



COMMITTEE CHAIR AND PROJECT TEAM LEAD POSITION DESCRIPTION

QUALIFICATIONS:

It is preferred that individuals selected for this position shall:

- Demonstrate a commitment to the mission and goals of ALA.
- Have proficient written and oral communication skills.
- Demonstrate the willingness and ability to provide necessary time and energy to the responsibilities and duties described with a positive and professional attitude.
- Demonstrate a commitment to professional development and advancing the education mission of ALA; possess an understanding of the issues relevant to the education of legal management professionals.
- Demonstrate the ability to be a cooperative and participatory team member.
- Have the ability to develop and maintain positive relations with ALA Members, be they individuals, in chapters, on regional teams, or the ALA Board of Directors, as well as ALA Staff and Business Partners.

EXPECTATIONS:

- Individuals who commit to serve at this level of ALA are held to high standards of public decorum, dependability and service to the members.
- Committee Chairs and Team Leads are required to participate in committee/team meetings, as well as events and functions that occur during their term on the committee/team. Firm support is important to be successful in this role.
- Committee Chairs and Team Leads shall exhibit and develop the attributes deemed important to leadership in ALA. Those attributes are: courage, vision, communication, passion, reliability, inclusiveness, balance, respect, collaboration and integrity.
- It is required that each Committee Chair and Team Lead support and abide by the Bylaws, Code of Ethics, Strategic Plan and Plan of Work of ALA.

GENERAL RESPONSIBILITIES INCLUDE:

- Work with the staff liaison and committee members to develop a Plan of Work each year that will allow the committee to effectively discharge its responsibilities for the year.
- Consistent with ALA's policy and strategic plan, the Committee Chair works with the staff and board liaisons to guide the committee in its work as outlined by the Plan of Work.
- Work with the staff liaison to develop agendas and conduct committee meetings.
- Work with the staff liaison to ensure that the work of the committee is carried out between meetings.
- In conjunction with the staff liaison develop reports on committee activities, including requests to the Board of Directors for action.
- Report to the committee on decisions of the Board or Executive Committee that affect the committee's work or activities.
- Where appropriate, guide the committee in proposing products and projects that will further the goals and objectives of the Association.
- Where appropriate, make policy recommendations to the Board.