



**Board of Directors
Small Firm Section Co-Chair Job Description**

Position:	Small Firm Section Co-Chair
Purpose:	Provide Chapter members with small firm management information presented at bi-monthly meetings.
Term of Service:	Two years (April 1- March 31) – first year as junior co-chair and second year as senior co-chair.
Status:	Extended Board Member
Oversight by:	Director of Education
Board Responsibilities:	<p>Submit a brief written activity report via e-mail to the President, Secretary & assigned Director three (3) business days prior to each monthly Board meeting.</p> <p>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.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend the annual Board Retreat.</p> <p>Attend the annual Education Summit.</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>
Budget:	An amount will be budgeted to cover section meeting expenses as deemed appropriate and necessary.
Educational Allowance:	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 scholarship, if won, unless specifically not allowed under the rules of the</p>

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	<p>scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>
Duties:	<p>Coordinates and chairs six bi-monthly brown bag lunch meetings on topics specifically relating to small firm administration. Meetings are scheduled for the third Wednesday of the month in June, August, October, December, February and April, and are normally held in the offices of one of the Co-Chairs. Sends meeting information to Director of Communications <u>at least two weeks in advance of meetings</u>, who will send an e-mail notice to all Chapter members of upcoming section meetings. Submits list of attendees and evaluation forms of section meetings to the Director of Education. Encouraged to submit written articles to newsletter co-editors and webmaster on bi-monthly basis summarizing prior meetings. Newsletter deadline is the first Thursday of March, May, July, September, November and January. Adds content of upcoming meetings to the Chapter calendar on website. Moderates Small Firm Section Listserve on the Chapter Website.</p>