

Vice-President of Technology

Philadelphia Chapter – Association of Legal Administrators

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- Maintains and updates the Chapter's website content.
- Post available jobs that are submitted to webmaster@phila-ala.org
- Works with the Vice-President of Education to create event forms.
- Creates/maintains the annual member renewal forms.
- Creates/maintains business partner sponsorship forms, business partner profiles and links.
- Assists members and business partners with updating their profiles, resetting passwords, and general help with the website.
- Maintains the email distribution lists for the board.
- Ensures members abide by the ALA's Code of Professional Conduct.