

## **Chapter Past-President**

### **Philadelphia Chapter – Association of Legal Administrators**

- Provides continuity from previous board members to current board members.
- Ensures the bylaws are being followed (but can be changed upon President and board's approval).
- Ensures all new and existing members on the board understand the reasons decisions were/are made and help clarify any questions one may have.
- Spearheads chapter's annual fall outing.
- Working with the President-Elect, the Past-President will ensure the timely submission of the Presidents' Award of Excellence.
- Attends as many educational/business partner events as possible.
- Works with the President and President-Elect to ensure that the President's initiatives are achieved.
- Past-President will serve as a liaison to a Gold Business Partner (may serve as a liaison to more than one if necessary.)
- Makes a concerted effort to attend the Annual National Conference and the Regional Legal Management Conference.
- Ensures members abide by the ALA's Code of Professional Ethics.