

## **Chapter President-Elect**

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

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- The President-Elect is a member of the chapter's board of directors and has the primary responsibility to assist the President in fulfilling his/her duties and to act in the place of the President when the President is unable to do so.
- It is intended that the President-Elect will prepare to assume the position of the President in such a way that the continuity of the chapter will be maintained.
- The President-Elect shall attend all social events and chapter meetings, including committee meetings.
- In conjunction with the President, maintains regular communications 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, as well as the Chapter Leadership Institute.
- In conjunction with the President, recognizes and welcomes new members and business partners of the chapter.
- Acknowledges and responds to all chapter or ALA inquiries in a timely manner and communicates same to the President.
- President-Elect will serve as a liaison to a Gold Business Partner (may serve as a liaison to more than one if necessary).
- Working with the Past-President, the President-Elect will ensure the timely submission of the Presidents' Award of Excellence.
- Ensures members abide by the ALA's Code of Professional Ethics.