



2020 LMA New York Local Steering Committee Position Descriptions

- **Chair-Elect**

The Local Steering Committee (LSC) Chair-Elect will collaborate with the LSC Chair to learn the position, become familiar with the programs of LMANE and its governance, and to develop and facilitate officer transitions. The Chair-Elect will preside at all LSC meetings in the absence of the Chair and will automatically succeed to the office of Chair at the end of the presiding Chair's term. This is a two year appointment to serve as Chair-Elect in 2020 and Chair in 2021.

- **Secretary**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet LMA requirements and to enable authorized persons to determine when, how, and by whom LSC business is conducted. The Secretary records accurate minutes of meetings and submits reports to the LMANE Regional Board. The Secretary is also responsible for recording and preserving LSC processes and protocols. This is a one year term.

- **Member-at-Large, Shared Interest Group (SIG) Chair**

The SIG Chair will collaborate with the leaders of New York Local Group's various Shared Interest Groups to ensure they have the resources needed to organize educational and networking events. The SIG Chair is also responsible for recording and preserving local processes and protocols for hosting SIG events. This is a one year term.

- **Member-at-Large, Special Events Chair**

The Special Events Chair is responsible for organizing New York Local Group's Kickoff event, Summer Soiree and Holiday party. The Special Events chair will work with the LSC Chair to review location proposals, coordinate with sponsorship committee and the LMA Northeast Regional Administrator, Sue Russon, for logistics for the event including deposits and payments. The Special Events Chair will also assist with securing venues for local programs. This is a one year term.

- **Member-at-Large, Membership Engagement Chair**

The Membership Engagement Chair is responsible for delivering a superior membership experience to all New York members. The Chair will develop a plan to retain and engage existing members and encourage new ones. The Chair will form a local committee to assist in execution. This is a one year term.