

Vice-President of Communications and Social Media

Philadelphia Chapter – Association of Legal Administrators

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Maintains and updates the Chapter's social media profile including, but not limited to, Twitter, LinkedIn and YouTube.
- Assists the President with the content, design and distribution of the Chapter's bi-monthly Message from the Board.
- Works with the Vice-Presidents of Membership, Education and Business Partners to ensure a unified brand and image.
- Communicates with Chapter Membership for news, articles, images and content for inclusion on the Chapter's website.
- Works with the Vice-Presidents of Education and Technology to ensure that electronic recordings and/or other channels of distribution are provided to the general membership as they relate to Chapter educational sessions (i.e. webinars, podcasts, etc.)
- Works with the Vice-President of Technology and the webmaster to create and/or revise images, contents, links, registrations and all other information needed on the Chapter's website.
- Works with the Vice-President of Technology to ensure that all members of the Board are trained and able to navigate/edit the Chapter's website including, but not limited to, the events calendar, registrations and other similar postings.
- Performs additional duties as requested by the President.
- Ensures members abide by the ALA's Code of Professional Conduct.