



COMMITTEE AND PROJECT TEAM MEMBER 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 verbal 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 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.
- Members 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 members 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 member support and abide by the Bylaws, Code of Ethics, Strategic Direction and Plan of Work of ALA.

GENERAL RESPONSIBILITIES INCLUDE:

- Actively participate in the work of the committee/team; provide thoughtful input to the deliberations of the committee/team; focus on the best interests of the Association and the committee/team rather than on personal interests; and work toward fulfilling the committee/team goals.
- Review all relevant material before committee/team meetings. Make contributions and voice objective opinions on issues.
- Carry out individual assignments made by the committee chair/team lead.
- Work as part of the committee/project team and staff team to ensure that the committee/team proposes policies and/or develops products and services that help ALA Members who are responsible for programs within the scope of work of the committee.
- Represent the committee/team in meetings of other ALA groups.
- Promote clarity within the committee/team on the committee's/team's role and how it supports and fits within ALA.