

Chapter Vice-President of Education

Philadelphia Chapter – Association of Legal Administrators

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Coordinates and oversees all Education Committee activities, including leading Committee meetings, volunteer recruitment and engagement, budgets and event sponsorships.
- Coordinates and oversees the development and execution of professional education programs for the year, including the annual Change of Gavel general membership meeting. Coordination of same should be organized with the President and President-Elect.
- Promotes, markets and communicates all education events.
- Surveys membership on a yearly basis for programs of interest and other feedback.
- In conjunction with the Membership and Business Partner Committees, ensures no conflicts when scheduling of events/activities.
- Works with ALA Headquarters to offer National education opportunities to Chapter members and partners with ALA Regional Chapters on speaker sharing or shared event opportunities.
- Submits Chapter Education Summaries to chapters@alanet.org
- Works to secure Certified Legal Manager ("CLM") or other professional continuing legal education credits for education sessions.
- Ensures members abide by the ALA's Code of Professional Ethics.