

Chapter President

Philadelphia Chapter – Association of Legal Administrators

- In addition to chairing the monthly Board of Directors' meetings, the President shall attend all social events and chapter meetings, including committee meetings.
- Appoints committees as needed by the chapter.
- Ensures that all Vice-Presidents and the Treasurer copy the President team (President, President-Elect and Past-President) on all pertinent communications.
- Maintains regular communication with the Regional Representatives/Director and ALA Headquarters for the recognition of the chapter and its members in order to keep members apprised of activities.
- Makes a concerted effort to attend the Annual National Conference, the Regional Legal Management Conference and the Chapter Leadership Institute. Organizes all associated chapter member functions at said conferences.
- In conjunction with the Vice-President of Membership, approves all applications for ALA and chapter membership; makes certain that accurate membership records are maintained and that ALA Headquarters is updated of all changes.
- Recognizes and welcomes new members and business partners of the chapter.
- Serve as liaison to the chapter's Platinum Business Partner.
- Acknowledges and responds to all chapter or ALA inquiries in a timely manner.
- Communicates to the membership on a bi-monthly basis to report on chapter and national events and updates.
- Ensures members abide by the ALA's Code of Professional Ethics.