## Chapter President

* The Chapter President shall preside at all chapter meetings as well as meetings of the chapter's executive board relating to the planning and implementation of activities.
* The Chapter President shall appoint committees as needed by the chapter. The President shall receive reports from Committee Chairpersons regularly. This duty may be delegated if appropriate.
* The Chapter President shall work closely with Chapter Resource Team, Officers, and ALA Head­quarters for the recognition of the chapter and its members and has the responsibility of maintaining contact with those individuals to keep members apprised of activities.
* The Chapter President shall make a concerted effort to attend the Annual Conference and Fall Conferences, as well as the Chapter Leadership Institute.
* The Chapter President (or his/her designee) shall approve all membership applications for ALA and chapter member­ship. The President shall make certain that accurate membership records are maintained and that Headquarters is kept apprised of all changes. The President should try to recognize and welcome each new member of the chapter.
* The President will receive many telephone inquiries and correspondence. Every effort should be made to acknowledge and respond to calls and correspondence promptly.
* The President should be available for meetings, events and activities with other legal organizations, such as bar associations, etc.
* The President will encourage members to abide by ALA’s Code of Professional Ethics.

## President-Elect/Vice President

* The President-Elect/Vice President is a member of the chapter's Board of Directors and has the prime responsibility to assist the President in fulfilling his/her duties and to act in the 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.
* Either alone or in conjunction with an Education or Program Chair or Committee, this officer is responsible for all programming during his/her term of office including chapter meetings, including but not limited to the subject matter, format, speakers, location, etc., and therefore is automatically a member of the Program Committee.
* All standing committees are coordinated through the President-Elect/Vice President. This officer is an honorary co-chair on all committees. It is also the responsibility of this officer to recruit committee participants from the general chapter membership.
* The President-Elect/Vice President is encouraged to attend as many ALA meetings relating to chapter leadership as possible and, in particular, ALA’s Chapter Leadership Institute. This will help develop the continuity of the chapter in its relationship with ALA.
* The President-Elect/Vice President will encourage members to abide by ALA’s Code of Professional Ethics.

## Secretary

* The Secretary shall maintain a record of the proceedings at all chapter meetings. A copy of the minutes shall be distributed to the entire membership, with approval being obtained at the next chapter meeting. The Secretary shall maintain a record of the original minutes of each meeting.
* The Secretary shall provide a sign-in sheet at each chapter meeting. A copy of the sheet shall be mailed to chapter officers, as well as the chairperson of the Membership Committee. The Secretary shall maintain an attendance record of current members. At least twice per year, a copy of the updated attendance record shall be distributed to the officers and the Membership Committee Chairperson. The Secretary shall provide the Nominating Committee with an attendance record to assist in the nominating process.
* The Secretary shall record the proceedings of all Executive Board meetings. A copy of the minutes should be distributed to the Board as soon as possible after meetings, with approval being obtained at the next Board meeting.
* It is the duty of the Secretary to prepare and distribute all meeting notices and to distribute dues notices.
* The Secretary shall notify Chapter Resource Team and ALA Headquarters of the chapter's activities.
* The Secretary may perform additional duties as specified by the President or the Board of Directors. Other duties may include meeting planning.
* The Secretary will encourage members to abide by ALA’s Code of Professional Ethics.
* The Secretary can assist in the processing of applications for membership making certain all chapter members are members of ALA.

## Treasurer

* The Treasurer prepares chapter dues statements for all members and is responsible for follow-up and collection of dues. Dues delinquencies should be brought before the chapter Board prior to action.
* The Treasurer maintains records of all financial transactions and prepares financial reports for meetings of the chapter Board and distributes copies to the other officers.
* Prior to the end of the chapter's year, the Treasurer shall meet with the Budget Committee to prepare a projected budget for the upcoming year.
* In addition to attendance at chapter meetings, the Treasurer attends planning meetings of the officers, as directed by the President.
* The Treasurer shall receive and deposit all funds including:
* New member dues
* Renewal dues
* Guest fees
* Fees for salary survey and membership lists
* The Treasurer shall maintain the chapter's checkbook and pays all chapter bills and expenses. Two signatures should be required on checks. The Treasurer also maintains receipts and reconciles the bank statement monthly.
* The Treasurer may perform additional duties as assigned by the President.
* The Treasurer will encourage members to abide by ALA’s Code of Professional Ethics.

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## Membership Chair

* Prepare a budget for and coordinate all recruitment activities.
* Distribute a welcome letter to all new members along with information regarding the chapter’s activities.
* Communicate with ALA Headquarters regarding new and dropped members as well as changes in membership. Contact new independent ALA members for recruitment.
* Abide by ALA Headquarters’ application approval procedure. Remind the Chapter President to notify Headquarters, by May 31st, which new member application processing option s/he prefers for the year.
* Maintain an adequate supply of current prospective member packets.
* Organize and establish support groups for outlying cities throughout the state/province. Encourage and market ALA/Chapter memberships to these law firms and corporate/government administrators and attorneys. Continue communication with these groups regarding new activities planned and meet with them periodically. Recruit Chapter officers to attend these meetings, if possible.
* Update and review membership application forms and renewal notices annually and organize annual membership renewal drive. Mail renewal forms and reminders at the end of the membership year. Organize follow-up calls or exit surveys and contact all non-renewing members.
* Follow-up with individuals who were sent prospective member materials.
* Update the chapter membership directory.
* Handle sale of all chapter membership lists.
* Offer a new member orientation or mentoring program. Encourage new members to participate in ALA’s annual New Member Orientation Webcast.
* Prepare awards submissions.
* Verify rosters with ALA Headquarters before year-end.

## Education Chair

* Coordinate and oversee all aspects of Education Committee activities.
* Work with Certification Committee to ensure events will assist members in obtaining Certified Legal Manager status.
* Survey chapter members to determine what type of programs interest the majority.
* Work with Chapter President or his designee to devise an Events Calendar for the year.
* Submit Chapter Education Summaries to chapters@alanet.org.
* Prepare awards submissions.
* Coordinate scholarships, secure business partner sponsorship and follow up with recipients for articles in the newsletter.

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## Business Partner Chair

* Maintain and update business partner database to include contact information, events that are sponsored, and sponsorship level.
* Work with the Treasurer to collect and credit sponsorship funds and determine the availability of funds for various events.
* Interface with all committees and coordinate requests for business partner sponsorship.
* Develop and maintain targeted mailing lists and disseminate literature regarding business partner sponsorship opportunities.
* Ensure that sponsorships are acknowledged in the chapter’s newsletter and by correspondence with business partners.
* Develop business partner brochure and marketing materials.
* With President, obtain sponsorships for National and Chapter scholarships.
* Keep accurate lists of advertisers and sponsors for invitations to upcoming events such as focus groups, business partner application luncheons, and conference dinners.
* Develop, organize and coordinate an annual event dedicated to sponsors in consort with other committees.
* Develop a special edition of the chapter’s newsletter dedicated to business partner recognition.
* Publish Business Partner Services Directory.
* Prepare awards submissions.
* Sign up to participate in ALA’s Business Partner Relations listserv.
* Review the two (2) Business Partner Relations areas of ALA’s website.

## Newsletter Staff

Editor

* Determines submission deadlines for each issue; prepares and sends editorial calendar to staff and contributors; writes regular columns; oversees advertising, etc.
* Makes follow-up phone calls to staff and contributors prior to the due date to finalize issue contents, including size and number of articles, ads, photos, etc.
* Receives articles and other copies and proofreads.
* Receives ad copy and checks for proper formatting.
* Edits approved copy to fit space.
* Arranges with printer for scans of photos.
* Coordinates production aspects, including desktop design and delivery to printer.

Note: A newsletter is not an easy job and dividing the work evenly can take the load off a single person. The job of Editor can become burdensome without participation from other chapter members and may soon be overwhelmed. Chapters should have a Newsletter Committee responsible for the project.

The following positions could be added to the editorial staff:

Assistant Editor/Proofreader

* Receives copies of articles and other copy and proofs for grammatical, typographical, or spelling errors.
* Attends meetings, seminars, and chapter events and covers them as news stories for the newsletter. May also write an original feature article for the publication on occasion.
* Should assist the Editor with editorial schedules and contacting authors to write.

Salesperson

* Solicits advertising from business partners through telemarketing, direct mail, and personal contact.
* Secures written confirmation of ad placement from business partners prior to the official closing of the issue.
* Develops promotional material for advertisers with specifics on preferred material, available ad dimensions, deadlines, cost and payment policies, and all rules and restrictions. (For a sample of the promotional information on *Legal Management*, contact headquarters for a marketing guide.)
* Knows the advertising quota for each issue (i.e. 30% advertising; 70% editorial or news items).
* Sends letter with advertising policy or promotional materials, along with a recent issue of the newsletter, to prospective advertisers. Members of the chapter may have suggestions for potential advertisers.
* Requests ads in high-resolution form to ensure proper formatting or, if an ad is not high-resolution, arranges for typesetting, usually at an additional charge to the advertiser. Ads can also be requested on disk. Ask your printer what works best.
* Records advertising amounts, cost, and payments received. These should be kept and given to the Treasurer, and at least one copy of the newsletter should be sent to each advertiser in the issue.
* Accepts free classified ads from ALA members.