

## **Vice-President of Business Partner Relations**

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

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Develops and maintains business partner sponsorship program and manages the yearly renewal process.
- Maintains and updates business partner website database, with the assistance of the Assistant Vice-Presidents of Business Partner Relations and the Technology Committee, to include contact information, updates and sponsorship level.
- Works with the Treasurer to reconcile sponsorship payments, as well as develop and monitor budget for various Business Partner events.
- Responds to various requests related to business partner and potential sponsorship opportunities.
- Ensures that sponsorships are acknowledged in the chapter's communications as well as the chapter's website.
- Responsible for communicating with potential new Business Partners regarding sponsorship opportunities.
- Develops, organizes and coordinates an annual event dedicated to business sponsors, the annual Legal Expo, as well as social networking events for Business Partners and chapter members.
- In conjunction with the Membership and Education Committees, ensures no conflicts when scheduling of events/activities.
- Solicit Business Partners for Business Partner Advisory Committee. Host quarterly meetings of the committee.
- Registers to participate on the ALA's Business Partner Relations listserv.
- Ensures members abide by the ALA's Code of Professional Ethics.