

**INDIANA CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS**

**JOB DESCRIPTION
VICE PRESIDENT/PROGRAMS CHAIRPERSON**

Member of the Board

As a member of the Board, is expected to attend regular and special Board meetings.

In Absence of President Elect

Presides as Chair at any Board meeting the President cannot attend.

Programs Chairperson

Planning of Educational Presentations. At the beginning of the Chapter year, develops, with Board input, a list of suggested educational topics and presentations for monthly meetings. Continually updates the list according to the needs of the membership and the availability of prospective speakers. Preplanning these programs allows ample time for the Vice President to obtain quality speakers and to make the arrangements necessary for a successful educational presentation. Provides finalized Chapter educational programs calendar(s) to Secretary for inclusion in Chapter calendar of upcoming events.

Information on Speakers and Programs to Secretary. Provides the Secretary with the title of the educational topic and a short biography of the speaker to the Secretary for inclusion in the Notice of Meeting.

Host/Hostess to Speakers. Greets and accompanies the guest speaker at monthly meetings and introduces the speaker and topic.

Program Evaluation Sheets. Distributes and collects Program Evaluation Sheets at monthly meetings.

Reports to Region 3 Education Officer. At least quarterly, provides a Chapter Education Summary of Chapter educational programs and presenters to the Region 3 Education Officer.