

**Eastside Section Leader**  
**Job Description**



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| <b>Purpose:</b>   | To work collaboratively with the Education Committee and VP of Education, as well as the Board and Business Partners to provide high quality education opportunities in all areas of legal management for Chapter members on the south side of the Puget Sound area's legal community.   |
| <b>Term of Service:</b>   | One year (April 1-March 31)  |
| <b>Oversight of:</b>  | Southside Section Committee  |
| <b>Status:</b>  | Extended Board Member  |
| <b>Board Responsibilities:</b>  | <p>Submit monthly activity report to VP of Education as appropriate.</p> <p>Attend Board Meetings as needed (call-in numbers are provided).</p> <p>Attend the annual Board Retreat.</p> <p>Attend the annual Education Summit.</p> <p>Attend a minimum of three Chapter events throughout the year.</p> <p>Find your replacement.</p>  |
| <b>Responsibilities of the Position and Committee(s) you oversee:</b> | <p>Recruit from chapter membership, members to participate on Southside Section Committee.</p> <p>With the assistance of committee members, business partners and the VP of Education, plan and coordinate lunch meetings on topics specifically related to all areas of legal management.</p> <p>Submit to AMI meeting information for weekly Eblasts to membership.</p> <p>Submit list of attendees and evaluation forms of section meetings to the VP of Education after each meeting.</p> <p>Personally write or ask speakers to submit, written articles to PSALA Managing Editor on meeting topics and events held on the South of the city.</p> |
| <b>Committees:</b>  | <p>Leader            Southside Section Committee</p> <p>Member           Education Committee</p>   |
| <b>Service Benefit:</b>   | <p>Complimentary admission to two signature Chapter events each year. Select from:</p> <ul style="list-style-type: none"> <li>*        Annual Diversity and Inclusion Presentation OR</li> <li>*        Passing of the Gavel Chapter Meeting AND</li> <li>*        Summer Social OR</li> <li>*        Holiday Social</li> </ul>  |