

## **Available Positions**

### **Vice-Chair (2-year term, ascends to Chair in 2nd year)**

The Vice Chair will collaborate with their Local Steering Committee Chair in order to learn the Local Steering Committee Chair's role, to become familiar with the programs of the LMA and its governance, and to develop and facilitate officer transitions. The Vice Chair will preside over all Committee meetings in the absence of the Local Steering Committee Chair. The Vice Chair will perform all duties related to the position of Vice Chair and other duties assigned by the Chair, such as leading Troikas. The Vice Chair is expected to attend all Local Steering Committee meetings and participate in monthly calls with the Chair. The position of Vice Chair is a one year term and will automatically succeed to the position of Local Steering Committee Chair at the end of the current term.

### **Secretary (OPEN)**

The Secretary shall have primary responsibility for keeping minutes of the LSC meetings and sending them to the Committee after each meeting. The LSC Secretary shall also maintain Google Docs folders for the Committee. Additionally, the LSC Secretary shall perform other duties from time to time as assigned by the LSC Chair. The position of Secretary is a one year term. An individual may serve up to two consecutive terms as LSC Secretary.

### **Director – Programs (OPEN)**

The Programs Director (PD) is primarily responsible for the development of educational and networking content throughout the calendar year for the Los Angeles area. The PD locates and engages with speakers and presenters for educational sessions on various topics of interest to the membership. The PD also coordinates with the Programs Directors of the other local chapters in the LMA West Region, including monthly calls organized by a member of the West Region board, and facilitating educational content that is provided at times by the West Region or LMA National. The PD also coordinates logistics of such programming, including locations to hold events and related details like sponsor recognition, invitations, nametags, and meals. The PD has the support of a Programs Committee. The PD also receives support from the Communications and Technology committee in order to send invitations to membership. The position is a one year term.

### **Director - Membership Engagement (OPEN)**

The Los Angeles Membership Engagement Director (MED) will work in conjunction with the Steering Committee and Membership Engagement Committee (MEC), to perform regular outreach to new, current members and prospective members. The MED, along with members of

the MEC, will participate in meetings with new and renewing members to welcome them to LMA and discuss membership benefits. The MED will also engage prospective members and act as a resource to those who wish to gain more knowledge in specific areas of legal marketing. This includes linking members through networking events. The MED also participates in monthly calls with the West Region Membership Committee to discuss national initiatives and local implementation, as well as annually update the New Member Packet. The MED coordinates the local educational scholarship program, including making the case, granting the scholarship and overseeing related announcements. The MED is responsible for creating name badges for local programming events, and occasional programming committee support. The position is a one year term.

### **Director - Communications & Technology (OPEN)**

The Communications and Technology Director (CTD) is primarily responsible for updating the LMA-LA website, providing content for the quarterly West Region newsletter, providing event content to West Region for distribution, and overseeing/assisting with social media activities. The CTD will occasionally be tasked with the development of additional LA-specific communications. The CTD will be a member of the West Region Communications Committee and participate in monthly calls to discuss national initiatives and local implementation. The position of CTD is a one year term.

### **Director - Senior Marketers Liaison (OPEN)**

The Senior Marketer Liaison Director (SMLD) should seek to increase engagement of senior marketing professionals in the Los Angeles market throughout the year. The SMLD's main responsibility is to oversee four (4) Senior Marketer Roundtables annually. The SMLD should determine topics, location, invite list, food and other logistics for each roundtable. Additionally, the SMLD can invite senior marketer's to events, develop a one on one relationship to foster ongoing communication with the Local Steering Committee, encourage membership by non-members, and work with the Programs Director to include them as speakers at educational sessions. The position of Senior Marketer Liaison Director is a one year term.