



## 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