



## ALAMN Board of Director Job Description

### President

The President serves a one-year term from April 1 through March 31 and is responsible for governing the organization, for overseeing all ALAMN business and activities, and for setting a positive direction for the Chapter. Responsibilities include:

- To ensure that ALA and ALAMN Codes and Bylaws are followed;
- To serve as a liaison to Chapter Teams, Special Interest Groups and Administrative Volunteers;
- To appoint Teams and Special Interest Group Chairs and Co-chairs and ALAMN Administrative Volunteers;
- To direct any organizational changes made to the Chapter's Teams or Special Interest Groups;
- To update the Board regarding Chapter issues and activities prior to each monthly Board meeting;
- To prepare and distribute Board of Directors meeting agendas;
- To preside over Board of Directors meetings;
- To name an interim Board Officer in the event that a serving Board Officer is unable to complete his/her term, if agreed to by remaining members of the Board;
- To hold an annual orientation and training session for all Chairs and Co-chairs;
- To work with the President-Elect to hold an annual Board Leadership Retreat;
- To serve as a liaison to the Chapter's Association Management Company, oversee the services contract with Management Company.
- To represent the Chapter at applicable ALA meetings and events;
- To attend ALAMN Chapter meetings and events, greeting members, guests and business partners;
- To ask the President-Elect to stand-in whenever the President is unable to attend a key ALAMN or ALA function;
- To direct work done within the President's areas of responsibility for the President's Award of Excellence submissions;
- To write a President's Message for each edition of the Chapter newsletter;
- To hold and manage a Chapter credit card;
- To approve and sign Chapter checks;
- To prepare the President's section of the annual budget and to follow that budget once it has received Board approval;
- To welcome new members;
- To make a strong effort towards building a more diverse and inclusive Chapter.

### President's Scholarships

The President is expected to participate in the ALA Educational Conference & Exposition, an ALA Business of Law Conference and the Chapter Leadership Institute (CLI). These are "working" events during which the President is expected to represent ALAMN at all applicable meetings and functions. Accordingly, the Chapter will pay all reasonable expenses for the President's attendance.

**Note:** ALAMN Scholarship Program is based on a percentage of the Association's overall budget. Individual scholarship amounts are finalized upon approval of the budget.



## ALAMN Board of Director Job Description

### President-Elect

The President-Elect serves a one-year term from April 1 through March 31, and is primarily responsible for assisting the President and for acting in place of the President as needed. Responsibilities include:

- To work closely with the President to ensure Chapter continuity and a smooth transition to President;
- To participate on the Nominating Committee;
- To oversee (not chair) the Business Partner Relations Team;
- To act as liaison to the Corporate & Government and St. Cloud Special Interest Groups;
- To update the Board on relevant issues and activities prior to each monthly Board meeting;
- To plan the President's Reception at the annual conference that will be held during presidency;
- To coordinate the dinner with the Superior Sponsor and Board;
- To attend ALAMN Board of Directors meetings, presiding in the President's absence;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To coordinate transitional meetings when the Board's annual term ends;
- To direct work done within the President-Elect's areas of responsibility for ALA President's Award submissions;
- To manage ALAMN's combined efforts on the President's Award of Excellence and other ALA Chapter Awards submissions (if applicable) and to provide the Board with monthly progress reports regarding this work;
- To assist the President in planning and holding the annual Board Leadership Retreat;
- To update the Chapter's succession planning list as needed;
- To work with President on building a more inclusive Chapter;
- To prepare the President-Elect's section of the annual budget and to follow that budget once it has received Board approval;
- To welcome new members;
- To write one article for the newsletter during the term year.

### President-Elect's Scholarships

The President-Elect is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. These are "working" events during which the President-Elect is expected to represent ALAMN at all applicable meetings and functions as directed by the President. The President-Elect is eligible for a scholarship to assist with expenses towards attending these conferences. The President-Elect is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute.

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## ALAMN Board of Director Job Description

### Past President

The immediate ALAMN Past President serves a one-year term from April 1 through March 31 and has primary responsibility for providing advice to the Board. Responsibilities include:

- To provide support and guidance to the President and the Board of Directors;
- To Chair both the Past Presidents Advisory Council and the Nominating Committee;
- To update the Board on relevant issues and activities prior to each monthly Board meeting;
- To attend ALAMN Board of Directors meetings;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To oversee (not chair) the Diversity, Equity, Inclusion & Accessibility Team and the Chapter's Community Service Team, including ALA's Community Connections;
- To direct work done within the Past President's areas of responsibility for the President's Award of Excellence submission;
- To prepare the Past President's section of the annual budget and to follow that budget once it has received Board approval;
- To handle special projects;
- To assist the Finance Director on a monthly basis by auditing random checking and credit card transactions;
- To welcome new members;
- To hold and manage a chapter credit card;
- To write one article for the newsletter during the term year.

### Past President Scholarships:

The Past-President is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. These are "working" events during which the Past President is expected to represent ALAMN at all applicable meetings and functions as directed by the President. The Past-President is eligible for a scholarship to assist with expenses towards attending these conferences. The Past President is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute.

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## ALAMN Board of Director Job Description

### Communications Director

The Communications Director serves a one-year term from April 1 through March 31 and has primary responsibility for enhancing the Chapter's visibility. Responsibilities include:

- To oversee the Communications Coordinator;
- To supervise and assist the Newsletter Editor;
- To update the Board on relevant issues and activities prior to each monthly Board meeting;
- To attend ALAMN Board of Directors meetings;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To submit support and enhancement requests for the website to the website vendor;
- To ensure that website training is available to all Chairs, Co-chairs and Board Members that need it to fulfill their roles;
- To supervise the maintenance of the production calendar that includes key changes to the website and newsletter throughout the year;
- To maintain and publish a Master Event Calendar for the Chapter;
- To ensure that timely updates are made to the ALAMN website;
- To increase Chapter visibility by submitting articles to legal industry publications, by circulating press releases regarding Board election results and other news, and by posting meeting and event dates at other appropriate websites;
- To oversee the association management company whose job it is to coordinate all graphics and media needs for the Chapter including: electronic distribution of the newsletter, brochures, flyers, announcements, and postcards;
- To direct work done within the Communications Director's areas of responsibility for the President's Award of Excellence submissions;
- To prepare the Communications Director's section of the annual budget and to follow that budget once it has received Board approval;
- To welcome new members;
- To write one article for the newsletter during the term year.

### Communications Director's Scholarships:

The Communications Director is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. The Communications Director is eligible for a scholarship to assist with expenses towards attending these conferences. The Communications Director is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute. These are all "working" events during which the Communications Director is expected to represent ALAMN at all applicable meetings and functions as directed by the President.

**Note:** ALAMN Scholarship Program is based on a percentage of the Association's overall budget. Individual scholarship amounts are finalized upon approval of the budget.



## ALAMN Board of Director Job Description

### Membership Director

The Membership Director serves a one-year term from April 1 through March 31 and has primary responsibility for encouraging Member retention and recruitment. Responsibilities include:

- To oversee (not Chair) the Membership Development Team and the Large Firm Team;
- To supervise any third-party administrative support contracted by the Chapter to assist in the execution of duties related to the Membership function;
- To update the Board on relevant issues and activities prior to each monthly Board meeting;
- To attend ALAMN Board of Directors meetings;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To coordinate the Chapter's annual membership renewals;
- To coordinate Chapter Membership drives;
- To process new and renewing membership applications;
- To maintain an up-to-date Chapter Membership Roster including member join dates and ALA numbers;
- To compare the ALAMN Chapter Membership Roster with ALA's database on a quarterly basis and to communicate with ALA to resolve any differences;
- To coordinate an annual New Member Welcome event and/or Membership Event;
- To direct work done within the Membership Director's areas of responsibility for ALA Awards and Presidents Award of Excellence submissions;
- To prepare the Membership Director's section of the annual budget and to follow that budget once it has received Board approval;
- To welcome new members;
- To write one article for the newsletter during the term year.

### Membership Director Scholarships:

The Membership Director is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. The Membership Director is eligible for a scholarship to assist with expenses towards attending these conferences. The Membership Director is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute. These are all "working" events during which the Membership Director is expected to represent ALAMN at all applicable meetings and functions as directed by the President.

**Note:** ALAMN Scholarship Program is based on a percentage of the Association's overall budget. Individual scholarship amounts are finalized upon approval of the budget.



## ALAMN Board of Director Job Description

### Education Director

The Education Director serves a one-year term from April 1 through March 31 and has primary responsibility for facilitating ALAMN's educational programs. Responsibilities include:

- To oversee (not Chair) the Education & Conference Team, and the Small and Medium Firm Team;
- To supervise and assist the following Administrative Volunteers – the Registration Coordinators and the CLM Study Group Coordinator;
- Apply for ALA CLM Approved Provider status – analyze education offerings and assign CLM credits. Ensure all requirements are met for Approved Provider status;
- To coordinate with the Membership Director any joint meetings of the Small and Medium Firm Team and the Human Resource Team;
- To confirm a member of the Education Team serves on the Business Partner Relations Team Education sub-Team;
- To work with Chapter Association Management Company on Education Team graphic needs;
- To update the Board on relevant issues and activities prior to each monthly Board meeting and provide meeting minutes from Education Team and Small/Medium Team meetings;
- To attend ALAMN Board of Directors meetings;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To direct work done within the Education Director's areas of responsibility for the President's Award of Excellence submission;
- To prepare the Education Director's section of the annual budget and to follow that budget once it has received Board approval;
- Update annual Education Director playbook for incoming Director;
- To welcome new members;
- To write one article for the newsletter during the term year.

### Education Director Scholarships:

The Education Director is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. The Education Director is eligible for a scholarship to assist with expenses towards attending these conferences. The Education Director is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute. These are all "working" events during which the Education Director is expected to represent ALAMN at all applicable meetings and functions as directed by the President.

**Note:** ALAMN Scholarship Program is based on a percentage of the Association's overall budget. Individual scholarship amounts are finalized upon approval of the budget.



## ALAMN Board of Director Job Description

### Finance Director

The Finance Director serves a two-year term from April 1 through March 31 and has primary responsibility for ensuring the fiscal soundness of the organization and for monitoring, recording and reporting financial transactions. Responsibilities include:

- To maintain complete and accurate Chapter financial records on a monthly basis;
- To closely monitor Chapter finances and report any concerns immediately to the Board;
- To make timely payments, reimbursements, and deposits on behalf of the Chapter;
- To send Chapter checks to the President for review and signature;
- To prepare and distribute standard monthly financial reports for the Board and quarterly to applicable team or SIG chairpersons;
- To attend and provide updates on relevant issues and activities in monthly ALAMN Board of Directors meetings;
- To oversee (not Chair) the Compensation and Benefits Survey Team, the Legal Project Management & Pricing SIG, and the Financial Management SIG;
- To prepare the Finance Director's section of the annual budget and to adhere to the Board approved budget;
- To provide preliminary Budget information to fellow Directors and to subsequently compile and distribute a comprehensive annual budget based upon their recommendations to the Board for approval;
- To prepare and file in a timely manner all applicable tax returns and reports;
- To oversee the Chapter's banking services including the credit card processing relationship;
- To hold a Chapter credit card
- To initiate and coordinate an annual audit of the Chapter's financial records;
- To prepare and publish an Annual Chapter Financial Report to Membership;
- To provide relevant information within the Finance Director's areas of responsibility for the President's Award of Excellence submission;
- Coordinate with the Administrative Director to ensure accurate reimbursement and use of scholarship awards
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To welcome new members via email, phone call, and/or in person at Chapter events

### Finance Director's Scholarships:

The Finance Director is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. The Finance Director is eligible for a scholarship to assist with expenses towards attending these conferences. The Finance Director is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute. These are all "working" events during which the Finance Director is expected to represent ALAMN at all applicable meetings and functions as directed by the President.

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## ALAMN Board of Director Job Description

### Administrative Director

The Administrative Director serves a one-year term from April 1 through March 31 and has primary responsibility for facilitating the day-to-day business operations of the organization. Responsibilities include:

- To oversee (not Chair) the Human Resources Team, the Intellectual Property Special Interest Group and the Facilities Management Special Interest Group;
- To supervise and assist the following Administrative Volunteers – the Staff and Member Placement Coordinator;
- To update the Board on applicable timelines and other relevant issues and activities prior to each monthly Board meeting;
- To attend Chapter meetings and events, greeting members, guests and business partners;
- To collect Director Update Reports prior to every monthly Board meeting and circulate those reports to the Board of Directors at least one day prior to each meeting.
- To record the Minutes of all Board of Director meetings and to distribute these to Board Officers in a timely fashion, upload the minutes to our organizational website and send to appropriate liaison at ALA headquarters;
- To record, maintain and monitor the Board of Director timeline and to regularly report to the Board regarding this;
- To act as Chapter historian and record-keeper;
- To maintain an up-to-date list of Teams and Special Interest Group Chairs and Administrative Volunteers that will be distributed at Chair Orientation;
- To maintain an up-to-date Organizational Table;
- To organize and oversee the annual ALAMN Scholarship drawings and communications regarding expense reimbursements;
- To handle special projects;
- To prepare the Administrative Director's section of the annual budget and to follow that budget once it has received Board approval;
- To direct work done within the Administrative Director's areas of responsibility for the President's Award of Excellence submission;
- To welcome new members;
- To write Shining Star articles for the newsletter during the term year.

### Administrative Director's Scholarships:

The Administrative Director is encouraged to attend the ALA Annual Conference & Exposition and an ALA Business of Law Conference. The Administrative Director is eligible for a scholarship to assist with expenses towards attending these conferences. The Administrative Director is strongly encouraged to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses to attend Chapter Leadership Institute. These are all "working" events during which the Administrative Director is expected to represent ALAMN at all applicable meetings and functions as directed by the President.

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