



ASSOCIATION OF LEGAL ADMINISTRATORS

NEW YORK CITY CHAPTER

BOARD OF DIRECTORS

OFFICER AND COMMITTEE CHAIR

DESCRIPTIONS

APRIL 1, 2009

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RESPONSIBILITIES OF OFFICERS

EXECUTIVE COMMITTEE MEMBER PRESIDENT

The President, who is a member of the Executive Committee, shall preside at all Chapter meetings, as well as all meetings of the Chapter's executives relating to the planning and implementation of activities.

The President shall appoint committees as needed by the Chapter. This duty may be delegated, if appropriate. The President shall receive reports from the committee chairs on a regular basis.

The President shall work closely with the Regional Directors, Officers and ALA headquarters staff for the recognition of the Chapter and its members. The President shall have the responsibility of maintaining contact with those individuals in order to keep members apprised of activities.

The President shall ensure that (1) a list of officers is submitted to ALA headquarters following the general election, (2) an ALA Chapter Profile Form is submitted to ALA headquarters by May 15 and (3) all information required for Chapter compliance is submitted by July 20, 2009.

The President, in consort with the Chapter Manager, President-Elect and Education Programs Chair, will devise the Chapter's Events Calendar for his/her term for distribution to the membership.

The President will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The President is expected to submit an article for publication in each edition of the Chapter newsletter during his/her term of office.

The President should be available for special appearances or speaking engagements, particularly in connection with other legal organizations, such as the NYC and NYS bar associations. The President is in a position to enhance the image of the association and gain the support of the legal community, particularly by way of recognition of the profession by attorneys.

The President shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

EXECUTIVE COMMITTEE MEMBER PRESIDENT-ELECT

The President-Elect, who is a member of the Executive Committee, has the prime responsibility of assisting the President in fulfilling his/her duties and to act in the place of the President when the President is unable to do so.

It is intended that this officer will prepare to assume the position of the President the subsequent year in such a way that the continuity of the Chapter will be maintained.

This officer is an honorary co-chair on all committees. It is also the responsibility of this officer to coordinate the recruitment of committee participants from the general Chapter membership with the Vice Presidents.

The President Elect should make every effort to attend all ALA meetings relating to The Chapter. This will help develop continuity of the Chapter in its relationship with ALA.

The President-Elect is responsible for updating this Officer and Committee Chair Descriptions manual for the ensuing Chapter year.

The President-Elect will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The President-Elect shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

The President-Elect will Chair the ALA Awards Program and shall:

- Educate Committee Chairs on preparation of awards submission, including presentation, developing timeline and budget, supporting documentation and selecting an event that supports ALA goals and mission.
- With President, decide which events are appropriate for submission.
- Follow up with Committee members for submissions.

- Review, proofread and edit submissions. Rework if necessary.
- Coordinate, collate and produce final submission.
- Work with President and Chapter Management to ensure that requirements for President's Award are met.
- Ensure timely submission to headquarters.
- Provide Chapter Manager with list of results for posting on website and publishing in Newsletter.

EXECUTIVE COMMITTEE MEMBER
Communications Officer

The Communications Officer, who is a member of the Executive Committee, shall keep a record of the proceedings at all Chapter meetings. A copy of these minutes shall be mailed to the officers of the Board within one week subsequent to the meeting and shall be approved by the Board at the next meeting. The Communications Officer will maintain the minute book in good order.

The Communications Officer shall submit a copy of all minutes to the Region 1 Director and Communications Officer in a timely manner (at least quarterly).

The Communications Officer shall prepare and submit a summary of the Chapter minutes for publication in each edition of the Chapter newsletter or posting on the Chapter website.

It is encouraged that this officer attend as many ALA meetings relating to Chapter leadership as possible. This will help develop continuity of the Chapter in its relationship with ALA.

The Communications Officer will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The Communications Officer may perform additional duties as specified by the President or Board of Directors. Other duties may include meeting planning.

The Communications Officer shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

The Communications Officer as Region 1 Council Representative shall:

- Notify regional officers and headquarters of the Chapter's activities.
- Prepare a detailed report of each council meeting to be provided to all Chapter members. This can be accomplished by publication in newsletter or posting on website.

The Communications Officer shall be the Chair of the Website and shall:

- Have complete knowledge of website content.
- Have complete knowledge and understanding of Antitrust Guidelines and ALA Code of Professional Ethics.
- Actively monitor ListServe and Bulletin Board to ensure members comply with Antitrust Guidelines. Notify anyone who violates these regulations.
- Visit National Website weekly to view content. Visit other chapter websites (at least bi-weekly) and monitor for content and potential modifications to NYC Chapter website. Any proposed website modification should be sent by email to the Chapter President, President-Elect and Chapter Manager. The President makes the final decision.
- Monitor links in Members Only Section monthly to ensure links are still valid. Add new links as needed.
- Contact members who pass the CLM exam to obtain digital photo and arrange for photo and contact information to be posted to the CLM section.
- Review home page at least weekly; advise Chapter Manager when to remove dated information.
- Draft text for additions to home page and send to President and President-Elect for review. Forward final version to Chapter Manager for posting on website. Home page content to include "news" items regarding upcoming and recently held events.
- Update website poll question monthly.

The webmaster is Peter Maceli of Cornerpoint and can be contacted via email at Peter@Cornerpoint.com or via telephone (866) 727-9885.

EXECUTIVE COMMITTEE MEMBER
Financial Officer

The Financial Officer, who is a member of the Executive Committee, shall maintain accurate records of all financial transactions. The Financial Officer shall prepare monthly financial reports to be presented at monthly Board meetings. The Financial Officer shall serve as liaison to the Chapter's outside certified public accounting firm. The Financial Officer is responsible for the maintenance of all banking relationships and requirements, including signature cards.

In addition to attendance at all monthly Board meetings, the Financial Officer shall attend planning meetings of the officers, as directed by the President.

The Financial Officer shall coordinate with the Chapter Manager the deposit of all funds, including (a) membership dues, (b) meeting and no-show fees, (c) guest fees, (d) sponsorship fees and (e) receipts from other sources.

The Financial Officer shall maintain the Chapter's checkbook and pays all bills and expenses. The Financial Officer shall reconcile the bank statement monthly and submit a copy of the monthly bank reconciliation to the President.

Prior to the end of the Chapter's year, the Financial Officer, with the Chapter Manager, shall prepare a proposed budget for the upcoming year and shall meet with the Executive Committee to review said budget.

The Financial Officer shall maintain the Chapter's financial records for a period of seven (7) years and shall designate files sent to off-site storage for destruction in the eighth year.

The Financial Officer shall provide the Awards Program Chair with the figures necessary to support the annual awards submissions.

It is encouraged that this officer attend as many ALA meetings relating to Chapter leadership as possible. This will help develop continuity of the Chapter in its relationship with ALA.

The Financial Officer will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The Financial Officer may perform additional duties as assigned by the President.

The Financial Officer shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

EXECUTIVE COMMITTEE MEMBER IMMEDIATE PAST PRESIDENT

The Immediate Past President, who is a non-voting member of the Executive Committee, will act as an advisor to the incoming President of the Board to ensure that continuity of the Chapter will be maintained and that all projects instituted during his/her term are completed.

The Immediate Past President is encouraged to attend as many ALA national and leadership meetings as possible to develop continuity of the Chapter in its relationship with the ALA.

The Immediate Past President is encouraged to attend all meetings of the Chapter's Board of Directors.

The Immediate Past-President shall serve as Chair of the Past Presidents Council and Nominating Committee.

The Immediate Past President will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

The Immediate Past President shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

The Immediate Past President shall serve as the Chapter Historian, updating records and ongoing activities of the Chapter throughout the year.

The Immediate Past President will Chair the Nominating Committee (according to the Chapter bylaws) and shall:

- Develop committee of (2) past presidents and (2) members at large that sits once each year to prepare a Slate of Officers.
- Determine Board positions that need to be filled.
- Once Slate is prepared, contact prospective candidates to explain responsibilities and determine interest.
- With committee members, correspond with candidates and perform due diligence.

- Prepare slate of candidates for ballot.
- Obtain bios and photographs from candidates and submit to Chapter Manager.
- Announce Slate of Officers and Vice President candidates at December Board Meeting.
- Prepare electronic ballot, test ballot and deploy to members. Provide link to election results to President, President-Elect and Chapter Management. Incoming President notifies candidates of election results.

OFFICER DESCRIPTION
VICE PRESIDENT and VICE PRESIDENT at LARGE (“VPs”)

Each Vice President and Vice President at Large is a member of the Chapter's Board of Directors and has the prime responsibility of chairing a committee. Included in this responsibility is assisting the President in building the committee, reporting to the Board on the committee's activities and general oversight of the operations and finances of the committee to ensure that the Chapter's goals are achieved. It is the Chair's responsibility to recruit committee members from the general Chapter membership.

Board members are required to attend monthly Board meetings, which are generally held on a weekday evening or early weekday morning.

It is encouraged that each officer attend as many ALA meetings relating to Chapter leadership as possible. This will develop continuity of the Chapter in its relationship with the ALA.

Each Vice President and Vice President at Large shall speak at one or more Chapter events.

Each Vice President and Vice President at Large shall write at least one article for the Chapter newsletter.

If the Chapter is eligible, each Vice President and Vice President at Large, as a committee chair, shall write and prepare an ALA National Award submission.

VPs will receive many telephone inquiries, as well as a great deal of correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.

VPs shall encourage members to abide by the ALA Code of Professional Ethics and the ALA Antitrust Guidelines.

COMMITTEE CHAIR DESCRIPTIONS

BAR AND MEDIA RELATIONS

The Bar and Media Relations Chair shall:

- Work to increase the visibility and credibility of the profession of legal administration through the development and implementation of the Chapter's legal industry marketing initiatives.
- Serve as liaison with the New York State and New York City Bar Associations.
- Serve as liaison with the New York Law Journal.
- In consort with the Membership Recruitment and Retention Committee, promote and create awareness of Professional Legal Management Week (PLMW).

COMMUNITY SERVICE AND DIVERSITY PROGRAMS

The Community Service and Diversity Programs Chair shall:

- Develop programs that support charitable organizations in New York City and the need for greater diversity in the New York City legal community at large.
- Review ALA Diversity Resource Database and obtain recommendations from membership for additional resources; submit same to ALA headquarters for inclusion in database.
- Contact local organizations to advise them of our interest in supporting their programs.
- Arrange, coordinate and advertise programs.
- Work in consort with Business Partner Relations Chair to obtain vendor sponsorship, if necessary.
- Prepare verbiage for event flyer and submit to Chapter Manager at least five (5) weeks prior to event.
- Write article for newsletter summarizing event.
- Prepare and submit to ALA headquarters documentation of the Chapter's participation in ALA's October Community Challenge Weekend (CCW) initiative.
- Document committee meetings. This can be accomplished by emailing committee members summary of topics discussed.
- Prepare ALA Awards submission.

EDUCATION PROGRAMS

The Education Programs Chair is responsible for the development and implementation of all Chapter Education Programs and shall:

- Oversee all aspects of Education Program in consort with ALA CLM required courses.
- Plan and execute Chapter education sessions.
- Assign dates for education sessions.
- By August 1, provide Chapter Manager with education program titles for printing in education brochure.
- Prepare Education Awards submission.
- Secure venues when necessary.
- Ensure all Chapter education sessions are CLM accredited. Where appropriate, secure CPE, CLE, SHRM and ARMA accreditation.
- Ensure education session summaries are submitted to the Region 1 Education Officer on a timely basis.
- Maintain and update historical education programs binder containing flyers and education summaries of past sessions.
- Prepare thank you letters for speakers and mail with gift.
- Document committee meetings, which can be accomplished by emailing committee members summary of topics discussed.
- Report to President on committee activities.
- Prepare session evaluation forms for distribution at each event.
- Collect and summarize evaluation forms and forward evaluation summary to Regional Education Officer and Chapter President.

EDUCATIONAL SYMPOSIUM AND EXPOSITION

The Educational Symposium and Exposition Chair is responsible for overseeing and coordinating all aspects of the symposium, appointing other committee members, scheduling committee meetings and documenting meetings. The Chair also interacts and works directly with:

- a Business Partner Relations Representative to coordinate the Exhibit Hall and sponsor participation;
- the Chapter Manager to oversee the budget, work with the venue and other issues including attainment of raffle prizes, A/V requirements, coordinate advertising, brochure and marketing of the program;
- the Volunteer Coordinator who oversees all of the functions of the 25-30 member volunteer group who provide assistance on the day of the symposium;
- the Newsletter Editor to coordinate articles and photos of the program; and
- the Chapter President and Board of Directors to indicate program progress and any specific needs of the committee.

LUNCHEON

The Luncheon Programs Chair shall:

- Coordinate details with Chapter Manager who has the preset luncheon schedule and will work with an event planner on the selection of the venues.
- Investigate and, when possible, preview speakers for the luncheons when one is needed. Speaker agencies can usually provide a DVD if requested.
- Run and facilitate the September Business Partner Luncheon and work with the Sponsoring Partnering Committee Chair.
- June luncheon should be a motivational type of speaker geared toward our members' needs rather than focusing on the needs of their firms and educational speakers.
- If requested by speaker, and budget allows, provide transportation and/or hotel expenses for speakers. All expenditures, whether for fees or expense reimbursement must be approved by a vote of the Board.
- Prepare and submit to Chapter Manager the flyer to go to the members announcing the date of the luncheon, venue (with directions), speaker, topic, CLM accreditation and reservation deadline at least four (4) weeks prior to the event.
- Provide verbiage to Chapter Manager for a follow-up broadcast email to go to members two (2) weeks prior to the event.
- Prepare session evaluation forms for distribution at each event.
- Collect and summarize evaluation forms and forward evaluation summary to Regional Education Officer and Chapter President.
- Bring ALA logo to each luncheon.
- Provide ALA logo to Attorney Luncheon Chair for use at event.
- Copy President, President-Elect, Education Programs Chair and Chapter Manager on all emails regarding the event.
- Prepare "thank you" letter to speaker after conclusion of event and send with a gift.

CERTIFICATION (CLMSM STUDY GROUP)

The Certification Chair shall:

- Design and develop the CLM Study Group curriculum based on the components of the Certified Legal Manager Examination.
- Arrange for speakers to present various topics to the group.
- Communicate with firm providing meeting facilities to ensure availability of audio-visual requirements requested by speakers.
- Confirm speaker attendance prior to each meeting.
- Communicate frequently with the group regarding upcoming meetings and take attendance at each session.
- Acknowledge and thank speakers after each session. May send thank you letter and gift to selected speakers.
- Share personal knowledge and experience of taking the CLM exam with the group.
- Encourage participants to organize time and coursework to ensure readiness to take the exam.
- Recommend reading materials.
- Continually seek to provide articles related to CLM content to participants.
- Maintain Study Group lending library.

JOB BANK – CHAPTER MANAGEMENT

Chapter Management shall oversee the Job Bank and is responsible for the Chapter's job posting program. All job postings are prepaid at the following rates:

New York City Chapter Members -- \$250 to post the job, \$400 to post and mail it.

New York City Chapter Sponsors -- \$250 to post the job, \$400 to post and mail it.

Nonmembers/Non-Sponsors -- \$350 to post the job, \$500 to post and mail it.

The Job Bank Manager shall:

- Receive requests for job postings.
- Confirm with sender if they desire posting to be mailed to membership.
- Review posting for possible errors or missing information.
- Forwards job to Chapter Manager for posting on Chapter website and, when indicated, mailing to the membership.
- Reviews posting on Chapter website, at the request of Chapter Manager, for corrections, missing information or discrepancies.
- Posting will remain on website for approximately 6 weeks and will then be removed by Chapter Manager.
- Retains file with hard copy of job posting and copy of payment for two (2) years.

MEMBERSHIP RECRUITMENT

The Membership Recruitment and Retention Chair shall:

- Originate new member campaign targeting non-members and unaffiliated members and maintain detailed records regarding the campaign and the success rate.
- Conduct a formal retention campaign geared towards members who did not attend meetings and conduct follow-up activities in an effort to activate the members. Maintain detailed records regarding the campaign and the success rate.
- Conduct membership survey if requested by President.
- Conduct exit interviews, or surveys, of non-renewing members.
- In consort with the Bar and Media Relations Committee, promote and create awareness of Professional Legal Management Week (PLMW).

NEW MEMBER MENTORING

The New Member Mentoring Chair is responsible for welcoming and orienting new members to the Chapter.

The Chapter Manager will notify the Chair whenever a new member joins the Chapter and will forward a new member package to the member. This package includes a welcome letter from the President, the Chapter Membership Directory, the current newsletter and any current meeting notices. The letter from the President notifies the member that he/she will shortly be receiving a notice from the New Member Mentoring Chair concerning the date of the next new member workshop.

Based on a list of new members provided by the Chapter Manager, it is the responsibility of the New Member Mentoring Chair to:

- Immediately assign a mentor to each new member. National highly encourages that mentors spread out beyond the board of directors.
- The Chapter Manager will schedule 3 – 4 new member workshops per Board year, making sure there are no conflicts with other Chapter events and post on website calendar.
- Notify new members of workshop to be hosted at the Chair's firm or other location. This event can take the form of a breakfast, lunch or after hours meeting. It is advisable to send all new members during the last quarter a joint email. There is a Power Point presentation that will be provided by the past Chair of the Committee. This presentation can be given at the new member workshop.

Format of the Workshop

Everyone introduces him or herself, providing information about their position, size of firm and how long they have been in law firm administration.

The Chair explains the structure of the National, Regional and Local Chapters and what each can offer the member. A detailed discussion follows describing the advantages of participating in the New York Chapter. New members are urged to join committees and get involved. CLM certification is also reviewed. It is also recommended, when possible,

to show new members the local and national websites and what they can offer and discuss Listserv.

- At the next Chapter luncheon, the Chair and Co-Chair shall meet with new members attending the event to reinforce their participation and shall sit with them at the New Members Table.
- Encourage participation in ALA's New Member Orientation Teleseminar promoting the benefits of ALA Membership and arrange for "special" workshop for group viewing.
- Prepare ALA Awards submission.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for the overall publication, content and design of the Newsletter in conjunction with the Chapter Manager and shall:

- Act as Chair of the Newsletter Committee.
- Coordinate and approve articles and their submission dates with the Chapter Manager.
- Prepare an editorial calendar or publication schedule for distribution to the Committee showing the article publication date and the deadline for materials to be received by the Chapter Manager.
- Hold regularly scheduled meetings of the Committee to include the Chapter Manager and Chapter President.
- In conjunction with the Committee, develop the editorial calendar and topics and themes for upcoming newsletters.
- Solicit original articles from contributors (Chapter members, consultants and experts, attorneys, sponsors, national organizations, etc.). Make follow-up calls to staff and contributors prior to the due date to finalize issue contents.
- Review, proof and edit all copy for content, appropriateness, grammatical, typographical and spelling errors.
- Handle and respond to all inquiries regarding article reprints.
- Assist Chapter Manager in preparation of submission of Newsletter and Best Feature Article for Annual ALA Awards Program.

Newsletter Preparation

1. Plan and design six (6) bi-monthly issues of the newsletter with Chapter Manager and graphic artist. Decide on color, cover photos, specialty items and overall design for each issue.
2. Determine what areas of legal management need to be featured in each issue: Labor and Employment, Technology, Finance, Office Operations.

3. Determine what ALA issues need to be covered: parties, Member Profile, Community events, Quarterly minutes, Regional events, National announcements and information, Member recognition, local, regional and national conferences.
4. Add regularly- occurring specialty type articles such as Did You Know, Book Review and the Back page.
5. Determine what event is to be featured in centerfold which is in color: Chapter party, conference, educational event, community services.
6. Contact vendors who might have interesting subject matter- provide guidelines to vendors for articles which include length, format, content, photo and bio.
7. Attend conferences, seminars, luncheons, etc. where vendors or members might be contacted to write articles. Ask speakers at these events to write articles.
8. Assign committee members to articles.
9. Obtain President's Message for each issue.
10. Review incoming articles submitted to ensure that they are original and of interest to membership as well as ensure subject matters are not duplicated.
11. Assign Chapter Photographer to take photos where necessary (for backpage, centerfold, group photo of committee, headshots for authors, and any illustrative photos)
12. Remind committee members of deadlines and provide backup authors if necessary.
13. Meet newsletter deadlines.
14. Keep arsenal of articles for use as back up if needed.
15. Ensure that all requirements are met for Best Newsletter as well as Chapter Excellence. Plan and select article for Best Feature Article Award.
16. Write Editors Message which provides summary of content of the issue and gives credit to authors. Write articles as required.

Newsletter Editing

1. Edit articles submitted from members and vendors for proper grammar, content, punctuation, and readability. Ensure that all articles are original and not reprinted from another source.

2. Edit for consistency of usage and proper usage.
3. Send to professional proofreader (newly- created step) and approve edits made by proofreader.
4. Submit proofread articles to Chapter Manager who “drops them in” to the format along with the ads (generally 48 pages total) and moves them around to fit appropriately. (Certain sponsors and contributing attorneys want their articles up front, for example. Articles need to be dispersed evenly so as to maintain interest.) Chapter Manager also provides titles and prepares Table of Contents as well as provides a Calendar of Events, information from National which needs to be advertised, Member changes, and updates Masthead with any changes.
5. Review and edit drafts as Chapter Manager sends them.
6. Send final draft for proofreading (to Newsletter Committee Proofreader, Assistant Editor and professional proofreader).
7. Approve all edits and recommendations from proofreaders and send to Chapter Manager for final draft.
8. Review final draft to ensure all edits have been made.

Newsletter Production

1. Give the go-ahead to Chapter Manager to send final draft to graphic artist for layout.
2. Review graphic artist's draft and make any final changes.
3. Give graphic artist the go-ahead to send to the printer.
4. Review proof from the printer. Make any final changes.
5. Sign off on the final proof and messenger back to printer.
6. Printer mails out to membership with extra copies to the Chair.
7. Chapter Manager and Chair send copies of newsletter to contributing authors.
8. Chapter Manager posts newsletter on ALA NYC Chapter website.

NEWSLETTER ASSISTANT EDITOR

The Newsletter Assistant Editor shall assist the Editor in all aspects of newsletter production and shall:

- Attend all Newsletter Committee meetings.
- Proofread all copy for grammatical, typographical or spelling errors.
- Make every effort to attend meetings, seminars and Chapter events and cover them as news stories for the newsletter or, in the alternative, designate a Committee member to cover the event and submit articles for inclusion in the Newsletter.
- Contact all speakers prior to section, educational and luncheon meetings to advise them of the need for articles summarizing the presentation. Follow up for same.
- Assist the Editor with editorial schedules and contacting contributors for articles.
- Write articles as needed.

SPECIAL EVENTS & HOSPITALITY CHAIR

The Social Events Chair is responsible for the development and implementation of the Chapter's social events, including the summer and winter parties and the Chapter dinner at the ALA Educational Conference and shall:

- Select theme for events to be approved by the Chapter President.
- Interact with Banquet Manager at venue for coordination and smooth operation of event.
- Interact with entertainment company to ensure smooth operation of event.
- Decide, with committee, if gift bags should be provided at conclusion of event. Secure Board approval.
- Decide, with Board and President, if event will include charitable component. If so, coordinate with Community Services Committee.
- Prepare verbiage for flyer announcing event and submit to Chapter Manager at least five (5) weeks prior to event.
- Select restaurant for next year's conference dinner. Obtain NYC Chapter attendees list from ALA headquarters. Determine, with Business Partner Relations Chair, sponsors to be invited. Prepare and transmit invitation. Maintain database of RSVPs and guest payments. Transmit guest payments to Chapter Manager.
- Secure Board approval for all expenditures.
- Copy President, President-Elect, Past President and Chapter Manager on all emails related to events.

ATTORNEY LUNCHEON

- The President and Chapter Manager select the date and luncheon venue.

- The President, Chair and Chapter Manager work together to select the speaker, which is voted on by the Chapter's Board of Directors. The guest selection should be completed by September.
- The Chair shall obtain the speaker's contract and arrange for payment through the Chapter Manager.
- By November 1, the bio and press kit to be used for the luncheon invitation should be acquired from the speaker.
- The Chapter Manager, graphic designer and printer will draft and finalize the luncheon invitation.
- With the Attorney Luncheon Committee and Board a "stuffing" event is held, dinner is usually provided, and the invitations are mailed the next day. This should occur by January 31.
- The Chair shall coordinate with Chapter Manager, Sponsor Partnering Committee Chair, Advisor, graphic designer and printer to produce the program and shall follow up to ensure timely delivery.
- The Chair shall work with speaker (speaker's bureau) in the arrangement of travel and transportation.
- The Chair shall solicit volunteers (committee members) to assist the day of the event to cover functions such as the distribution of name tags, coordinating traffic flow and coordinating the photo op.
- The Chair shall arrange a walk-through of the facility, if needed, for committee members.
- The Chair shall obtain the ALA logo from the Luncheon Programs Chair for placement on the podium.
- On the morning of the luncheon, the Chair arrives at venue to assist Chapter Manager in arranging check-in, name tags; programs on tables; works with Business Partner Relations Committee in escorting vendors to photo op room and oversees the coordination of the event.
- The Chair Greets the speaker, introduces speaker to President and escorts speaker to photo op room. Maintains control of photo op room and assists speaker, when necessary.
- The Chair shall escort speaker to his or her table.

- Relax and enjoy the event... or in the words of the Attorney Luncheon Chair predecessors “Breathe Big Sigh of Relief that it is ‘Finally Over’ and have an ‘Adult Drink’— or two!”
- At the conclusion of the event, the Chair thanks the speaker and escorts him/her out.
- The Chair shall prepare thank you letter to speaker and mail with a gift.

SPONSOR PARTNERING COMMITTEE - BUSINESS PARTNER RELATIONS

The Sponsor Partnering Committee Chair is responsible for development and implementation of the Chapter's annual sponsorship program and:

- Retention and recruitment of sponsors;
- Maintaining a sponsor spreadsheet database to include contact information;
- Interfacing with other committees to coordinate Business Partner requests;
- Developing and maintaining targeted mailing lists and disseminate literature regarding sponsorship opportunities;
- Develop special edition of newsletter or brochure dedicated to Business Partner Recognition.
- Work with the President to ensure letters of appreciation are sent to sponsors at conclusion of sponsorship year;
- Work with Luncheon Committee Chair on the Business Partner / Sponsor Luncheon roundtable event, including developing questions for Board members leading roundtable discussions.
- Document committee meetings. This can be accomplished by emailing committee members summary of topics discussed.
- Prepare ALA Awards submission as allowed.