

**GREATER LOS ANGELES CHAPTER OF THE ASSOCIATION OF LEGAL
ADMINISTRATORS (GLA ALA and the CHAPTER)**

**BOARD OF DIRECTORS AND SECTION LEADERS - POSITION
DESCRIPTIONS**

CHAPTER PRESIDENT

Meetings

The President is an officer of the Chapter and shall preside at all chapter and board meetings. The President is responsible for notifying all board members of the date, time and place of the monthly board meetings at least seven (7) days prior to the meeting.

An effort should be made to distribute an agenda in advance of each Board meeting.

Committees

The President shall appoint committees as needed by the chapter. The President shall receive reports from Committee Chairpersons on a regular basis. This duty may be delegated as appropriate.

ALA Participation

The chapter President shall work closely with Regional Directors, Regional Officers and ALA Headquarters for the recognition of the chapter and its members, and have the responsibility of maintaining contact with those individuals in order to keep members apprised of activities.

The President shall make a concerted effort to attend the Annual and Regional Conferences, as well as chapter leadership training workshops as the chapter's official representative to the international organization. The chapter will pay for reasonable expenses for attending the conferences (registration fee, transportation and hotel). Meetings are held at the conferences at which the President of the chapter should be present.

Membership

The President shall make certain that accurate membership records are maintained and that headquarters is kept apprised of all changes, The President should make an effort to recognize and welcome each new member of the chapter. These duties may be delegated.

Other duties

The President should coordinate a visit to the Chapter by ALA's then current President.

The President should oversee the creation of an annual Membership Directory.

The President should coordinate an annual Board retreat at which strategic Chapter issues are discussed.

Communication

The President will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The President shall write a column for the Chapter's monthly magazine. It is also the responsibility of the President to notify any board member who is in jeopardy of being dropped from the board. Immediately following the chapter election of officers, the President will provide ALA Headquarters with a list of the individuals who will assume chapter office as of April. Within 45 days of taking office, the chapter President will update and return the chapter's *Chapter Profile* to ALA Headquarters.

Check Signing and Tax Returns

The President will sign all tax returns covering the period that they were President. The President will be authorized to sign chapter checks in association with the President –Elect or Treasurer.

Miscellaneous

The President should be available for special appearances or speaking engagements, particularly in connection with other legal organizations such as bar associations, etc. The President should enhance the image of the Association and gain support of the legal community, particularly by way of recognition of the profession by attorneys.

The President will encourage members to abide by the ALA Code of Professional Ethics.

PRESIDENT-ELECT

Basic Functions

The President-Elect is an officer of the Chapter and has the responsibility to attend each board meeting and as many chapter functions as possible. The President-Elect 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.

Committees

The President-Elect may be a chairperson for an area of responsibility within the chapter. This area of responsibility will be defined by the Nominating Committee or board at-large and may change from year to year.

The President-Elect is also an honorary co-chair on all committees.

International Participation

As incoming President, the President-Elect, should make a concerted effort to attend the Annual and Regional Conferences, as well as Chapter Leadership Institute training (CLI) workshops. This will help develop continuity of the chapter in its relationship with ALA. The chapter will pay for reasonable expenses for attending CLI (registration fee, transportation and hotel). Meetings are held at the conferences at which the President-Elect should attend.

Other duties

The President-Elect shall oversee the filing of Directors' and Officers' Liability Insurance application.

The President-Elect shall frequently review the "President's Award" criteria issued by ALA Headquarters and advise the President and Board of the Chapter's progress in achieving the objectives outlined in the Award.

The President-Elect is the Board's primary liaison with the legal Bar Associations.

The President-Elect shall coordinate the cross-over Board meeting at which the outgoing and incoming Board members assume their new positions and exchange information.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a

written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The President-Elect will encourage members to abide by the ALA Code of Professional Ethics.

VICE PRESIDENT

Basic Functions

The Vice President is an officer of the Chapter and has the responsibility to attend each board meeting and as many chapter functions as possible. The Vice President has the prime responsibility to assist the President and President-Elect in fulfilling their duties and to act in the place of the President when the President or President-Elect are unable to do so.

Subject to selection by the Nominating Committee and vote of the membership, it is intended that the Vice-President will prepare to assume the position of President- Elect the subsequent year, or if the President-Elect is unable to assume the position of President the subsequent year, the Vice President will assume the office of President.

ALA Participation

The Vice President is encouraged to attend as many ALA meetings relating to chapter leadership as possible. This will help develop continuity of the chapter in its relationship with ALA.

Bank Statements and Financial Reports

The Vice-President receives all chapter bank statements by mail from the appropriate bank(s) for review before forwarding to the Treasurer for reconciliation. At each Board meeting, or at another time arranged with the Treasurer, the Vice President will verify and sign off on each bank reconciliation.

The Vice-President will perform, or arrange to have performed, an annual independent examination of the Chapter's financial records.

Monthly Chapter Meetings

The Vice-President must attend, or arrange for someone in his/her absence, to be at the sign-in table on the day of the luncheon to collect money when necessary and stamp parking tickets as appropriate. These functions should be coordinated with the Hospitality Chair. This duty is designed as a method for the Vice-President to become familiar with the members and vice-versa.

International Participation

The Vice President should make a concerted effort to attend the Annual and Regional Conferences, as well as Chapter Leadership Institute training (CLI) workshops. This will help develop continuity of the chapter in its relationship with ALA. The chapter will pay for reasonable expenses for attending CLI (registration fee, transportation and hotel). Meetings are held at the conferences at which the Vice President is encouraged to attend.

Community Relations Activities

The Vice-President is responsible for coordinating the chapter's annual CCW activities.

The Vice President also has the prime responsibility for coordinating the Chapter's outreach efforts in the following areas:

- * Bar relations (coordinate with President – Elect)
- * Schools and educational institutions
- * Career fairs
- * Internships
- * Diversity initiatives

It is anticipated that the Chapter may not participate in all the areas noted above in any one year but may devote varying resources on a year by year basis as determined by the Board of Directors.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Vice-President will encourage members to abide by the ALA Code of Professional Ethics.

SECRETARY

Basic Functions

The Secretary is an officer of the Chapter and has the responsibility to attend each board meeting and as many chapter functions as possible. The Secretary shall maintain a record of the proceedings at all chapter meetings. A copy of the minutes shall be distributed to the board membership, with approval being obtained at the next board meeting. The secretary shall maintain a record of the original minutes of each meeting.

A summarized report of each board meeting, suitable for inclusion in the Chapter magazine and / or website, shall also be prepared and submitted to the Magazine Editor and Webmaster as a means of general information to chapter members.

The Secretary is also responsible for maintaining the Chapter's master calendar for inclusion in the Magazine and Website as well as for use by the Vendor Liaison in their efforts to schedule vendor participation in future events.

Corporate Minute Book/Minutes

The Secretary is responsible for maintaining the corporate minute book and seal. The Secretary is also responsible for obtaining signatures for annual minutes and filing same in the corporate minute book.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Secretary will encourage members to abide by the ALA Code of Professional Ethics.

TREASURER

Basic Functions

The Treasurer is an officer of the Chapter and, as such, has the responsibility to attend each board meeting and as many chapter functions as possible.

The Treasurer has the primary responsibility for collecting and depositing all chapter income and for preparing all checks for distribution. The Treasurer will also maintain, reconcile and present for approval at the monthly board meetings, the checking, savings and any other accounts of the chapter and will present to the Board at scheduled monthly board meetings a balance sheet and statement of income and expense.

The Treasurer will ensure that all payments are authorized before payment is made and will have check signing authorization along with the President and President-Elect. Two signatures will be required on all checks. The Treasurer is responsible for contacting the bank and requesting new signature cards.

The Treasurer may perform additional duties as assigned by the President.

Budget

The Treasurer is responsible for developing, preparing and distributing a budget to all board members before the April board meeting (April is the beginning of the new Board year) and monitoring it in relationship to actual income and expenditures on a monthly basis. Input for the budget is to be provided by other Board members including the President, Magazine Editor, Programs and Vendor Chairs. Such budget will be reviewed and approved by the Board.

Governmental Reports

The Treasurer is responsible for preparing, or causing to have prepared, reviewing and submitting on a timely basis all required governmental reports, including, but not limited to The Internal Revenue Service and Franchise Tax Board. The Treasurer is charged with maintaining the chapters' corporate registry with the State Of California.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Treasurer will encourage members to abide by the ALA Code of Professional Ethics.

PAST PRESIDENT

Basic Functions

The Immediate Past President is a member of the Chapter's Board of Directors and, as such, has the responsibility to attend each board meeting and as many chapter functions as possible. The Immediate Past President serves to ensure continuity, transfer of information and experience to the new board of directors. His/her duty is to act as a resource for information, history and support to the chapter.

The Immediate Past President will also coordinate the reprinting of the Chapter's recruiting brochure and any inserts.

Committees

The Immediate Past President is encouraged to chair or actively participate on a committee or an area of responsibility within the chapter. This area of responsibility will be defined by the board of directors and may change from year to year.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Immediate Past President will encourage members to abide by the ALA Code of Professional Ethics.

MEMBERSHIP

Basic Functions

The Membership Chairs have the prime responsibility for processing all new membership requests, keeping an accurate record of current members, and keeping the Board advised of new members, current member changes and the total number of members.

As all members of the chapter must also belong to the Association of Legal Administrators (ALA), it is the membership chairs responsibility to coordinate, as necessary, with ALA and periodically verify that all chapter members have maintained their membership in ALA. All Master Templates of letters should be forwarded to the President and President-Elect for review before mailing.

ALA provides toolkits and other supporting materials which can be used by the Membership team. The Chapter's recruiting and registration materials should be reviewed annually to ensure that all relevant data is presented and captured.

Prospective New Members

When a prospective new member calls or a member advises the chairpersons of a prospective new member, a new member Chapter and ALA package should be sent to the person. This package should include:

- * the new member package provided by ALA along with a letter introducing the chapter,
- * a Chapter membership form,
- * a brochure and,
- * whenever possible, the most recent edition of the chapter magazine / magazine.

The Membership Chairs are responsible for keeping a supply of ALA's new member packages on hand at all times.

When ALA notifies the membership chairs of prospective new members who have directly applied to ALA, they will send a new member package which includes the same items as above, except the ALA new member package and a different template letter. The fax notification from ALA is to be faxed back in a timely manner after due diligence has been performed to assure that the new member is eligible according to ALA's membership criteria.

New Members

When a new member joins the Chapter, the Membership Chairs should verify that the joining member meets the requirements of ALA and the Chapter. If the joining member is not a current member of ALA, it is the responsibility of the Membership Chairs to receive the completed ALA application, the check from the new member payable to ALA, sign the back of the ALA application as sponsoring member and as the chapter representative, and in a reasonable time, forward the check and application

with a cover letter to ALA noting that member has joined our Chapter. A copy of the chapter application for membership and the check from the new member should be made and kept on file and the original check forwarded to the chapter Treasurer.

The Membership Chairs then advise the President, Magazine / Magazine Editor, and Web Master in writing of the new member's name, address and phone number. A list of all new members during the month are to be listed and distributed to the Board at each meeting. This list may also include any members dropped from the Chapter. Once a member has joined the Chapter, a Welcome letter will be faxed or mailed. Fax an initial letter and then send with a copy of the same letter a free luncheon coupon, membership directory, and information about the Chapter, ie. Education, Sections, Luncheons, etc.

Membership Renewals

Not later than December 1 of each year, the Membership Chairs should send notices to all current members for renewal of their Chapter membership. All new and renewal dues are reviewed and recorded by the Membership Chairs. The Chairs should keep the original membership form and a copy of each check. Checks should be forwarded to the Treasurer of the Chapter.

A reminder e-mail should go out in January to those who have not yet renewed. On March 1 of each year, the Membership Chairs should send a letter to those members who have not renewed their membership for the coming year as a reminder that unless the dues are received by March 31, they will be dropped from the Chapter membership roster, until such time as they send in their renewal dues.

At the time of the renewal mailing the Memberships Chairs should consult with the President regarding any surveys or other materials to be included with the renewal mailing.

ALA Membership Update

Quarterly, the Membership Chairs will receive from the President a list prepared by ALA which notes additions, deletions and changes in the ALA membership. All new members who have joined since the preceding quarter should be included in the additions. The list should also be compared to the chapter membership roster, particularly noting those people who have been dropped from ALA for a number of reasons including failure to renew their ALA membership. Those members should be notified by the Membership Chairs that they have been dropped from ALA for failure to renew those dues, and unless the Membership Chairs are sent the ALA application and dues, the member will also be dropped from the chapter membership.

Because of the position, the Membership Chairs will receive many telephone inquiries, as well as correspondence. Every effort should be made to acknowledge and respond to all calls and correspondence on a timely basis.

Membership Drive And New Member Event

The Membership Chairs should also coordinate an annual membership drive and periodic new member events.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 3:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Membership Chairs will encourage members to abide by the ALA Code of Professional Ethics. They will also assist the membership by forwarding any information changes directly to ALA on their behalf. Monthly updates will be sent to each Section Leader, with a copy to the Section Chairs, of those members wishing to participate in these added benefits. Generally, this update will be done in coordination with the notification of new and dropped members for each Board meeting.

As part of the member database maintenance, a monthly e-mail will be sent to our vendor assisting with the mailing of the Magazine, which will include a database of labels. The Magazine / Magazine Chair will be copied on this e-mail and it will include a current member count. Biographical information is to be gathered from new members for publication in the magazine / magazine. Membership chairs will have the ability to create queries, reports and forms, as requested, based on the member database.

Due to the critical nature of the Membership database it should be backed up on a regular basis and more than one member of the Membership team should be familiar with the structure of the database and how to generate information from it.

MAGAZINE MANAGING EDITOR AND TEAM

Basic Function

The Magazine Managing Editor and Magazine Team Members have the responsibility to attend each Board meeting and as many Chapter functions as possible. The Magazine Managing Editor and Magazine Team Members are responsible for preparing the monthly magazine. Although the magazine team will notify the Board of Directors of the deadline for the upcoming issue, it is each Board member's responsibility to be on the lookout for, and provide articles for the Magazine.

The Magazine Editor will gather articles and all other items for submission to the Graphic Designer. The Magazine Editor and Team Members are responsible for the typing, proofing and final preparation of all articles.

The Magazine Editor should receive "Editor" magazines from other chapters. Copies of our chapter magazine should be forwarded to the following:

1. All current chapter members
2. Current Region 6 officers
3. Editors of ALA's *Legal Management* and *ALA News*
4. Region 6 Chapter Presidents
5. Magazine contributors if they are not chapter members
6. A supply of magazines should be kept for the ALA annual awards submission.
7. Any remaining issues to be given to the Vendor Liaisons and Membership Chairs.

The Magazine Team is responsible for finding articles, either originals or those printed in other publications (for which reprint rights must be obtained), and for encouraging Chapter members to contribute to the magazine. The Magazine Team should also solicit feedback and suggestions regarding content, layout and any other technical aspects of the magazine / magazine.

Communication

All Board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The magazine team will encourage members to abide by the ALA Code of Professional Ethics.

JOB OPPORTUNITY COORDINATOR

Basic Functions

The Job Opportunity Coordinator Chair has the responsibility to attend each board meeting and as many chapter functions as possible. The Job Opportunity Coordinator Chair is responsible for coordinating the publishing of legal administration positions on the chapter's website. Openings are accepted from law firms, corporate or government law departments and any other positions that appear relevant to the skills and experience of our members.

The Job Opportunity Coordinator does not keep resumes on file for forwarding to the firms placing the ads. This is the individual member's responsibility. If a firm opening is confidential, the Job Opportunity Coordinator shall collect resumes sent in response to the specific ad and forward them without comment or selection to the prospective employer. All ads received are forwarded to the Webmaster and placed on the website immediately upon receipt.

Because of the nature of the position, the Job Opportunity Coordinator may receive many telephone inquiries and correspondence. To make the best impression in the legal community of legal administrators generally and our chapter specifically, every effort shall be made to acknowledge and respond to all calls and correspondence in a timely fashion.

Miscellaneous

Placement activities of the Job Opportunity Coordinator should be held to a minimum.

Placement services should be limited to the placement of legal administrators and those positions that would qualify for membership in ALA. Accordingly, clerical employees are not be covered by the program.

No opinions will be expressed by any chapter officer, employees or members as to the qualifications of any member seeking a position. The program is designed to bring together administrators seeking positions and prospective employers. Particular care will be taken to avoid any discrimination with regard to placement activities.

Advertising of the placement service should be held to a minimum. Any advertisement should be limited to a short, concise statement, indicating that the Chapter provides placement services to its membership and that employers may contact the Chapter.

While the Chapter does not charge a fee for its services, should a candidate be placed as a result of the Job Bank the hiring entity or recruiter may wish to consider a donation to the Chapter.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Job Opportunity Coordinator will encourage members to abide by the ALA Code of Professional Ethics.

PROGRAMS CHAIR(S)

Basic Functions

The Programs Chair(s) has the responsibility to attend each board meeting and as many chapter functions as possible. The Programs Chair has the prime responsibility for planning and implementing all chapter luncheon programs. The Programs Chair shall attend all board meetings and present to the board for review and comment, information concerning educational topics and proposed scheduling of luncheon programs.

Duties And Responsibilities

The Programs Chair(s) are primarily responsible for developing the content for the monthly Chapter lunch meetings. The Chair(s) are encouraged to plan as far ahead as possible as that greatly facilitates the ability to locate vendor sponsors.

Once a program topic has been determined and a speaker has agreed to participate, the Program Chair shall:

1. Prepare and send a confirming letter to the speaker with all of the program details. At that time, the Program Chair shall request that the speaker provide a biography and any handouts prior to the program.
2. Arrange for an adequate meeting place which is easily accessible and has reasonable parking fees; coordinate with the catering department regarding the menu to be served, the needs of the speaker and approve the bills for the programs.
3. Develop a standard checklist to confirm, other matters, Audio/Visual (AV) needs, Teleconferencing needs, a photographer to capture images for the Magazine / Website.
4. If applicable, determine MCLE and CPE hours; prepare all required documentation for MCLE and CPE credit.
5. Prepare a program announcement that sufficiently describes the program and speaker. The announcement shall be sent to the President and President-Elect for review. Once the announcement has been approved, the Program Chair shall send it to the Magazine Editor for inclusion in the monthly magazine, the person responsible for mailing the monthly magazine and the person or persons responsible for e-mailing the program announcement to the members.
6. Arrive early and greet the speaker; introduce the speaker at the meeting and present the speaker with a gift or honorarium. The Board of Directors will determine who is responsible for purchasing the gifts.
7. Distribute and collect program evaluations at each meeting; summarize evaluations for presentation at the next Board meeting. The summarized

evaluation should also be forwarded to the Hospitality Chair who will forward same to the Regional Education Officer.

8. Send a thank you letter to the speaker after the meeting and ensure that any speaker expenses are timely submitted to the Treasurer.
9. Request the speaker to write an article for the magazine on any topic, subject to editing.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Program Chair will encourage members to abide by the ALA Code of Professional Ethics.

WEBMASTER

Basic Functions

The Chapter Webmaster has the responsibility to attend each board meeting and as many chapter functions as possible.

The Webmaster maintains the Chapter's website, keeping it current and seeking ways to update and improve it.

The Webmaster:

- * oversees posting of membership information (the Membership Chair does the actual inputting),
- * distributes passwords to eligible members for access to the "Members Only" area,
- * oversees the Chapter's calendar and announcements of upcoming meetings and events (the Secretary has primary responsibility for maintenance of the "master calendar"),
- * oversees the online Job Bank (the Job Opportunities Coordinator has primary responsibility for maintenance of the Job Bank).

The Webmaster may recruit a website committee to advise on question of enhancements and improvements to the site.

The Webmaster should monitor guidelines from ALA regarding the format and content of chapter websites to ensure compliance with ALA standards and to maximize the site's value to Chapter members.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Webmaster will encourage members to abide by the ALA Code of Professional Ethics.

HOSPITALITY CHAIR

Basic Functions

The Hospitality Chair has the responsibility to attend each board meeting and as many chapter functions as possible.

The Hospitality Chair has the prime responsibility for tracking attendance at luncheons, collecting luncheon fee payments and making appropriate facilities arrangements for chapter events, including the luncheon meetings by:

1. Receiving and tallying all RSVP responses.
2. Confirming headcount to the Program Chair.
3. Collecting payment from each attendee in advance or at the door and tracking actual attendance.
4. Depositing funds from chapter events in the chapter bank account as directed by the Board and providing an accurate record of attendance and deposit of funds to the chapter Treasurer. Alternatively, the Board may direct that all funds and records of attendance be turned over to the chapter Treasurer for deposit and recordation.

Other Duties

The Hospitality Chair is responsible for ensuring that the Regional Educational Officer is provided evaluation summaries from all educational offerings. Educational offering can include monthly luncheons, Seminars, or Section meetings.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Hospitality Chair will encourage members to abide by the ALA Code of Professional Ethics.

VENDOR LIAISON

Basic Functions

The Vendor Liaison Chair has the responsibility to attend each board meeting and as many chapter functions as possible.

The Vendor Liaison Chair has the prime responsibility for soliciting and coordinating vendor sponsorship for chapter activities including, but not limited to, magazine / magazine advertisements, membership solicitations and activities.

The Vendor Liaison Chair is encouraged to work closely with the Board of Directors in planning vendor activities that are coordinated with goals established by the board at the beginning of the year.

The Vendor Liaison Chair is responsible for coordinating a review of all vendor participation programs starting in the Summer and to suggest any changes or enhancements to the vendor participation program to be effective January 1. This includes not only different avenues for the vendors to be able to pursue but also the pricing for those activities. It is important that the review is concluded and approved by the Board in the early Fall of each year so that the vendors can be notified in time to include it in their internal annual budget discussions.

The Vendor Liaison Chair is responsible for overall coordination of the annual Vendor Dinner typically held in late Fall and designed to get direct input from vendors on their needs.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Vendor Liaison Chair will encourage members to abide by the ALA Code of Professional Ethics.

SEMINAR CHAIR

Basic Functions

The Seminar Chair has the prime responsibility for planning and implementing all chapter educational programs (except chapter luncheon programs which are handled by the Program Chair or section meetings which are handled by the Section Leaders).

The Seminar Chair is encouraged to plan quarterly programs well in advance, based on goals established by the Board at the beginning of the year. The Seminar Chair is responsible for planning and coordinating all aspects of these programs as well as the annual Labor Law Seminar generally held in January of each year. In connection with any educational program, the Seminar Chair shall:

1. Prepare and send a confirming letter to the speaker with all of the program details. At that time, the Seminar Chair shall request that the speaker provide a biography and any handouts prior to the program.
2. Arrange for an adequate meeting place which is easily accessible and has reasonable parking fees, coordinate with the catering department regarding the menu to be served, the needs of the speaker and vendors and approve the bills for the programs.
3. If applicable, determine MCLE, CPE and CLM hours; prepare all required documentation for MCLE, CPE and CLM credit.
4. Prepare "Save The Date" flyers for distribution.
5. Prepare a program announcement that sufficiently describes the program and speaker. The announcement is to be sent to the President and President-Elect for review before sending out. Once the announcement has been approved, the Seminar Chair shall distribute it to the chapter's members and to the person responsible for mailing the monthly magazine.
6. Distribute and collect program evaluations at each meeting; summarize evaluations for presentation at the next aboard meeting and to the Regional Education Officer.
7. Send a thank you letter to the speaker and vendors after the meeting and ensure that any speaker expenses are submitted timely to the Treasurer.
8. Request the speaker to write an article for the magazine / magazine on any topic, subject to editing.
9. For the Labor Law Seminar, in addition to the above:
 - a. Coordination with the Vendor Chair to send written invitations to vendors (mention drawings, give-aways, etc.).

- b. Plan the layout of vendor exhibit tables, collect vendor exhibit fees and coordinate with all participating vendors.
- c. Obtain from ALA Headquarters mailing labels for the Greater Los Angeles and Orange County chapters and mail the Labor Law announcement to those members. Consider mailings or notices to other entities such as Bar Associations.
- d. Prepare and submit to the managing editors an appropriate announcement of the Labor Law meeting for timely inclusion in the Chapter's magazine / magazine.
- e. Furnish the magazine / magazine editors and President-Elect with all pertinent information regarding the program so they may arrange publicity with the Los Angeles Daily Journal and other appropriate media.
- f. Print name badges for all speakers, attendees and vendors; print table signs for vendors.
- g. Prepare a vendor list for distribution to attendees.
- h. Arrive early and greet the speakers and vendors; introduce the speakers at the meeting and present the speakers with a gift to be arranged for by the Board.
- i. Send a list of attendees to the vendors.

10. It is the responsibility of the Seminar Chair to attend each seminar to introduce the speakers, coordinate all vendor activities and other arrangements during the meeting, answer questions when appropriate and generally promote ALA and the chapter.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Seminar Chair will encourage members to abide by the ALA Code of Professional Ethics.

CERTIFIED LEGAL MANAGER (CLM) PROGRAM CHAIR

(New for 2005 / 2006)

Basic Functions

The CLM Chair has the responsibility to attend each board meeting and as many chapter functions as possible. The CLM Chair has the prime responsibility for planning and implementing the Chapter's CLM educational and study programs. The CLM Chair shall attend all board meetings and present to the board for review and comment, information concerning educational topics and proposed scheduling of the CLM programs.

Duties And Responsibilities

The CLM chair will coordinate with ALA Headquarters to gain a current understanding of the CLM program and help educate Chapter members about the program and its benefits.

Specific responsibilities would include:

- * Developing / maintaining a study / review program for Chapter members interested in studying for and / or taking the CLM exam. This would include curriculum content and coordination of speakers.
- * Gaining and understanding of what other Chapters are providing in terms of CLM programs and implementing best practices.
- * Summarizing all Chapter educations offerings (lunch meetings, section meetings, education seminars) for purposes of determining whether they meet criteria for CLM credit.

Prerequisites

The CLM chair need not themselves be a CLM.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The CLM Chair will encourage members to abide by the ALA Code of Professional Ethics.

CHAPTER HISTORIAN

(New for 2005 / 2006)

Basic Functions

The Chapter Historian has the responsibility to attend each board meeting and as many chapter functions as possible.

The Chapter Historian{to be completed....}

Duties And Responsibilities

The Chapter Historian is responsible for ensuring that the Chapter ByLaws are current and in conformity with ALA guidelines.

The Chapter Historian is responsible for overseeing the periodic compilation and publication of the *Belisle Directory* (directory of equipment, software and services).

The Chapter Historian is responsible for developing and maintaining the Chapter's records retention policy.

Communication

All board members are to advise the President if they are not able to attend an upcoming scheduled board meeting. Each board member is expected to attend all meetings of the board. 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. If the board member cannot attend the required board meeting, a written copy of their report must be forwarded to the President not later than 2:00 p.m. on the day of the scheduled meeting.

Miscellaneous

The Chapter Historian will encourage members to abide by the ALA Code of Professional Ethics.

SECTION LEADERS

Basic Functions

The Chapter has created Sections for the primary purpose of providing networking opportunities to the members. The Section leaders are encouraged to attend as many Board meetings as possible. These sections include, but are not limited to, the following:

1. Corporate/Government
2. Human Resources
3. Small Firm
4. Finance
5. Multi-Office
6. San Fernando Valley
7. IT (Technology)
8. Ventura County / Santa Barbara
9. Inland Empire

The Sections meet regularly as determined by the Section membership, alternating between Downtown LA and the Westside (geographically oriented chapters excepted), usually at members' firms. The Section Leaders, or their designee, are expected to schedule, attend and chair each meeting.

Section leaders are strongly encouraged to set the dates of all meetings for the year early in the year. This greatly facilitates scheduling and coordination with other Chapter and ALA events. The advance notice is helpful to both Chapter members and vendors.

Notice of each meeting is to be provided to the Secretary for inclusion in the Chapter's master calendar.

While networking is the primary function of each Section, this does not preclude them from scheduling educational sessions as they determine are appropriate for their section. Any speakers should be coordinated with the Program and Seminars Chairs to make sure we are not duplicating educational presentations at other chapter-sponsored events.