



Board of Directors
Co-Director of Business Partner Relations Job Description

Position:	Co-Director of Business Partner Relations
Purpose:	Promote and enhance the Chapter's business partner relationships
Term of Service:	Two years (April 1 – March 31).
Status:	Typically the more senior Co-Director will serve as the Executive Board Member (including as a member of the Budget Committee) and the junior Co-Director will serve as an Extended Board Member.
Oversight by:	President
Committees:	Co-Chairs Business Partner Relations Committee Member Budget Committee (Senior Co-Chair) MPD (Junior Co-Chair) Nominating Committee (Junior Co-Chair) - suggested
Board Responsibilities:	Submit a brief written activity report via e-mail to the President and Secretary three (3) business days prior to each monthly Board meeting. Submit any action items for Board discussion via e-mail to the President, along with supporting materials, five (5) business days prior to each monthly Board meeting. Attend and participate in monthly Board meetings. Attend the annual Board Retreat. One or both co-chairs attend every Business Partner event. Reach out to new members to help integrate them into the Chapter.
Budget:	An amount will be budgeted to cover Committee expenses as deemed appropriate and necessary.
Educational Allowance:	Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year. Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position. Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year. Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with

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	scholarship, if won, unless specifically not allowed under the rules of the scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.	
Records Retention:	<u>Item</u>	<u>Retention Period</u>
	Business Partner database	Ongoing
	Historical list of sponsorship levels and sponsors	Ongoing
Duties:	<p>Review the annual Business Partner sponsorship structure, and coordinate and review as appropriate the distribution of the sponsorship packet and fundraising. Coordinate fundraising efforts for the Chapter.</p> <p>Serve as a sounding board for business partners and members regarding business partner-related issues.</p> <p>Serve as the Co-Chair of the Business Partner Relations Committee and coordinate efforts of Committee members through close communication to ensure that all Committee efforts are proceeding as planned.</p> <p>Oversee the management of the business partner database, which is typically managed and maintained by a Business Partner Relations Committee member.</p> <p>Coordinate with the Business Partner Relations Committee member managing the Business Partner database in order to provide the support needed to accomplish the Business Partner mailings needed by the Managing Partners Dinner Committee.</p> <p>With the guidance and assistance of the Board, plan and implement all Business Partner events, including: the Business Partner Expo; the Business Partner Appreciation event; Business Partner/Member networking events and a Vendor Forum.</p> <p>Oversee the Business Partner Advisory Council.</p> <p>Work with Webmaster and Committee member coordinating advertising to ensure timely business partner submissions on Chapter Website.</p> <p>Work with Soundings editors and Committee member coordinating advertising to ensure timely business partner submissions for Soundings.</p>	