



Education & Networking Council

Co-Chair

On-going Duties & Transition Duties

INTERNATIONAL LEGAL TECHNOLOGY ASSOCIATION

ONGOING DUTIES

- Oversee the annual creation, communication, and implementation of the overarching programming framework
- Co-lead Councils and meetings in collaboration with staff (including development of agendas)
- Participate in quarterly strategic Council calls with Board of Directors
- Attend meetings during ILTA annual conference
- Communicate committee ideas, initiatives, and schedules to ensure all committees are working harmoniously to provide high quality education. Education must be aligned with the evolution of the legal industry, learning pathways, knowledge advisor and business partner thought leadership and improved delivery methods
- Ensure tight integration of collaboration and alignment of goals across programming, networking, and events
- Work with other areas of the organization to ensure appropriate communication and marketing encompasses the entire organization
- Collaborate with ILTA staff to create revenue generating events or models to advance the organization

TRANSITION DUTIES

- Evaluate and confirm areas of responsibilities and communication mechanisms between Councils
- Confirm Education and Networking volunteer structure
- Collaborate with staff and volunteer leaders to develop transition plans and implementation schedule
- Participate in Council member selection and drafting of job descriptions
- Assist with onboarding and integration of all Committees
- Create and communicate goals for Committees
- Drive implementation of Engagement and Events Committees
- Drive transition from Program Planning Council to the Programming Committee
- Drive integration of Technology Survey Committee with the other Education and Networking Committees