



**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

VICE- PRESIDENT MARKETING

Summary of duties:

- The Vice President of Marketing presides at all meetings of this Association and its Executive Committee in the absence of the President and the Vice President of Membership.
- The Vice President of Marketing serves as the Marketing Chairman, and performs such other duties as ordinarily pertain to this office or as may be assigned by the President and Executive Committee. The Vice-President of Marketing presides over the Marketing Committee.
- The Vice President of Marketing assists with the posting of flyers to the Association's Facebook page.
- The Vice President of Marketing shall work with the specific SCCoLPA Officers and Chairs to ensure information pertaining to SCCoLPA, including announcements from LSI, local associations, vendors, BALF, local bar associations, local colleges, and SCCoLPA are disseminated to all members.
- The Vice President of Marketing orders and maintains the Association's marketing supplies (pens, notepads, banner, etc.).
- The Vice President of Marketing shall conduct at least one Marketing Committee meeting per quarter.
- Report monthly to the President, via email
- Respond quarterly to LSI counterpart.

Time commitment: Heavy.