



## **VICE PRESIDENT-ELECT POSITION DESCRIPTION**

### **Qualifications**

The Vice President-Elect shall be able to make a four-year commitment to the Chapter: the first term as Vice President-Elect, the second term as Vice President/President Elect, the third term as President, and the fourth term as Past President/Historian. The Vice President-Elect shall serve concurrently in another role on the Board and shall have previously served or be serving in a Director or Officer role. The Vice President-Elect also shall currently meet the regular membership qualifications of both the Greater Chicago Chapter and the Association of Legal Administrators.

### **Basic Functions**

- 1) The Vice President-Elect shall attend all Board meetings and as many Chapter functions as possible.
- 2) The Vice President-Elect shall assist the President and the President Elect in the distribution of materials pertinent to Chapter leadership, specifically CLI materials and Chapter Management Guide contents, to officers and committee chairs as appropriate and may be requested to represent the Chapter at certain ALA conferences, seminars, meetings and institutes.

### **Committees**

- 1) The Vice President-Elect shall serve as an ex-officio member of the Nominating Committee.
- 2) The Vice President-Elect shall serve on the Budget Committee.
- 3) The Vice President-Elect shall serve on the Reserve Budget Committee.

### **Conferences**

The Vice President-Elect shall make a concerted effort to attend the ALA's Annual and Regional Conferences and the Chapter Leadership Institute (CLI) training workshops. This will help develop continuity of the Chapter in its relationship with ALA. The Chapter will pay for reasonable expenses for attending CLI (registration fee, transportation and hotel).

Annual ALA-Sponsored Chapter Leadership Institute (CLI) is held in early summer. Because of the importance of this Institute to Chapter leadership and management, the Vice President-Elect is expected to attend. If the Vice President-Elect cannot attend, an alternate from the Board is to be recommended by the President and approved by the Board.