

**President-Elect  
Job Description**



<b>Purpose:</b>	In collaboration with the Board, support the goals and objectives of the Chapter Membership, Business Partner Community and the President. The President-Elect succeeds to President at the end of the President’s term, or immediately if unforeseen circumstances arise.						
<b>Term of Service:</b>	One year (April 1 – March 31)						
<b>Status:</b>	Executive Board Member						
<b>Board Responsibilities:</b>	<p>Submit monthly activity report with any action items and supporting materials via e-mail to President and Chapter Manager as requested.</p> <p>Work with President and Board to fulfill requirements for Presidents’ Award of Excellence.</p> <p>Attend and participate in monthly Board meetings and Annual Board Retreat.</p> <p>Attend and participate in 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 10 Chapter events throughout the year</p> <p>Recruit Nominating and Law Firm Leaders Event Committee members from the Chapter membership</p> <p>Find your replacement!</p>						
<b>Responsibilities of the Position and Committees you oversee:</b>	<p>Serve as back-up to President during Board meetings and other ALA functions</p> <p>Create and distribute “Fresh Sheet” at signature events.</p> <p>With President, serve as emcee at various Chapter meetings and events.</p> <p>Actively serve as member of Budget Committee.</p> <p>Maintain strong communication and provide support as needed to Board Members in their respective roles.</p> <p>Serve as Chair of <i>ad hoc</i> committees for specific projects as needed.</p> <p>Work with PSALA Managing Editor to write an article for publication in the Chapter’s bi-monthly Soundings Newsletter.</p> <p>Succeed President at end of term or in the event current President is no longer able to hold office.</p>						
<b>Service Benefit:</b>	<p>National, Regional or Specialty Conferences and Chapter Leadership Institute: Up to \$3000.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter’s fiscal year.</p>						
<b>Committee Responsibilities:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; vertical-align: top;">Chair</td> <td>Law Firm Leaders Event Committee</td> </tr> <tr> <td></td> <td>Nominating Committee</td> </tr> <tr> <td style="vertical-align: top;">Member</td> <td>Diversity and Inclusion, Budget, Business Partner Relations, Membership, Education Committees and Past Presidents Council</td> </tr> </table>	Chair	Law Firm Leaders Event Committee		Nominating Committee	Member	Diversity and Inclusion, Budget, Business Partner Relations, Membership, Education Committees and Past Presidents Council
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