

## Chapter President Job Description

<b>Position:</b>	Chapter President
<b>Purpose:</b>	Responsible for overseeing and communicating all Chapter business and activities
<b>Status:</b>	Board Member
<b>Term of Service:</b>	1 Year (April 1 – March 31), following one year term of service as President-elect
<b>Oversight of:</b>	Board of Directors; Chapter Membership
<b>Oversight by:</b>	Board of Directors
<b>Committees:</b>	Appointed to at least one committee as Officer Rep
<b>Educational Allowance:</b>	The President is strongly encouraged to participate in ALA educational opportunities; to represent the Chapter at various level meetings and functions. To this end the President receives the Regional Conference early Bird Registration Fee; and the Annual Conference (in May following end of term as President) Early Bird Registration Fee.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Prepare Agenda for Monthly Chapter Meetings for distribution by Secretary at least two (2) days prior to meeting.</li> <li>• Coordinate and supervises all Chapter activities through close communications with Executive Board members to ensure that all Chapter activities are proceeding as planned.</li> <li>• Preside at all Chapter membership meetings and makes announcements to keep members abreast of current or planned Chapter activities.</li> <li>• Collect and prioritize action items from Board members and ALA communications to place on Agenda for discussion at Board Meetings; review Board Meeting Minutes for chapter records.</li> <li>• Chair the monthly Board Meetings.</li> <li>• Follow-up on all action items with respective Committee Chair(s).</li> <li>• Coordinate and facilitate the annual Executive Board/Committee Chair Retreat in May</li> <li>• Create, as needed, ad hoc committees for specific projects and, in turn, appoints committee chairs to those committees. Keeps abreast of committee activities through discussions at monthly Board meetings.</li> <li>• Maintain close communication with the Region 2 Director.</li> <li>• Recognize and welcomes new Chapter members, through introductions at monthly membership meetings.</li> <li>• Forward to Membership Services Chair any membership data received from ALA International, including information on those Chapter members who have been dropped or added.</li> <li>• Monitor Chapter funds, including review of Treasurer’s report and the annual budget, together with the Treasurer and other members of the Executive Board.</li> <li>• Select Member to perform annual audit of the Chapter’s financial records</li> <li>• Acknowledge and respond to inquiries received as result of the position. As a result of such communications, President will try to enhance the image of ALA and gain support of the legal community,</li> </ul>

particularly through recognition of the profession by attorneys.

- Familiarize him/herself with the Chapter Bylaws and submits any Bylaw changes for Board or membership approval as significant changes occur. Submit updated Bylaws to ALA International Headquarters for approval prior to finalization.
- Submit Presidents' Awards' of Excellence form with supporting documents to ALA HQ in accordance with the President's deadline.
- Collects and submits all Chapter Awards submissions for ALA International competition prior to deadline.