Constituents Council

Co-Chair

On-going Duties & Transition Duties

INTERNATIONAL LEGAL TECHNOLOGY ASSOCIATION

ONGOING DUTIES

- Collaborate on initiatives or challenges impacting Constituents

- 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

- Oversee initiatives designed to strengthen relations among constituents and develop improvements to communication across the organization

- Evaluate constituent benefits and needs to maximize value, satisfaction, and diverse participation

- Raise global awareness of ILTA and recommend outreach strategies

- Facilitate existing and recommend opportunities for new targeted collaborations with key complimentary legal industry organizations for mutually beneficial relationships

- Collaborate with staff to ensure appropriate communication, marketing, and execution of strategies

- Evaluate industry trends and recommend new membership and business partner categories to stay aligned with the evolution of the legal ecosystem
TRANSITION DUTIES

- Evaluate and confirm areas of responsibilities and communication mechanisms between Councils

- Confirm Constituents’ 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 Membership Committee, including definition of scope and duties, initial staffing, leadership, and communication mechanisms

- Drive effort to transition the Partnership Advisory Committee to the Business Partner Committee, including definition of scope and duties, initial staffing, leadership, and communication mechanisms