

## **Vice-President of Diversity, Equity, Inclusion & Accessibility (DEIA)**

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

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Develops and maintains a monthly DEIA calendar page for the website.
- Works with the Vice President of Education and Vice President of Business Partner Relations to ensure events are inclusive.
- Develops, organizes, and coordinates an annual event dedicated to Diversity, Equity, Inclusion & Accessibility with the President, President-Elect and Platinum Business Partner Liaison.
- Work with the Vice President of Membership to maintain a diverse ambassador program and annually provide a report highlighting the board's efforts to recruit/retain diverse members in the prior year.
- In conjunction with the Membership and Education Committees, ensures no conflicts when scheduling of events/activities.
- Ensures members abide by the ALA's Code of Professional Ethics.