

**ALAMO CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS**

DESCRIPTION OF CHAPTER PRESIDENT

The Chapter President shall:

- i Preside at all Chapter meetings as well as meetings of the Chapter's Board relating to planning and implementation of activities;
- i Appoint committees as needed by the Chapter. The President shall receive reports from Committee Chairpersons on a regular basis. This duty may be delegated if appropriate;
- i Work closely with Regional Directors, Officers, and ALA headquarters for the recognition of the Chapter and its members, and has the responsibility of maintaining contact with those individuals in order to keep members apprised of activities;
- i Make a concerted effort to attend the Annual Conference and Regional Conferences, as well as the Chapter Leadership Institute;
- i Approve all membership applications for ALA and Chapter membership;
- i Make certain that accurate membership records are maintained and that Headquarters is kept apprised of all changes. The President shall make an effort to recognize and welcome each new member of the Chapter; and
- i Be available for meetings, events and activities with other legal organizations, such as bar associations, etc.

The President will receive many telephone inquiries and correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The President will encourage members to abide by the ALA Code of Professional Responsibility.

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JOB DESCRIPTION OF CHAPTER VICE PRESIDENT

The Vice President shall:

- i Assist the President in fulfilling his/her duties and act in the place of the President when the President is unable to do so. It is intended that this officer will prepare to assume the position of the President the subsequent year in such a way that the continuity of the Chapter will be maintained;

- i Attend planning meetings of the officers, as directed by the President; and

- i Liaise with Committee Chairs and report on status of same at the Chapter's monthly Board of Directors meeting.

The Vice President is encouraged to attend as many ALA meetings relating to Chapter leadership as possible and, in particular, ALA's Chapter Leadership Institute. This will help develop continuity of the Chapter in its relationship with ALA.

The Vice President may perform additional duties as assigned by the President.

The Vice President will encourage members to abide by the ALA Code of Professional Responsibility.

**ALAMO CHAPTER
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JOB DESCRIPTION OF CHAPTER TREASURER**

The Treasurer shall:

- i Maintain the Chapter's financial records:
 - (a) Maintain the checking account
 - (b) Pay all Chapter bills and expenses
 - (c) Maintain records of all financial transactions
 - (d) Reconcile the bank statement monthly
 - (e) Prepare financial reports for meetings of the Chapter Board. For purposes of accounting control, the bank statement shall be included in the monthly report for review by the Board. Following review and approval by the Board, financial statements shall be forwarded to the Chair of the Website Committee for posting to the Chapter website.
 - (f) Receive and deposit all funds including:
 - i. Member dues
 - ii. Guest fees
 - iii. Fees for compensation survey
 - iv. Business Partner sponsorship fees
 - v. Such other funds as may be collected by the Chapter from time to time

- i Attend planning meetings of the officers, as directed by the President;

- i Be responsible for filing the Chapter's federal tax return and Texas franchise tax return;

- i Work with the Audit Committee to have the accounts of the Chapter audited on an annual basis;

- i Work with the incoming Treasurer to prepare a draft budget, for review and approval by the Board, for the following fiscal year; and

- i Liaise with the monthly meeting venues regarding annual contracts, the number of members/guests attending the monthly meeting, and any specific requirements for that meeting, i.e. AV requirements, dietary requests.

The Treasurer may perform additional duties as assigned by the President.

The Treasurer will encourage members to abide by the ALA Code of Professional Responsibility.

At the end of the term of office, all ALA materials shall be transferred to the next Chapter Treasurer.

**ALAMO CHAPTER
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JOB DESCRIPTION OF CHAPTER SECRETARY**

The Secretary shall:

- i Maintain a record of the proceedings at all Board meetings, and distribute a draft of the minutes to the other Board members by email as soon as possible. Once all changes have been made and approved by the Board (by email), the Secretary shall sign the minutes. A copy of the minutes shall be forwarded to the Chair of the Website Committee for posting to the Chapter website and transmit the same to ALA headquarters;
- i Maintain a record of the original minutes of each meeting;
- i Attend planning meetings of the officers, as directed by the President;
- i Send the invitations for the Monthly Meetings to the members, and receive the replies to the same;
- i Advise the Treasurer of the number of attendees for each meeting at least two days in advance of the meeting;
- i Provide a sign-in sheet and name tags for all members and a speaker evaluation sheet, as appropriate, at each Monthly Chapter meeting;
- i Maintain an attendance record of members attending the meeting;
- i Collect the speaker evaluation forms and compile the data for transmittal to ALA headquarters;
- i Notify Regional Officers and ALA headquarters of the Chapter's activities;
- i Be responsible for drafting changes for approval by the Board and the membership, as appropriate, and for conducting any elections necessary to effectuate the changes, in the event of changes to the Chapter's By-Laws or other entity documents. The Secretary is responsible for coordinating with the President to report any such changes to ALA Headquarters; and
- i File the necessary forms with government agencies to reflect changes within the Chapter, including changes of address and officers.

The Secretary may perform additional duties as specified by the President.

The Secretary will encourage members to abide by the ALA Code of Professional Responsibility.

At the end of the term of office, all ALA materials shall be transferred to the next Chapter Secretary.

**ALAMO CHAPTER
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DESCRIPTION OF CHAPTER IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- i Assist the Board as directed by the President, with particular emphasis on promoting Board continuity by assisting the President to make a smooth transition into his/her new position;
- i Attend planning meetings of the officers, as directed by the President;
- i Chair the Mentor Committee, and shall recruit and appoint mentors for new members from the ranks of the past presidents of the Chapter. Every past president is a de facto member of the Mentor Committee;
- i Chair the Nominating Committee, and shall work with the committee to develop a slate of officers, in accordance with the By-Laws of the Chapter, prior to the Chapter election in March;
- i Conduct the election of officers at the annual business meeting of Chapter in March;
- i Conduct the annual survey for, and present the Award to, the Chapter's Member of the Year; and
- i Be responsible for coordinating the President's Award of Excellence entry for the chapter by monitoring the Chapter's progress throughout the year, completing the entry form, and coordinating with the President in order to complete and file the entry with ALA headquarters in a timely manner.

The Immediate Past President may perform additional duties as specified by the President.

The Immediate Past President will encourage members to abide by the ALA Code of Professional Responsibility.