

# INDIANA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

## JOB DESCRIPTION PRESIDENT

### Member and Chairman of the Board

Acts as Chairman of the Board at regular and special Board meetings.

### Representative of Chapter at ALA Events

Represents Chapter at certain ALA conferences, seminars, meetings and institutes, including, but not limited to, the following.

Chapter financial sponsorship for attendance at these events is first dependent upon Chapter finances being available and must be approved by the Board:

ALA Annual Educational Conference & Exposition ("Annual Conference") held in the Spring, usually late April or in May. A Region 3 Council meeting is held in conjunction with the Annual Conference, and the President is expected to attend that meeting as representative of the Chapter, as well as any other meetings scheduled during the Annual Conference at which a Chapter representative is required by ALA or deemed necessary by the Board. In the event the President is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

The Chapter financially sponsors, if Chapter finances are available, the attendance of the President or an alternate to a maximum of \$1,500 for the registration fee plus travel expenses such as airfare, lodging and meals not included with the registration fee or provided at Region 3 Council meetings. Additional Chapter financial sponsorship is dependent upon the location of the Annual Conference which has an impact on the estimated travel expenses to be incurred. Approval for such additional financial sponsorship should be submitted in writing by the President or the alternate to the Board for approval of payment as far in advance of the Annual Conference as possible.

Annual ALA-Sponsored Chapter Leadership Institute. This ALAsponsored event is held in early Summer, usually June. Because of the importance of this Institute to Chapter leadership and management, the President is to be expected to attend. If the President cannot attend, the President-Elect will be asked to substitute for the President. Currently, the expenses of one (1) Chapter representative at this Institute are paid by ALA. These travel expenses include the registration fee, airfare and lodging with meals provided by ALA during the Institute. Reasonable and necessary expenses incurred by the

Chapter representative attending this Institute, not paid by ALA, should be submitted in writing to the Board for approval of reimbursement. I

Annual Region 3 Conference and Council Meeting. In addition to the Region 3 Council meeting held in conjunction with the Annual Conference, a Region 3 Council meeting is held in conjunction with the Annual Region 3 Conference & Exposition ("Region 3 Conference") currently held in the Fall each year at a location within ALA Region 3. In the event the President is unable to attend the Region 3 Conference and meetings requiring a Chapter representative, an alternate from the Board is to be recommended by the President and approved by the Board. The Chapter financially sponsors, if Chapter finances are available, the attendance of the President or an alternate at the Region 3 Conference to a maximum of \$750 for the registration fee and travel expenses such as airfare, lodging and meals not included with the registration fee. Additional Chapter financial sponsorship is dependent upon the location of the Region 3 Conference which has an impact on the estimated travel expenses to be incurred. Approval for such additional financial sponsorship should be submitted in writing to the Board by the President or alternate as far in advance of the Region 3 Conference as possible.

#### ALA Reporting Requirements

Ensures all reporting requirements mandated by ALA Headquarters, as shown on the Attachment are met, including those assigned to other Board members.

#### Approves ALA International Membership Applications

Reviews, approves and returns to ALA, membership applications of new ALA members located within Indiana Chapter jurisdiction. A copy of the approved application goes to the Membership Chairman for generation of a letter providing Chapter membership information to the new ALA International member.

#### Bar Relations

Indiana Chapter representative (when and if required) and co-liaison to Indiana State Bar Association with any Chairperson of a Chapter Committee designated as Bar Liaison Committee.

#### Chapter Management

Under the authority and supervision of the Board, is responsible for overall Chapter management and delivery of services to the general membership. Develops agenda for, and serves as Chair at, monthly and special Board meetings. Provides assistance and advice to Chapter Officers and Committee

Chairpersons regarding operation of offices and committees. Recommends to the Board formation of new committees and changes in existing committees. Develops agenda for, and presides over, the monthly general membership meeting. With Board input, plans annual meeting of the Chapter held each February, such meeting to include a "State of the Chapter" report to

the members and an opportunity for members to identify Chapter questions and concerns.

#### Mentor to President-Elect

Works closely throughout the Chapter year with the President-Elect. An effort is to be made by the President to include the President-Elect in selected Chapter and ALA International activities to not only assist the President and the Board in Chapter management, but to familiarize the President-Elect with the duties of the office of the President.

#### Nominating Committee and Election of Officers

Serves on the Nominating Committee for election of officers for the next Chapter year along with two (2) members-at-large appointed by the Board.