

**President of the Board**  
**Job Description**



<b>Purpose:</b>	The President of the Board works collaboratively with all Association, Board, local chapter members and Business Partners to further the mission and enhance the image of ALA and PSALA within and outside the legal community.
<b>Term of Service:</b>	One year (April 1 – March 31)
<b>Status:</b>	Executive Board Member
<b>Board Responsibilities:</b>	<p>With the Chapter Manager, collect and prioritize action items for Board Meetings.</p> <p>Chair monthly Board meetings and Annual Board Retreat</p> <p>Work with Board to fulfill requirements for Presidents' Award of Excellence.</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 15 Chapter events throughout the year.</p> <p>Assist Board members, Section and Committee Leaders in recruiting efforts for their respective sections and committees.</p> <p>Work closely with all Executive Board members to ensure they have the tools and support needed to achieve individual goals and objectives for the benefit of the Chapter Membership and Business Partner Community.</p> <p>Find your replacement!</p>
<b>Responsibilities of the Position and Board you oversee:</b>	<p>Work with Board Members to ensure Chapter activities are supported and well-attended.</p> <p>Attend Committee and Section Meetings as available.</p> <p>Create and appoint members for, as needed, <i>ad hoc</i> committees for specific projects as needed.</p> <p>With President-Elect, serve as emcee at various Chapter meetings and events.</p> <p>Maintain close communication with Region 5 Director and Representatives.</p> <p>Serve as Regional Council Representative for the Chapter.</p> <p>Serve as liaison between Region, International and local chapter members regarding association activities.</p> <p>Forward to all Board VPs pertinent data received from ALA International.</p> <p>Work with PSALA Managing Editor to write "President's Message" article for bi-monthly Soundings Newsletter.</p> <p>Actively serve as member of Budget Committee.</p> <p>Work with Chapter Manager and Treasurer to monitor Chapter funds.</p> <p>Work with ALA Headquarters on potential Bylaw changes and submit for approval by PSALA Board and/or membership as required.</p> <p>Complete annual Directors &amp; Officers Liability insurance renewal application.</p> <p>Create new stationery and distributes electronically to incoming Officers.</p>

**Board of Directors  
President Job Description**

<b>Service Benefit:</b>	<p>National, Regional or Specialty Conferences and Chapter Leadership Institute: Up to \$3500.00 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 border="0"> <tr> <td style="padding-right: 20px;">Chair</td> <td>Board of Directors</td> </tr> <tr> <td>Member</td> <td>All Executive Committees, Sections and Extended Board Committees; Law Firm Leaders Dinner and Nominating Committees; Past Presidents Council</td> </tr> </table>	Chair	Board of Directors	Member	All Executive Committees, Sections and Extended Board Committees; Law Firm Leaders Dinner and Nominating Committees; Past Presidents Council
Chair	Board of Directors				
Member	All Executive Committees, Sections and Extended Board Committees; Law Firm Leaders Dinner and Nominating Committees; Past Presidents Council				