



**SANTA CLARA COUNTY
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated
("LSI®")**

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

ADVERTISING

The Advertising Chairperson will be responsible for working with the President in coordinating advertising copy and income for advertisements.

Duties include:

- Reaching out to the local legal community as potential advertisers on SCCoLPA's website (including attorneys, legal vendors, legal consultants, etc.)
- Providing potential advertisers with our current rates and our contract.
- Member of the Marketing Committee – assists by promoting and marketing SCCoLPA's vendor promotion program.
- Report monthly to the President, by email.
- Respond quarterly to your LSI counterpart.

Time commitment: Minimal to moderate.