

**Large Firm Section Leader
Job Description**



Purpose:	To work collaboratively with the Education Committee and VP of Education to provide high quality education opportunities for Chapter members in the area of large firm management for legal professionals.
Term of Service:	One year (April 1- March 31)
Oversight of:	Large Firm Section Committee
Status:	Extended Board Member
Board Responsibilities:	<p>Submit monthly activity report to VP of Education as appropriate.</p> <p>Attend Board meetings as needed, but no less than quarterly.</p> <p>Attend the annual Board Retreat.</p> <p>Attend the annual Education Summit.</p> <p>Participate actively in New Member Mentoring Program.</p> <p>Participate actively as a Business Partner “buddy”.</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Find your replacement.</p>
Responsibilities of the Position and Committee(s) you oversee:	<p>Recruit from chapter membership, members to participate on the Large Firm 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 the area of large firm management.</p> <p>Submit to Chapter Manager <u>at least three weeks in advance of meetings</u> meeting information for weekly Eblast 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, and ask speakers to submit, written articles to PSALA Managing Editor on small firm management topics.</p> <p>Moderate Large Firm Section listserve on the Chapter Website.</p>
Required Committee Participation:	<p>Leader Large Firm Section Committee</p> <p>Member Education Committee</p>
Service Benefit:	<p>Complimentary admission to two signature Chapter events each year. Select from:</p> <ul style="list-style-type: none"> * Annual Diversity and Inclusion Presentation OR * Passing of the Gavel Chapter Meeting AND * Summer Social OR * Holiday Social