

Chapter Vice-President of Membership

Philadelphia Chapter – Association of Legal Administrators

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Distributes a welcome letter to all new members along with information regarding the chapter's activities.
- Develops and monitors budget for Membership events/activities.
- Communicates with ALA Headquarters regarding additions/changes to membership.
- Recruits of new independent ALA members.
- Abides by ALA Headquarters' application approval procedure.
- Maintains an adequate supply of current prospective member packets.
- Updates and reviews membership application forms and renewal notices annually.
- Follows up with individuals who were sent prospective member materials.
- Updates chapter membership directory and listserv.
- Assigns an Ambassador to all new members.
- In conjunction with the Education and Business Partner Committees, ensures no conflicts when scheduling of events/activities.
- Organizes a new member orientation breakfast with Ambassadors.
- Hosts quarterly Ambassador meeting's.
- Verifies current membership with ALA Headquarters before year-end.
- Ensures members abide by the ALA's Code of Professional Conduct.