

**BOARD OF DIRECTORS
PRESIDENT JOB DESCRIPTION**

Position:	President
Term of Service:	1 year
Status:	Active
Oversight of:	Board of Directors
Oversight by:	Board of Directors
Purpose:	<p>It is the Chapter President’s responsibility to represent the best interests of the Association and Chapter. The President must exercise leadership in the motivation of other officers, board members, committee members and the membership, influencing the establishment of goals and objectives for the organization. Other responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ● Act as spokesperson and inspirational leader; ● Monitor and evaluate organizational performance and effectiveness; ● Preside at all monthly Officer/Board and Chapter meetings; ● Appoint Committees, in conjunction with the President-Elect, Vice President, Secretary and Treasurer, to serve during the tenure of President. The President will receive reports from the Committee Chairs on a regular basis; ● Work closely with the Association, which includes the Chapter Resource Team, Officers and ALA headquarters for the recognition of the Chapter. The President will have the responsibility of maintaining contact with the Association in order to keep members apprised of activities; ● Make a concerted effort to attend the Annual Conference and Fall Conferences, as well as the Chapter Leadership Institute (CLI); ● Approve (along with the Membership Chair) all membership applications for ALA and Chapter membership; ● Make certain (along with Membership Chair), that accurate membership records are maintained, and that ALA headquarters is kept apprised of all changes; ● ● Make an effort to recognize and welcome each new member of the Chapter;

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- Encourage members to abide by ALA's Code of Professional Ethics.
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- Promote interest and active participation in the Chapter on the part of the membership and report activities of the Board and the Chapter to members by means of letters, publications and/or speeches;
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- Serve as ex-officio member of all committees;
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- Send Board meeting notices to Board Members;
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- Responsible to the Board of Directors and to the membership for assuring that the programs and policies of the Chapter reflect the needs and aspirations of the membership;
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- Review the bank statement, including receipts and disbursements before forwarding to the Treasurer;
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- Sign all checks as presented by Treasurer (or if unavailable, make sure checks are signed by other Officers listed as signees on the account);
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- Approve all invoices for payment;
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- Serve as a member of the Nominating Committee;
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- Support and defend policies and programs adopted by the Board of Directors;
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- Submit a written request for expense allocation for presidential functions to the Treasurer for inclusion in the annual budget.

The President, because of the position, will receive many telephone inquiries as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to all calls and correspondence. The President should be available for special appearances or speaking engagements, particularly in connection with other legal organizations such as the Bar Associations, the Association of Legal Secretaries, the Law Librarians Association and the Legal Assistants Association. The President is in a position to enhance the image of ALA and gain support of the legal community, particularly by way of recognition of the profession by attorneys. The President will be reimbursed for registration, up to seven nights lodging and round trip coach airfare for ALA's Annual Conference and will be required to attend fall conferences, and chapter officer training.

