

**Vice President of Business Partner Relations  
Job Description**



<b>Purpose:</b>	Along with Board, BPRC and BPAC, strengthen and expand the chapter's Business Partner community, while creating opportunities for business partners to interact with members and participate and contribute to the goals and objectives of the Chapter membership.
<b>Term of Service:</b>	Two years (April 1 – March 31)
<b>Oversight of:</b>	Business Partner Committee Business Partner Advisory Council
<b>Status:</b>	Executive Board Member
<b>Board Responsibilities:</b>	<p>Submit monthly activity report and supporting materials via e-mail to the President and Chapter Manager when 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.</p> <p>Attend the annual Board Retreat.</p> <p>Actively participate in New Member Mentoring Program.</p> <p>Actively Participate as a Business Partner "buddy".</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Recruit Committee members and Business Partners to participate on BPRC and BPAC.</p> <p>Find your replacement!</p>
<b>Responsibilities of the Position and Committee(s) you oversee:</b>	<p>Work with President, BPRC and BPAC to review program structure and benefits 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>Assist in increasing sponsorship interest and commitment from existing and potential Business Partners for the Chapter.</p> <p>Serve as a sounding board for business partners and members regarding business partner-related matters.</p> <p>Works with Chapter Manager to ensure renewal packets and other necessary mailings to business partners are provided in a timely manner.</p> <p>With the guidance and assistance of Board and BPRC members, plan and implement Business Partner events, including: the Vendor Forum, New Business Partner Orientation Program, Business Partner Appreciation events; Business Partner Expo, and other Sponsor/Member networking events.</p> <p>Work with Webmaster and Chapter Manager to ensure timely Business Partner event announcements, and placement on Chapter Website.</p>
<b>Service Benefit:</b>	<p>National, Regional, or Specialty Conferences: \$750.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter Leadership Institute: Up to \$1500.00 total annual allowance toward registration, travel 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 for review and approval within sixty (60) days of the end of the Chapter's fiscal year.</p>
<b>Committee Responsibilities:</b>	<p>Chair Business Partner Relations Committee</p> <p>Chair Business Partner Advisory Council</p> <p>Member Budget and Law Firm Leaders Dinner Committees</p>