

**Small Firm Section Leader  
Job Description**



<b>Purpose:</b>	To work collaboratively with the Education Committee and VP of Education to provide high quality education opportunities for Chapter members in the area of small firm management for legal professionals.
<b>Term of Service:</b>	One year (April 1- March 31)
<b>Oversight of:</b>	Small Firm 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, 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>
<b>Responsibilities of the Position and Committee(s) you oversee:</b>	<p>Recruit from chapter membership, members to participate on the Small 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 small firm management.</p> <p>Submit to Chapter Manager <u>at least two 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 Small Firm Section listserve on the Chapter Website.</p>
<b>Required Committee Participation:</b>	<p>Leader            Small Firm 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>