



ALAMN Board of Director Job Descriptions

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 Committees, Special Interest Groups and Administrative Volunteers;
- To appoint Committee and Special Interest Group Chairs and Co-chairs and ALAMN Administrative Volunteers;
- To direct any organizational changes made to the Chapter's Committees 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;
- 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 ALA Awards and Presidents 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, along with the Finance Director/Treasurer, to co-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 inclusive Chapter.

President's Scholarships

The President is expected to participate in the ALA Educational Conference & Exposition, the ALA Chapter Leadership Institute and the ALA Region 3 Conference. 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 Descriptions

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 and Conference Committee;
- To act as liaison to the Corporate & Government and St. Cloud Special Interest Groups;
- To serve as the Chapter's ALA Region 3 representative and the LPACC liaison;
- To update the Board on relevant issues and activities prior to each monthly Board meeting;
- 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 Awards submissions;
- To manage ALAMN's combined efforts on the President's Award of Excellence and other ALA Chapter Awards submissions and to provide the Board with monthly progress reports regarding this work;
- To help monitor Chapter funds;
- 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 the ALA Region 3 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 expected to participate in the ALA Chapter Leadership Institute (CLI). Accordingly, the Chapter will pay all reasonable expenses for the President-Elect to attend Chapter Leadership Institute.

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ALAMN Board of Director Job Descriptions

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 & Inclusion Committee and the Chapter's Community Service Committee, including ALA's Community Connections;
- To direct work done within the Past President's areas of responsibility for ALA Awards and Presidents Award of Excellence submissions;
- 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 welcome new members;
- To hold and manage a chapter credit card;

Past President Scholarships:

The Past-President is encouraged to attend the ALA Annual Conference & Exposition and the ALA Region 3 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 Past-President is eligible for a scholarship to assist with expenses towards attending these conferences.

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ALAMN Board of Director Job Descriptions

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 (not Chair) the Communications Committee;
- To oversee (not Chair) the Systems and Technology Special Interest Group;
- To supervise and assist these Administrative Volunteers - the Newsletter Editor, the Photographer and the Graphics Specialist;
- To confirm a member of the Education Committee serves on the Business Partner and Conference Committee Education sub-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 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 maintain a 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 coordinate all graphics and media needs for the Chapter including: the electronic distribution of the newsletter, brochures, flyers, announcements, postcards and invitations as applicable;
- To enforce and encourage use of Chapter Identity Guidelines ("the Brand");
- To direct work done within the Communications Director's areas of responsibility for ALA Awards and Presidents 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, the ALA Region 3 Conference and the Chapter Leadership Institute (CLI). The Communications Director is eligible for a scholarship to assist with expenses towards attending these conferences. In addition, the Communications Director may be selected as one of the Chapter's two representatives the chapter will fund to attend CLI. 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 Descriptions

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 Committee and the Large Firm Committee;
- To supervise and assist the Directory Editor; and 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;
- 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 maintain informational materials for the new Member packet;
- To coordinate, with assistance from Directory Editor, the membership directory;
- To coordinate an annual New Member Welcome 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, the ALA Region 3 Conference and the Chapter Leadership Institute (CLI). The Membership Director is eligible for a scholarship to assist with expenses towards attending these conferences. In addition, the Membership Director may be selected as one of the Chapter's two representatives the chapter will fund to attend CLI. 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.

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ALAMN Board of Director Job Descriptions

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 Educational Program Committee, and the Small and Medium Firm Committee;
- To supervise and assist the following Administrative Volunteers – the Registration Coordinators and the CLM Study Group Coordinator;
- To coordinate with the Membership Director any joint meetings of the Small and Medium Firm Committee and the Human Resource Committee;
- To confirm a member of the Education Committee serves on the Business Partner and Conference Committee Education sub-committee;
- To work with Chapter Association Management Company on Education Committee graphic needs;
- To coordinate General Meeting space date and locations with member firms who will be hosting;
- 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 Chapter-sponsored presentations of selected ALA Webinars;
- To direct work done within the Education Director's areas of responsibility for ALA Awards and Presidents Award of Excellence submissions;;
- To prepare the Education 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.

Education Director Scholarships:

The Education Director is encouraged to attend the ALA Annual Conference & Exposition, the ALA Region 3 Conference and the Chapter Leadership Institute (CLI). The Education Director is eligible for a scholarship to assist with expenses towards attending these conferences. In addition, the Education Director may be selected as one of the Chapter's two representatives the chapter will fund to attend CLI. 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.

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ALAMN Board of Director Job Descriptions

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 oversee (not Chair) the Compensation and Benefits Survey Committee and the Financial Management Special Interest Group;
- 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 maintain complete and accurate Chapter financial records;
- To closely monitor Chapter finances and report any concerns to the Board;
- 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 make timely payments and deposits on behalf of the Chapter;
- To prepare and file in a timely manner all applicable tax returns and reports;
- To prepare and distribute standard monthly financial reports for the Board and quarterly to applicable committee chairpersons;
- To co-sign Chapter checks with the President;
- 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 direct work done within the Finance Director's areas of responsibility for ALA Awards and Presidents Award of Excellence submissions;
- To welcome new members;
- To write one article for the newsletter during the term year.

Finance Director's Scholarships:

The Finance Director is encouraged to attend the ALA Annual Conference & Exposition, the ALA Region 3 Conference and the Chapter Leadership Institute (CLI). The Finance Director is eligible for a scholarship to assist with expenses towards attending these conferences. In addition, the Finance Director may be selected as one of the Chapter's two representatives the chapter will fund to attend CLI. 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 Descriptions

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 Committee and to assist in its efforts to further relevant educational efforts at area post-secondary schools, the Intellectual Property Special Interest Group and the Facilities Management Special Interest Group;
- To supervise and assist the following Administrative Volunteers – the Member Placement and the Staff Placement Coordinators;
- 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 record the Minutes of all main monthly Chapter meetings and Board of Director meetings and to distribute these to Board Officers in a timely fashion, upload the minutes to organizational website and send to appropriate Region 3 officers;
- To record, maintain and monitor Board of Director timelines and to regularly report to the Board regarding these;
- To act as Chapter historian and record-keeper;
- To maintain an up-to-date list of Committee and Special Interest Group Chairs and Administrative Volunteers;
- To maintain an up-to-date Organizational Table;
- To organize and oversee the annual ALAMN Scholarship drawings;
- 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 ALA Awards and Presidents Award of Excellence submissions;
- To welcome new members;
- To write one article for the newsletter during the term year.

Administrative Director's Scholarships:

The Administrative Director is encouraged to attend the ALA Annual Conference & Exposition, the ALA Region 3 Conference and the Chapter Leadership Institute (CLI). The Administrative Director is eligible for a scholarship to assist with expenses towards attending these conferences. In addition, the Administrative Director may be selected as one of the Chapter's two representatives the chapter will fund to attend CLI. 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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