past-President and shall currently meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

#### **Basic Functions**

The Vice President is an Officer of the Chapter and a voting member of the Board, and shall attend each Board meeting and as many Chapter functions as possible. The Vice President shall assist the President in fulfilling his/her duties and act in place of the President when the President is unable to do so. It is intended that this Officer will prepare to assume the position of the President the subsequent year in such a way that the continuity of the Chapter will be maintained.

#### **Specific Functions**

1. May be a chairperson for an area of responsibility within the Chapter. This area of responsibility will be defined by President or Board at-large and may change from year to year.
2. Shall ensure that the Board position descriptions are in compliance with ALA standards and updated annually by working with all Board members.
3. May be requested to represent the Chapter at certain ALA conferences, seminars, meetings and institutes.

#### **Succession to Office of President**

The Vice President shall succeed to the office of President for the remainder of the Chapter Year should the President be unable to complete his/her term of office.

#### **Check Signer**

The Vice President shall be authorized to sign Chapter checks in association with the other Officers: President, Treasurer or Past President.

#### **Committees**

1. Serve as honorary co-chair on all committees.
2. Chair the Nominating Committee for the year in which he/she shall assume the office of President.

#### **ALA Webinars**

Depending upon the educational programs scheduled and the needs of the members:

1. Arrange for hosts for ALA Webinars.
2. Provide notice of those webinars to the general membership.

## **Conferences**

Make a concerted effort to attend the Annual and Regional Conferences, and the Chapter Leadership Institute (CLI) training workshops. This will help develop continuity of the Chapter in its relationship with ALA. The Chapter will pay for reasonable expenses, budget permitting attendance, for the Annual and Regional Conferences and CLI (registration fee, transportation and hotel).

**ALA Annual Educational Conference & Exposition ("Annual Conference")** is held in the spring. A Region 3 Council meeting is held in conjunction with the Annual Conference, and the Vice President is expected to attend that meeting as a representative of the Chapter, as well as any other meetings. In the event the Vice President is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

**Annual ALA-Sponsored Chapter Leadership Institute (CLI)** is held in early summer. Because of the importance of this Institute to Chapter leadership and management, the Vice President is expected to attend. The cost of conference and related travel is reimbursed by ALA for the Vice President and the Chapter pays for the President Elect to attend. The Chapter requests that the Vice President and the Vice President Elect attend. If the Vice President or Vice President Elect cannot attend, an alternate from the Board is to be recommended by the President and approved by the Board. Whoever attends shall write an article about the experience.

**Annual Region 3 Conference and Council Meeting** is held in the fall. A Region 3 Council meeting is held in conjunction with the Annual Region 3 Conference & Exposition ("Region 3 Conference"). In the event the President is unable to attend the Conference and meetings requiring a Chapter representative, the Vice President will be asked to attend the Conference if the budget permits attendance.

## **Board Meeting Attendance/Communication**

1. Attend monthly Board meetings as participation is essential for us to conduct business.
2. April Monthly Educational Luncheon - the outgoing and incoming Board's introduction to the Membership.

## **Encourage Growth**

1. Assist the President to 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. Encourage all Chapter members to abide by the Chapter's Listserv Guidelines, ALA's Code of Professional Ethics and the Antitrust Policy.